

Wenatchee School District Board of Directors



Special Board Meeting

June 4, 2019

District Office

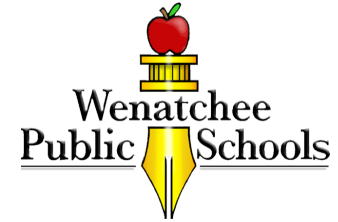
Agenda

4:00 P.M.

		TIME
I. PLEDGE OF ALLEGIANCE		02 Min
II. BOARD PUBLIC COMMENT STATEMENT		
III. AGENDA APPROVAL		
IV. CITIZEN COMMENTS		
V. FIELD TRIP REQUESTS	Action	10 Min
VI. WENATCHEE LEARNS STRATEGIES		35 MIN
Strategy 3: Use the Best Tools and Resources		
<i>Objective 3.4 Facilities That Optimize Learning:</i>		
10-Year Capital Projects Plan Update	Information	20 min
WVTSC Security Keyhole Contract	Action	05 min
Gregg Herkenrath, Director of Facilities		
Policy and Procedure Updates - 1 st Reading	Information	10 min
Brian Flonas, Superintendent		
Lisa Turner, HR Executive Director		
VII. NEW BUSINESS		05 MIN
WIAA Membership Resolution #01-19	Action	05 min
Superintendent Brian Flonas		
IX. BOARD COMMUNICATION		05 min
X. SUPERINTENDENT REPORT		05 min
XI. ADJOURNMENT		02 min



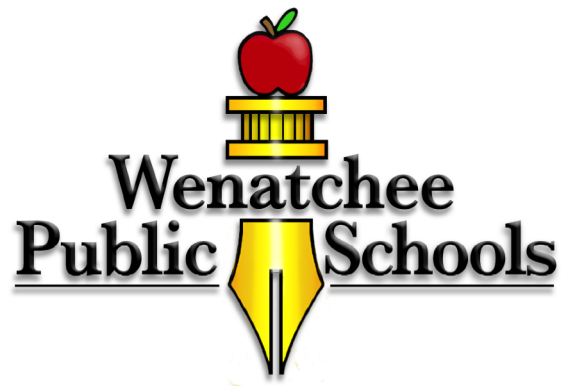
BOARD REPORT



WSD School Overnight / Out of State Field Trip Report

MAY 28, 2019 TRAVEL TRACKER BOARD REPORT									
Trip #	Dates	Destination	Teacher Name	Group Making Trip	Educational Objective	# of Adults	# of Students	Estimated Cost	Comments
6050	08/12/2019 08:00:00 AM - 08/16/2019 06:00:00 PM	Cispus Learning Center	Dawn Wood	Pioneer Middle School ASB student leaders	Leadership camp is specifically designed for middle-level students. Delegates	1	8	\$2,718.05	This is ASB Leadership camp. Students will be staying in cabins at Cispus Learning Center with multiple student counselors
6108	03/11/2020 04:30:00 AM - 03/15/2020 11:45:00 PM	Napa Valley College, Napa Vallejo Highway, Napa, CA, USA	Ramon Rivera	Mariachi Huenachi	Mariachi Workshop for Napa Community College	4	27	\$0.00	Chaperone - Ramon Rivera, Eduardo Cortes, 2 Female TBD Hotel, Flights, Transportation will be covered by Napa Community College. Students will pay \$150 - \$200

6107	10/22/2019 04:30:00 PM - 10/27/2019 11:30:00 PM	University of Alaska Fairbanks, South Chandalar Drive, Fairbanks, AK, USA	Ramon Rivera	Mariachi Huenachi - Seniors first, then Juniors, then Sophomores 8 Seniors and 1 Junior and 1 Sophomore	Performance with Tenor Jose Iniguez	4	10	\$0.00	Chaperones - Ramon Rivera, Eduardo Cortes, 1 Female TBD , 1 Male TBD University of Alaska Fairbanks will cover costs of Flights, Hotel, Transportation. Hotel will be the Westmark or Best Western Plus in Fairbanks. Students will pay for meals.
6043	09/25/2019 08:45:00 AM - 09/27/2019 11:00:00 AM	Tall Timbers Ranch - Leavenworth WA	Sarah Cabbage	6th grade students and teachers	bonding and team building	41	210	\$20,606.81	9/25: 8:45 pick up Group #1 at FMS - travel to Tall Timbers - bus returns empty 9/26: 8:45 pick up Group #2 at FMS - travel to tall Timbers - return with students from group #1 9/27: 11:00 AM bus travels to Tall Timbers empty - picks up Group #2 at 12:00 and returns to FMS
6053	09/21/2019 07:00:00 AM - 09/22/2019 01:30:00 PM	Tall Timbers Ranch - Leavenworth WA	Dawn McCorm ick	Chamber Singers	The group will learn new fall music, receive musical coaching and	6	42	\$886.38	Lodging will be at Tall Timbers Ranch in Leavenworth.



CAPITAL FACILITIES PLAN

**Wenatchee School District No. 246
Wenatchee, Washington**



WENATCHEE SCHOOL DISTRICT No. 246

Board of Directors

Sunny Hemphill - President

Laura Jaecks – Vice President

Michele Sandberg – Board Member

Sarah Knox – Board Member

Karina Vega-Villa – Board Member

**Brian Flonos
Superintendent**

(Updated 05/28/14)

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I. INTRODUCTION

Geography

Wenatchee School District #246 encompasses approximately 256 square miles in Chelan County. The District is bordered to the north by the Cashmere and Entiat School Districts; to the east by the Columbia River and Eastmont School District; to the south by the Ellensburg School District; and to the west by the Cascade Mountains and Cle Elum-Roslyn School District.

The Wenatchee School District serves between 7400 and 7700 students. The primary industries of the region are agriculture and recreation/tourism.

Instructional Programs

The Wenatchee School District is committed and designed to provide a comprehensive instructional program from kindergarten through the completion of high school. Student learning is accomplished through a quality educational system by dedicated, caring staff working in partnership with students, parents, and the community.

The Wenatchee School District has seven elementary schools, three middle schools, an alternative high school, a 4A high school, and a technical skills center. The total number of current students is approximately 7,400 and 540 teachers. The Wenatchee School District has a large minority student population: 39 percent are Hispanic, 1.3 percent Asian, and .6 percent African American. Our district strives to employ exceptional educators to serve our diverse student population.

To support the program goals and objectives, safe up-to-date facilities are of major importance.

Capital Facility Committee

The Capital Facility Committee (CFC) has been comprised of parents, patrons, staff and school design professionals. The CFC is building upon the work of the Secondary School's Study Committee and previous bond committees. The work of these combined committees encompasses over two years of information gathering, staff input, and community surveys. Surveys of the community were also conducted. Washington State University conducted a random phone survey and the District gathered community input via an online survey.

The Capital Facilities Committee was charged by the Wenatchee School District Board of Directors to accomplish the following:

1. Evaluate the current condition of existing school and non-school buildings, grounds and sports facilities.
2. Analyze student enrollment history and provide future enrollment projections.
3. Review capacity and service standards for schools.
4. Create a 5-6 year facility plan, outlining projects to be completed, costs, fund sources and a timetable for the projects to be completed.
5. Develop a long-range plan to recommend capital projects for consideration on a periodic basis.

This current Capital Facilities Plan has been modified to identify current conditions and will continue to be updated as required.

II. EDUCATIONAL STANDARDS

Current Educational Program Standards

School facility needs are dictated by types and amounts of school space required to accommodate students participating in the District’s educational program. Factors affecting educational program standards are the District’s adopted curriculum, grade configuration, class size, optimum facility size, classroom utilization, scheduling considerations, and association agreements. Non-traditional educational programs such as special education, preschool, computer labs and music can significantly impact facilities’ student capacity. **Table 1** shows Wenatchee School District’s previous Educational Program Standards and contractual class size maximums.

Table 1 – WSD Program Space Standards

Number of students per classroom					
ES (K-5)	Max/Contract	Preferred	HS (9-12)	Max/Contract	Preferred
K-1	24	20-22	Reg Ed	30	28
2-3	25	22-24	Art	30	28*
4-5	27	24-26	Fam/Con Sci	25	25*
Self-Cont. SE	NIC	12	Leadership	NIC	25
			Music	NIC	34
MS (6-8)	Max/Contract	Preferred	PE	38	36
Reg Ed	30	28	Cr. Retrieval	NIC	25
Sci Lab	30	28	Science	30	30
PE	36	36	Ag Sci	30	25*
Tech Lab	36	32	Ag/Welding	25	20*
Art	33	28	Bus Lab	30	30
Music	36	34	Drafting	25	28*
IEP/Resource	NIC	20	Marketing	NIC	20*
LAP	NIC	20	Tech Lab	36	32
ESL	NIC	20	Photo Lab	32	30*
Self.Cont.SE	NIC	12	IEP/Resource	15	15
			Self.Cont.SE	12	10*
			Work Exp	15	15*
NIC = not in contract			*Limited by room size		

Table 2 shows the District’s optimal school capacities for regular headcount students compared to OSPI standards.

Table 2 – WSD School Capacity Standards

Elementary K-5	Program Capacity	OSPI Capacity*
Columbia	544	539 (48,509sf)
Lewis & Clark	484	539(48,509sf)
Lincoln	487	911 (82,007sf)
Mission View	488	569 (51,190sf)
Newbery	517	540 ((48,620sf)
Sunnyslope	328	460 (41,417sf)
Washington	650	799 (71,898sf)
Castlerock	127	200 (17,977sf)
Middle School 6-8	Program Capacity	OSPI Capacity*
Foothills	685	725 (84,854sf)
Orchard	676	675 (78,997sf)
Pioneer	798	947 (110,838)
Elementary & MS (K-8)		
High School (9-12)		
WHS	2074	2141 (278,328sf)
Westside	250	151 (19,581sf)
<p>Notes: 1) Middle School & High School capacity is based on teachers using their room one period for planning and preparation. 2) Westside’s flexible day and evening program serves more students than indicated by OSPI capacity standards. 3) * OSPI Capacity – OSPI recognized square footage divided by:</p> <ul style="list-style-type: none"> • 90, for grades K-6 • 117 for grades 7-8 • 130 for grades 9-12 		

Alternative Educational Program Standards

Currently, WSD provides two alternative education programs within the District, an alternative high school and a choice school program.

Non-Traditional High School Program (Westside High School)

Westside High School provides for a non-traditional program for high school students. Currently the program is housed in a newly remodeled 18,600sf building and four portable classroom structures at 1510 9th Avenue. These facilities are located across the street from the Wenatchee Valley College campus.

Some facility needs at the current campus include:

1. A gym comparable in size to a small middle school.
2. Provisions for future expansion

Choice School Program (Valley Academy of Learning)

The Valley Academy of Learning (VAL) is a parent-partnered program. Parents agree to take substantial responsibility for the education of these children, and the WSD agrees to provide a support system for families under the Washington State Alternative Education Law. Student enrollment at VAL ranges from 1st through 10th grades.

Wenatchee Valley Technical Skills Center

The purpose of WVTSC is to promote skills and crafts needed in the Wenatchee Valley and prepare student for high salary high demand jobs. Current WVTSC programs include: Culinary Art; Video Game Programming; Digital Media Arts; Fire Science; Automotive Technology; Collision Repair; Construction Trades; Criminal Justice; and Cosmetology.

Technology and Infrastructure Requirements

Network and Service to Classrooms

The District is committed to secure wireless for staff and labs, and limited access for District Hotspots designed for parent and guest access. District networks are designed to be expandable with upgraded or new facility installation of fiber and copper to current standards and the necessary equipment whether it be to a classroom, lab, or across the WAN (wide area network). The use of mobile technology is the primary student focus, utilizing handheld devices and touch technologies to enhance student learning toward promoting 21st Century classroom environments.

Server and Network Backbone

The District provides a variety of server capacities and capabilities to support district service requirements. The district will coordinate network backbone access with the Chelan County Public Utility District through a selected service provider for data transport of the district infrastructure. Servers are district hosted and backed up depending on the required schedule and level of the service.

Future Impacts to Educational Program Standards

The Washington State Legislature has passed bills which could affect future educational program standards for school facilities and the District will continue to monitor and include these regulations in facility planning. Substitute House Bill 2776, K-12 Education – Funding Distribution Formulas is one such bill and provides funding and allocation formulas for “prototypical” schools, which currently differ from the student-to-teacher ratios detailed above in the program space standards. This bill also discusses a requirement to implement all-day kindergarten across the state to be achieved in the 2017-2018 school year. The Wenatchee School District has implemented all-day kindergarten at the time of this report.

III. FACILITIES INVENTORY

Capital facilities are defined as any land, structure, or improvement that has a useful life of at least ten years.

This facilities inventory describes what facilities are now available to Wenatchee School District and what facilities will be needed to accommodate anticipated enrollment at acceptable levels of service. Capacity of current and future facilities is based on space requirements as described by the District’s program space standards.

Sites

Wenatchee School District currently owns 315.8 acres of land with 168 acres in use for schools, 36.5 acres in use for support sites, and 148.4 acres in reserve for future growth. **Table 3 below** shows current Wenatchee School District schools, support sites and current reserve (undeveloped) sites.

Table 3 – District School Sites

Facility	Site Area (acres)	Facility	Site Area (acres)	Facility	Site Area (acres)
Elementary Schools		Middle Schools		Support Sites	
Columbia	6.46	Foothills (3)	25.71	District Office (4)	1.19
Lewis & Clark	17.25	Orchard (4)	8.96	Maintenance & Operations	20.05
Lincoln	13.4	Pioneer (5)	8.23	236 Sunset Avenue (4)	0.22
Mission View	12.36	TOTAL	42.90	Recreation Park (5)	5.14
Newberry (1)	9.72	High Schools		Triangle Park (5)	9.18
Sunnyslope (2)	7.66	WHS (6)	37.47	1911 N. Wenatchee Ave	0.69
Washington & Sp Ed	8.45	WSHS	8.04	TOTAL	36.47
TOTAL	75.30	WVTSC	4.29	Reserve Sites	
		TOTAL	49.80	Sunnyslope	4.76
				Malaga	28.91
				Okanogan/Crawford	40.97
				Springwater	69.6
				Red Apple Rd (Ag fields)	4.17
				TOTAL	148.41
NOTES:					
1) Area does not include adjacent City property.					
2) Area does not include adjacent orchard parcel (see Reserve Sites).					
3) Area includes recently purchased parcel from the City.					
4) Area includes 5-school parcels but does not include District Office or 236 Sunset Avenue parcel (see Support Sites).					
5) Area includes school parcel but does not include Recreation or Triangle Park areas (see Support Sites).					
6) Includes transportation facility but does not include Ag fields (see Reserve Sites).					

Permanent Construction & Modernization

Wenatchee School District operates seven elementary schools serving students in Kindergarten through Grade 5, one preschool center, one choice program learning school (Valley Academy) serving K-8 students, three middle schools for Grade 6-8 students, and two high schools. High schools serve students in Grades 9-12. Wenatchee High School offers comprehensive programs for approximately 2000 students. Westside High is an alternative high school currently serving approximately 250 students.

Instructional methods and technologies, building codes, condition of the existing facility, and student enrollment in neighborhoods will change. There is a periodic need to upgrade or change educational facilities to respond to these issues and the State of Washington recognizes the need to improve school facilities by offering districts financial help in modernizing aging buildings.

Facilities built before 1993 are eligible for State assistance for modernization once they reach 20 years of age. The State of Washington considered facilities built after January 1, 1993 to be more flexible from a technology standpoint and built with improved construction standards. As a result, these facilities are eligible for State-assisted remodel after they reach 30 years of age.

Table 4 shows school construction history including: the original construction date; addition/modernizations; current size of each school facility and when they are eligible for modernization.

Table 4 – School History & Eligibility

Facility	Original Construction	Modernizations & Additions				Gross Sq. Ft	SCAP Sq Ft	Eligible SMF *
		No. 1	No. 2	No. 3	No. 4			
Elementary Schools								
Columbia	1987					48,509	48,509	Now
Lewis & Clark	1987					52,093	48,509	Now
Lincoln	1956	1988	2016			80,661	80,661	2046
Mission View	1971	1988				54,774	51,190	Now
Newbery	1993					54,504	48,620	2023
Sunnyslope	1958	2003				41,417	41,417	2033
Washington	2016		2016			73,265	73,265	2046
Castlerock	1958	1978	2016				18,973	2046
Middle Schools								
Foothills	1993					86,646	84854	2023
Orchard	1962	2003				78,997	78997	2033
Pioneer	1956	1962	1979	2004	2016	114,422	112630	2046
High Schools								
WHS (1)	1972	1993	2004			283,712	278328	Now
Westside	1963	2014				23,165	18300	n/a
WVTSC	2009	2015				68,543	0	n/a
Other								
District Office	1995						19,120	n/a
M & O	n/a						33,000	n/a
Transportation	1970						29,058	n/a
Notes:	1) The 2004 addition to WHS completed with local money only, and therefore eligible for SMF now.							

Portable Classroom Facilities

Portable classroom facilities are used when necessary to house students until the school district can provide permanent classroom facilities. Wenatchee School District does not regard portable facilities as satisfactory permanent school housing. Neither the District nor the State of Washington includes portable facilities when calculating permanent capacity of schools. Wenatchee School District currently owns portable facilities as noted in **Table 5**.

Table 5 – WSD Portable Classrooms

School	# Of Portable Rooms	Use
Lewis & Clark Elementary	6	3 for grade 5 instruction
		1 for reading (pull-out program)
		1 for Enrichment
		1 for art
Mission View Elementary	4	4 for grade 5 Instruction
Newbery Elementary	6	4 for grade 5 instruction
		1 for Migrant/Bilingual (pull-out program)
		1 for resource room (pull-out program)
Columbia Elementary	4	1 for grade 1 instruction
		1 for grade 3 instruction
		1 for grade 4 instruction
		1 for school Psych/OT/PT
Foothills Middle School	2	2 for general education instruction
Pioneer Middle School	2	1 for special education instruction
		1 for special education instruction 0.5 time
		1 for general education instruction 0.5 time
WHS	10	4 for Science instruction
		6 for English/Math/Social Studies instruction
TOTAL	34	

Ancillary Facilities

In addition to school facilities previously cited, the District also provides programs at alternative sites. These are shown in **Table 6**.

Table 6 – WSD Ancillary Programs’ Facilities

Program	Purpose	Location
Early Childhood (Preschool)	Special Education	1401 Washington Street
Valley Academy	A Parent-Partnered Program for 1-10 th grades student learning	1911 N. Wenatchee Avenue
Wenatchee Valley Tech. Skill Center	Provide educational programs that promote the development of skills and crafts needed in the Wenatchee Valley	327 E Penny Rd. Wenatchee, WA

In addition to instructional facilities previously cited, the District also operates support facilities. These are shown in **Table 7**.

Table 7 – WSD Support Facilities

Facility	Purpose	Location
District Office	District Management & Support	235 Sunset Avenue
M & O	Central location for Warehouse, Maintenance, Technology Support and Science Support	1001 Circle Street
Transportation	Transportation Maintenance and Routing, Food Service	1201 Millerdale

IV. ENROLLMENT AND FACILITY CAPACITY

Public school enrollment can be measured in two ways – headcount and FTE. Headcount numbers record the actual number of students a school serves, whether they attend all day or only a portion, while FTE numbers record the number of “full time” students. Although FTE numbers are better indicators of “capacity needs,” typically enrollment projections utilize headcount numbers, so the following enrollment projections use headcount enrollment.

Information and Condition Of Schools – Report 1049

The Actual Enrollments (**Table 8**) below were generated from the OSPI Information and Condition Of Schools (ICOS) Report 1049

Table 8 – OSPI Actual Enrollments

Grade	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
K-5	3325	3395	3490	3499	3422	3358	3352
6-8	1769	1840	1765	1692	1671	1734	1733
K-8	5094	5235	5255	5191	5093	5092	5085
9-12	2528	2507	2459	2533	2378	2348	2284
K-12	7622	7742	7714	7724	7501	7440	7369

V. FACILITY EVALUATION AND ASSESSMENT

Another consideration in Capital Facilities Committee's long-range planning was the evaluation and assessment of condition of the facilities within the District. Several processes were used to develop this evaluation and assessment; to include a Study and Survey conducted by an architectural firm, site visits by the previous bond committee and members of the Capital Facilities Committee, and input from District administrators and staff.

Study and Survey

Wenatchee School District obtained a grant to conduct a Study and Survey, which is an analysis of district facilities, educational programs and plans, student population projections, capital finance and operating capabilities, and needs for new construction, modernization or replacement of all facilities. Forte Architects conducted the Study & Survey, which the District used to assess facilities and initiate the capital facilities planning process. The data also includes the detailed building condition evaluation forms.

Three methods were used to evaluate each school. They were:

1. Building Condition Evaluation scores. State standards objectively score each building in specific areas to include external, internal, mechanical, safety, and access systems.
2. Functional adequacy scores. Objective scores which also take into account factors not included in the building condition evaluation score such as educational factors and site.
3. Useful life of building infrastructure systems. This evaluation analyzed the remaining lifespan of mechanical, electrical, and architectural systems in each facility.

The Study & Survey is included in **the Appendix**.

Project Development Based Upon Facilities Evaluation & Assessment

In addition to the analysis conducted during the Study and Survey, The Facilities Planning Committee conducted a lengthy process to evaluate and assess the condition of all facilities within the District.

The committee determined there was significant facility concerns with the majority of District buildings and there were also issues to be considered in many of the newer facilities. The committee attempted to look at a holistic approach in solving these issues and concentrated on overall problems within the district when developing an initial list of major projects to assist them in determining specific bond packages. With this in mind, the District enlisted two architectural/engineering groups to develop preliminary plans and cost estimates for a variety of needed projects.

District Land and Preliminary Plans

The school district owns a number of sites for the development of future schools. These parcels are identified as: Malaga, Okanogan/Crawford, and Springwater. Consideration has also been given to additional development of the Maintenance and Operations facility.

Preliminary concept site plans have been developed for each of these locations. The Malaga site is being considered for a future elementary or K-8 school. The Okanogan/Crawford holding is large enough to support both a future elementary and middle school. Springwater would be the location for a future middle school or high school.

VI. FUNDING AND COST ESTIMATE INFORMATION

Project Cost Estimates

To assist the Capital Facilities Planning Committee develop bond packages, several conceptual plans were created. Cost estimates were then constructed to help create future bond packages. Cost estimates WHS modernization and Athletic Facilities were developed by TCF Architects and are found in the **Appendix**. Hargis Engineers developed an analysis of the HVAC, Lighting and Fire Suppression upgrades for Foothills Middle School and is included in the **Appendix**. The projects were divided into two categories: major and minor.

Major Project Costs

The major projects include new construction, major facility renovation/remodel and new construction in lieu of modernization. Minor projects included all other projects the committee considered, such as improvements to portions of facilities, upgrades to current systems or new district-wide systems, and sports fields/facilities. The major projects anticipated for the future are Wenatchee High School and Elementary #8 or a new K-8 school. Project costs for these are yet to be determined. TCF 2015-2016 Long Range Facility Plan for Wenatchee High School and Other Facilities is included in the **Appendix**.

Minor Project Costs

Other minor, but significant, projects have been developed by the Director of Facilities & Capital Projects, principals and other administrators. Prioritization of these projects will be reflected by the groupings within the bond packages. The cost estimates for these projects are shown in **Table 9**. TCF 2017 Athletic Field Master Plan is included in the **Appendix**. Hargis Foothills Mechanical and Electrical Upgrades Study is included in the **Appendix**.

Table 9 – Minor Project Cost Estimates

Project	Cost Estimate
Columbia Elementary School (envelope, outdated costs)	\$ 686,813
Mission View Elementary (envelope, outdated costs)	\$ 686,813
Lewis & Clark Elementary (envelope, outdated costs)	\$ 686,813
Foothills M.S. (HVAC & Lighting)	\$ 8,339,513
Wenatchee High School: (2024 Cost Projections)	
Track, Seating & Concessions	\$ 8,676,449
Track Turf Infield	\$ 1,096,482
Freshman Baseball Improvements	\$ 1,791,992
Tennis Courts (replace exist)	\$ 4,092,833
Red Apple Road – Multi-use Field	\$ 4,212,900
Recreation Park (Full Renovation)	\$ 11,846,635
Triangle Park – Multi-use Field	\$ 4,951,778

Capital Project Funding

The District’s ability to meet its facility needs is dependent on the following funding sources:

- Passage of general obligation bonds by District voters
- State matching funds
- Incurring of debt within the limit of non-voted capacity

Table 10 summarizes the expenditures for the recent Phase 1 Bond and the Future Phase 2 Bond.

Table 10 – Capital Improvement Program Phase 1 & 2

Project	Cost Estimate
PHASE 1 BOND TOTAL	\$82,484,971
Washington Elementary - new in lieu	
Castlerock (ECLC) – full modernization	
Lincoln Elementary – remodel and addition	
Pioneer Middle School – modernization of locker room, new bleachers and turf field.	
Mission View Elementary – Parking Lot Improvements	
Portables Relocation – from Washington and Lincoln to WHS, WSHS and Columbia	
CIP Phase 2 Bond Planning Program	
TOTAL UNCOMMITTED	(1) \$3,701,114
PHASE 2 & 3 BOND	
Wenatchee High (complete modernization, Option M)	(2) \$155,000,000
Elementary #8 or new K-8 school	(3) TBD
Notes: 1) Total Uncommitted is approximate 2) Additional concept planning is needed prior to finalize cost estimates. 3) A new elementary or K-8 school may be the next school needed on either the Malaga or Crawford site, at a future time.	

General Obligation Bonding and M&O Tax Rates

Bonds are loans a school district receives from investors and are the most typical method used to fund construction of new schools and other capital improvement projects. A 60% voter approval is required to pass a bond and they are then retired through collection of property taxes. Bond tax rates show the amount the taxpayer is required to pay each year, based upon the appraised value of their home. **Table 11** below shows an historical perspective of tax rate for every \$1,000 of value in their home for WSD patrons over the past 19 years.

Table 11 - WSD Historic Total Tax Rates

Year	Assessed Value	Bonds	M&O	Total
2001	\$2,063,161,556	\$1.73	\$3.28	\$5.01
2002	\$2,138,888,920	\$1.79	\$3.29	\$5.08
2003	\$2,243,659,406	\$2.50	\$3.14	\$5.63
2004	\$2,269,883,899	\$2.56	\$3.35	\$5.90
2005	\$2,340,576,709	\$2.48	\$3.51	\$5.99
2006	\$2,478,864,451	\$2.34	\$3.44	\$5.78
2007	\$2,880,278,589	\$2.08	\$3.08	\$5.17
2008	\$2,942,948,843	\$0.88	\$3.14	\$4.02
2009	\$3,051,988,421	\$0.85	\$3.15	\$4.00
2010	\$3,464,898,829	\$0.73	\$2.89	\$3.62
2011	\$3,698,014,216	\$0.68	\$2.75	\$3.43
2012	\$3,653,658,521	\$0.66	\$2.88	\$3.54
2013	\$3,495,912,633	\$0.69	\$3.10	\$3.79
2014	\$3,392,391,792	\$0.71	\$3.29	\$4.00
2015	\$3,628,390,263	\$1.49	\$3.17	\$4.66
2016	\$3,891,512,467	\$1.39	\$3.05	\$4.44
2017	\$4,367,308,800	\$1.30	\$2.94	\$4.24
2018	\$4,510,900,368	\$1.26	\$2.93	\$4.19
2019	\$5,073,234,110	\$1.19	\$1.50	\$2.69

State Match Fund

State Match Funds come from the Common School Construction Fund. Bonds are sold by the State of Washington on behalf of the fund, then retired from revenues accruing predominantly from the sale of renewable resources (i.e. timber) from State school lands set aside by the Enabling Act of 1889. If these sources are insufficient to meet needs, the Legislature can appropriate funds or the State Board of Education can establish a moratorium on certain projects.

State Match Funds can only be applied to new school construction or modernization projects. Site acquisition and minor improvements are not eligible to receive matching funds from the State. Because availability of State Match Funds has not been able to keep pace with the rapid enrollment growth occurring in many of Washington’s school districts, matching funds from the State may not be received by a school district until after a school has been constructed or modernized. In such cases, the District must “front fund” a project (finance the complete project with local funds) and State aid received after a project is completed may be allocated at the district Board of Directors’ discretion. When the State share is finally disbursed (without accounting for escalation) the future District project is partially reimbursed.

New Construction. School districts may qualify for State Match Funds for new construction if they have un-housed student area according to the State’s calculations. To determine if a school district has un-housed student area, the following formula is used:

$$\boxed{\text{UN-HOUSED AREA}} = \boxed{\text{FUTURE STUDENT ENROLLMENT}} \times \boxed{\text{STUDENT SPACE ALLOWANCE}} - \boxed{\text{CURRENT CAPACITY}}$$

Future Student Enrollment = Projected student enrollment in five years

Student Space Allowance = State's allowance of square footage per student at specific grade levels. For grades K-6: 90 square feet per student
Grades 7-8: 117 square feet per student; and Grades 9-12:144 square feet per student

Current Capacity = Current amount of square footage at applicable grade level

If there is un-housed area within the school district, the amount of funding assistance is determined as follows:

$$\begin{array}{|c|} \hline \text{UN-HOUSED AREA} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{CONSTRUCTION COST ALLOCATION (CCA)} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{FUNDING ASSISTANCE PERCENTAGE} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{MAXIMUM ALLOWABLE STATE FUNDING ASSISTANCE} \\ \hline \end{array}$$

Un-housed Area = Determined using calculations shown above

CCA = Per square foot amount set by the State for construction of school facilities and used to determine the level of state funding assistance.

Note: 2012 area cost allowance number to be determined at the time of the project

Funding Assistance Percentage = The State applies this percentage to equalize state funding and account for differences across school districts in wealth and ability to generate revenues through property taxes.

Note: WSD percentage will be determined at the time of the project.

Modernization. To qualify for State Match Funds for modernization projects of older facilities within a school district, two criteria must be met.

1. The first criterion is the age of the facility in question. For a specific facility to be eligible to receive State Match Funds for modernization, the building must be over 20 years old if built prior to January 1, 1993. If the building was constructed on or after this date, it must be 30 years old.
2. The second criterion is the eligible area for modernization within a school district. State Match Funds will be provided for modernization projects only if the amount of eligible area within the school district (based on similar calculations for un-housed student area) does not exceed the improved areas within those grade levels, where improved areas are defined as those areas newer than the age criterion discussed above.

If both of these criteria are met, the following formula is used to determine the amount of State Match Funds for modernization of a particular facility:

$$\begin{array}{|c|} \hline \text{BUILDING AREA} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{CONSTRUCTION COST ALLOCATION (CCA)} \\ \hline \end{array} \times \begin{array}{|c|} \hline \text{FUNDING ASSISTANCE PERCENTAGE} \\ \hline \end{array} = \begin{array}{|c|} \hline \text{MAXIMUM ALLOWABLE STATE FUNDING ASSISTANCE} \\ \hline \end{array}$$

Due to rules governing computation of the State match, the official percentage match portion calculated by the State does not typically equal the actual percentage of total facility cost. Notably, this only applies to costs that the State considers eligible for matching. Certain project costs for school construction or modernization are not eligible for state match. Furthermore, the State’s square footage per student allowances are typically below educational standards. For these reasons, a typical state match on new school construction projects and major modernization projects in Wenatchee School District is currently about **68.57** percent of the maximum allowable construction cost.

VII. LONG-RANGE BOND PACKAGES

The Facilities Planning Committee established priorities and urgencies for the projects currently identified to enhance the needs of the District. These data are outlined in Table 12 and were generated prior to the Phase 1 Bond passage and associated Capital Projects.

TABLE 12 – Prioritization & Urgency of Projects

PROJECT	PRIORITY (1-4)	URGENCY		
		PHASE 1	PHASE 2	PHASE 3
Lincoln	1	X		
Washington	1	X		
Castlerock	1	X		
Pioneer (gym and bleachers)	1	X		
WHS (full modernization)	1		X	
Foothills (HVAC)	2		X	
Columbia (envelope)	2	X		
Mission View (envelope)	2		X	
Lewis & Clark (envelope)	2		X	
WHS - Site Improvements				
Portable Pad	1	X		
Track/Concessions/Bleachers	2		X	
9th Grade Baseball	3		X	
Tennis Courts	2		X	
Softball Complex	4			X
Applebowl Turf	1		X	
Recreation Park	4			X

PROJECT	PRIORITY (1-4)	URGENCY		
		BOND 1	BOND 2	FUTURE BOND
Lincoln	1	X		
Washington/Castlerock	1	X		
Pioneer (gym & bleachers)	1	X		
WHS (full modernization)	1		X	
Foothills (HVAC)	2		X	
Columbia (envelope)	2	X		
Mission View (envelope)	2		X	
Lewis & Clark (envelope)	2		X	
WHS - Site Improvements				
Portable Pad	1	X		
Track/Concessions/Bleachers	2		X	
9th Grade Baseball	3		X	
Tennis Courts	2		X	
Softball Complex	4			X
Apple Bowl (turf)	3		X	
REC Park (bleachers/concessions/etc.)	4			X

WENATCHEE VALLEY TECHNICAL SKILLS CENTER

PUBLIC WORKS AGREEMENT

May 28, 2019

SITUATION

The Small Works Agreement to Keyhole Security for Building A at WVTSC is presented for your approval. The Agreement includes Work associated with the Fire Alarm System replacement in Building A to match the systems in Buildings B & C and the main entry door hardware replacement associated with the Security Upgrades project as previously discussed and approved.

This Work is within the remaining Major Works contract amount for the project.

<u>Remaining Major Works Amount prior to Work</u>	\$99,688.13
<u>Fire Alarm System Replacement</u>	\$28,277.91
<u>Door Hardware Replacement</u>	\$18,091.99
<u>Total Small Works Agreement Amount</u>	\$46,369.90
<u>Total Remaining Major Works after Work</u>	\$53,318.23

RECOMMENDATION

The Board of Directors approves The Small Works Agreement to Keyhole Security for Building A at WVTSC in the amount of \$46,369.90 for Work associated with the Fire Alarm System Replacement at Building A of the WVTSC and the main entry door hardware replacement.

PUBLIC WORKS AGREEMENT

THIS AGREEMENT is entered into the date last below written between Wenatchee School District ("District"), and Keyhole Security, ("Contractor").

The parties agree as follows:

1) Contractor Services.

1.1 The Contractor shall perform the following services for the District:

Wenatchee Valley Technical Skills Center Building A Replacement of Fire Alarm System Proposal "Revised According to Drawings Provided" dated 05/21/2019.

Wenatchee Valley Technical Skills Center Building A "Door Hardware Proposal" for the front entry and vestibule entry doors dated 05/21/2019.

1.2 The Contractor shall furnish at its own cost and expense all labor, tools, equipment and materials required. The Contractor shall construct and complete in a good workmanlike manner, and to the satisfaction of the District, the work designated, described and required by the applicable plans, specifications and approved proposal for construction of the improvements, all of which documents are a part of this Agreement.

2) Time of Completion. The Contractor shall commence work after execution of the Agreement and approval at the May 28, 2019 School Board meeting and the Purchase Order is processed and begin Work on June 10, 2019 as scheduled. The Fire Alarm System Replacement and Door Hardware Installation shall be completed by June 21, 2019 and all Work invoiced and submitted to the District no later than June 24, 2019.

3) Compensation. The District shall pay the Contractor for the Fire Alarm System Replacement Work the total amount of \$28,277.91, including applicable sales tax (8.4% Calculated), for all work and services covered by this Agreement. The District shall pay the Contractor for the Door Hardware Work for the main entry and vestibule entry doors the total amount of \$18,081.99, including applicable sales tax (8.4% Calculated), for all work and services covered by this Agreement. The District shall pay the Contractor 50% of the contract amount upon completion and final acceptance by the District of the work, and the remainder upon fulfillment of all the conditions stated below.

3.1 No Performance Bond. In lieu of the Contractor providing a performance bond in the name of the District for the full contract amount as required by Chapter 39.08 RCW, the Contractor has elected to have the District retain 50% of the contract amount for a period of 30 days following final acceptance of the work by the District or until receipt of all necessary releases from the State Department of Revenue and the State Department of Employment Securities, have been received and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

3.2 Retainage. The District shall hold back a retainage in the amount of 50% of any and all payments made to the Contractor for a period of 60 days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Employment Securities and until settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

3.3 Defective or Unauthorized Work. The District reserves the right to withhold payment from the Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Agreement, and extra work and materials furnished without the District's written approval. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the District may complete the work by contract or otherwise, and the Contractor shall be liable to the District for any additional costs incurred by the District. "Additional costs" means all reasonable costs incurred by the District, including legal costs and attorneys' fees, beyond the maximum contract price under this Agreement. The District further

reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.4 Final Payment; Waiver of Claim. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

4) Termination.

4.1 This District may terminate this Agreement for good cause. "Good cause" shall include, without limitation, any one or more of the following events:

4.1.1. The Contractor's refusal or failure to supply a sufficient number of properly skilled workers or proper materials for completion of the work.

4.1.2 The Contractor's failure to complete the work within the time specified in this Agreement.

4.1.3 The Contractor's failure to make full and prompt payment to subcontractors or for material or labor.

4.1.4 The Contractor's failure to comply with any federal, state, or local laws, regulations, rules, or ordinances.

4.1.5 The Contractor's filing for bankruptcy or being adjudged bankrupt.

If the District terminates this Agreement for good cause, the Contractor shall not receive any further monies due under this Agreement until the Contract work is completed.

5) Independent Contractor. The Contractor is and shall be at all times during the term of this Agreement an independent contractor.

6) Prevailing Wages. Prevailing wages shall be paid in accordance with Chapter 39.12 RCW, and the Contractor shall comply with all requirements of Chapter 39.12 RCW.

7) Changes. The District may issue a written change order for any change in the work during the performance of this Agreement. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the District within 14 calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the District determines that the change increases or decreases the Contractor's costs or time for performance, the District will make an equitable adjustment. The District will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the District will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

7.1 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the District, including any direction, instruction, interpretation, or determination by the District, the Contractor shall, within 14 calendar days, provide a signed written notice of protest to the District that states the date of the notice of protest, the nature and circumstances that caused the protest, the provisions in the agreement that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The District shall have access to any of the Contractor's records needed to evaluate the

protest. If the District determines that a protest is valid, the District will adjust the payment for work or time by an equitable adjustment.

7.2 Contractor's Duty to Complete Protested Work. In spite of any protest, the Contractor shall proceed to promptly complete work that the District has ordered.

7.3 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided in this section shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

7.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or following procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work, and accepts from the District any written or oral order (including directions, instructions, interpretations, and determinations).

8) Claims. The Contractor shall give written notice to the District of all claims other than change orders within 14 calendar days of the occurrence of events giving rise to the claim. Any claim for damages, additional payment for any reason, or extension of time, shall be conclusively deemed to have been waived by the Contractor unless a timely written claim is made in strict accordance with the applicable provisions of this Agreement. At a minimum, a Contractor's written claim must include the information required in Paragraph 7.1 regarding protests.

FAILURE TO PROVIDE A COMPLETE, WRITTEN NOTIFICATION OF CLAIM WITHIN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected with this Agreement within 120 calendar days from the date the work is completed.

9) Warranty. The Contractor shall correct all defects in workmanship and materials within the specified period for the type of work from the date of the District's acceptance of the work. When defects are corrected, the warranty for that portion of the work shall extend for one year from the date such correction is completed and accepted by the District. The Contractor shall begin to correct any defects within 7 days of its receipt of notice from the District of the defect. If the Contractor does not accomplish the corrections within a reasonable time, the District may complete the correction and the Contractor shall pay all costs incurred by the District to accomplish the correction.

10) Indemnification and Hold Harmless. The Contractor shall protect, defend, indemnify and save harmless District, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, including all legal costs and attorneys' fees, arising out of or in any way connected with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the District. The District's inspection or acceptance of any of the work shall not be grounds to avoid any of these covenants for indemnification. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officers, employees, or agents, the Contractor's liability under this paragraph shall be only to the extent of the Contractor's negligence.

IT IS FURTHER SPECIFICALLY AND EXPRESSLY UNDERSTOOD THAT THIS INDEMNIFICATION CONSTITUTES THE CONTRACTOR'S WAIVER OF IMMUNITY UNDER INDUSTRIAL INSURANCE, TITLE 51 RCW, SOLELY FOR THE PURPOSES OF THIS INDEMNIFICATION. THE PARTIES ACKNOWLEDGE THAT THEY HAVE MUTUALLY NEGOTIATED THIS WAIVER.

The provisions of this paragraph 10 shall survive the expiration or termination of this Agreement.

11) Insurance. The Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of work under this Agreement by the Contractor, its officers, employees and agents:

11.1 Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

11.2 Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

Before commencing work under this Agreement, the Contractor shall provide to the District a Certificate of Insurance evidencing the required insurance. District reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Contractor. The District shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of Consultant, and a copy of the endorsement naming District as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to District; and (3) shall state that District will be given 45 days' prior written notice of any cancellation, suspension or material change in coverage.

12) Miscellaneous.

12.1 Subletting or Assigning Contract. The Contractor shall not assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the District.

12.2 Extent of Agreement Modification. This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

12.3 Work Performed at Contractor's Risk. The Contractor shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work under this Agreement. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.

12.4 Nonwaiver of Breach. The failure of the District to insist upon strict performance of any of the terms and rights contained in this Agreement, or to exercise any option contained in this Agreement in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

12.5 Written Notice. All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on 3 calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement.

Wenatchee School District
235 Sunset Avenue
Wenatchee WA 98801

Attention: Larry Mayfield

CONTRACTOR

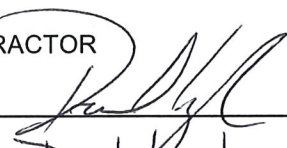
Keyhole Security Inc
708 S. Wenatchee Ave
Wenatchee, WA 98801 (Special Mtg. 6/4/19)

12.6 Discrimination. The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

12.7 Compliance with Laws. The Contractor shall comply with all federal, state and local laws, ordinances, regulations, and rules applicable to the work to be done under this Agreement.

12.7 A Bidder Responsibility Criteria. The Contractor agrees to comply with the requirements of Bidder Responsibility Criteria as set forth in RCW 39.04.350 and RCW 39.06.020.

CONTRACTOR

By 
Name David Kaylar
Title General Manager

Wenatchee School District

By _____
Brian Fones, Superintendent



Intrusion Alarms - Access Controls - Video Surveillance - Fire Alarms - Gate Entry Systems - 24 Hr. Monitoring
 Master Key Systems - Door Hardware - ADA Door Openers - Locks - Safes - Keys - Remotes
 Residential - Commercial - Industrial

509-663-5610
 800-331 LOCK (5625)

www.keyholesecurity.com

708 S. Wenatchee Ave.
 Wenatchee, WA 98801

WENATCHEE SCHOOL DISTRICT

Door Hardware Proposal

Wenatchee Valley Tech Center
 (front entry, vestibule entry doors)

2	Von Duprin Rim Exit Device with Pull & Rim Cylinder Trim, SFIC Cylinder Shell, 626 Finish	
2	Von Duprin Rim Exit Device with Standard Pull Trim, 626 Finish	
2	Key Removable Mullion	
4	Locknetics Electric Strike Kit 12/24 VDC - Burglary Resistant Grade, Rated for 250,000 Cycles	
1	SDC Power Supply with Battery Backup. 3 AMP	
2	LCN Electro-Hydraulic ADA Power Door Operator Kit	
4	ADA Stainless Steel Push Buttons	
2	LCN Heavy Duty Door Closer with Drop Plate, Alum Finish	
1	Remote Lock/Unlock Buttons	
	Equipment Total	11,280.80
1	Prevailing Wage Labor & Supplies to Install all Hardware Listed Above	5,400.00
	Combined Total	16,680.80

Additional Notes:

- All prices are subject to manufacturer increase without notice. Sales tax applied to final total.
- Lead time on products is 3-4 weeks.
- Parts are quoted as a complete package only.
- All shipping charges are included in above price.
- If bonding or, additional insured beyond 4 parties is required, the added bonding / insurance charges will be in addition to above total.
- Wenatchee School District is responsible for the following:
 - Secure storage of all products during installation.
 - All related electrical wiring and connections, Including mullion disconnects.
 - 120 VAC power to each ADA power door operator.
 - All proper specification and installation of new doors and frames.
 - All access controls, terminations and programming.
 - All lock cylinders and keying.
- Keyhole Security to Provide:
 - Submittals of all products, templates for all products related to new doors.
 - All modifications and repairs to doors as related to the appearance of the doors and function of hardware.
 - Installation of all hardware listed above and assurance of proper mechanical operation.

Payment:

- Full amount due of complete door hardware package, billed to account upon delivery, payable within 30 days.
- Labor amount billed for each phase of completion. Payable within 30 days of invoice date.

David Langlois
 Bid Prepared By

5/24/19
 Date

Bid Accepted By

Date
 Special Mtg. 6/4/19



KEYHOLE SECURITY

FIRE & SECURITY SPECIALISTS FOR NORTH CENTRAL WASHINGTON

509-663-5610
800-331 LOCK (5625)

www.keyholesecurity.com

708 S Wenatchee Ave
Wenatchee, WA 98801

Wenatchee School District

WV Technical Skills Center - Building A

Replace Silent Knight Fire System and Add to Existing Onyx Fire Panel

REVISED ACCORDING TO DRAWINGS PROVIDED

Qty	Item Description		
1	Remote Annunciator - Replacement		
3	Addressable Photoelectric Smoke Detector - Replacement		
2	Addressable Heat Detectors Rate of Rise - Replacement		
11	Addressable Pull Station - Replacement		
7	Addressable Monitor Module - Replacement (Sprinkler & Hood Suppression)		
5	Addressable Photoelectric Duct Smoke Detector - Replacement		
5	Addressable Duct Detector Housing - Replacement		
5	Addressable Relay Module for Duct Smoke Detector - Replacement		
1	6 AMP NAC Power Booster (if needed)		
13	Speaker Strobe, Wall Mount, Red - Replacement		
1	Speaker Strobe, Wall Mount, Red - Additional (per AHJ)		
9	Strobe - Keep Existing		
4	Strobe - Replace existing horn/strobe with speaker strobe only		
1	4-Circuit Expander for Voice Evac Control Panel (if needed)		
1	Cable, Permit, Supplies and Fees		
1	Labor to Install, Program and Instruct		
		TOTAL	26,086.63

KEYHOLE SECURITY TO PROVIDE:

- All system devices, cable, installation of devices, cable, programming, and testing.
- All O&M manuals, shop drawings, details, submittals, battery calculations and as-builts.
- Fire marshal approval and all required permits.

ELECTRICAL CONTRACTOR TO PROVIDE:

- Materials and installation of all conduit, boxes and fittings.
- 120VAC power to NAC Booster, if needed.

ADDITIONAL NOTES:

- Customer pulls cable to speaker strobes and annunciator - Deduct \$1952.00 from above price.
- Price is given with the understanding that existing wiring is in proper working condition.
- Number of NAC circuits available on FACP and Voice Evac panel could not be determined. Above price includes additional NAC Booster and Speaker Circuit Expander. If not needed, final price will be adjusted accordingly.
- Labor priced according to WA State Prevailing Wage requirements and includes applicable filing fees.
- Prices are valid for 60 days. Sales tax (if applicable) added to final total.
- License # KEYHOI*972DK. 1 Year Warranty on Labor.

PAYMENT:

- Invoice due Net 30 upon completion of installation.

KAREN CROWELL

5/21/19

Bid Prepared By

Date

Bid Accepted By

Date 31
Special Mtg. 6/4/19

LEGEND/FIRE

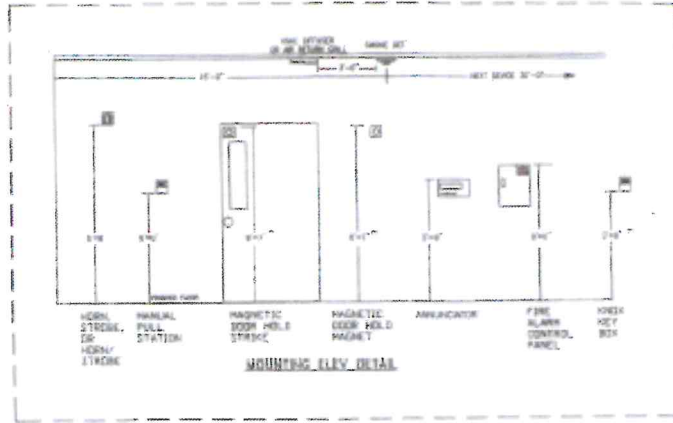
- Strobe Only
- Horn/Strobes
- Fire Alarm Pull Station
- Smoke Detector
- Smoke Detector w/Sounder
- Heat Detector
- Fire Alarm Control
- System Annunciator
- ANSUL Relay
- Wet/Dry Waterflow Switch
- Tamper Switch
- Duct Smoke Detector
- Fire/Smoke Damper
- Room Horn
- Ceiling-Mounted Horn/Strobe
- Magnetic Door Holder
- Knox Box
- Post Indicator Valve
- Sprinkler Bell
- Hi-Lo Air Pressure Switch
- Minimum #16AWG 2-conductor FPL or THHN
- Minimum #18AWG 2-conductor FPL or THHN
- Minimum #18AWG 4-conductor FPL or THHN

Note: A.1 Designates horn strobe devices converted to speaker strobes

Note: A.2 Designates horn strobe devices converted to strobes

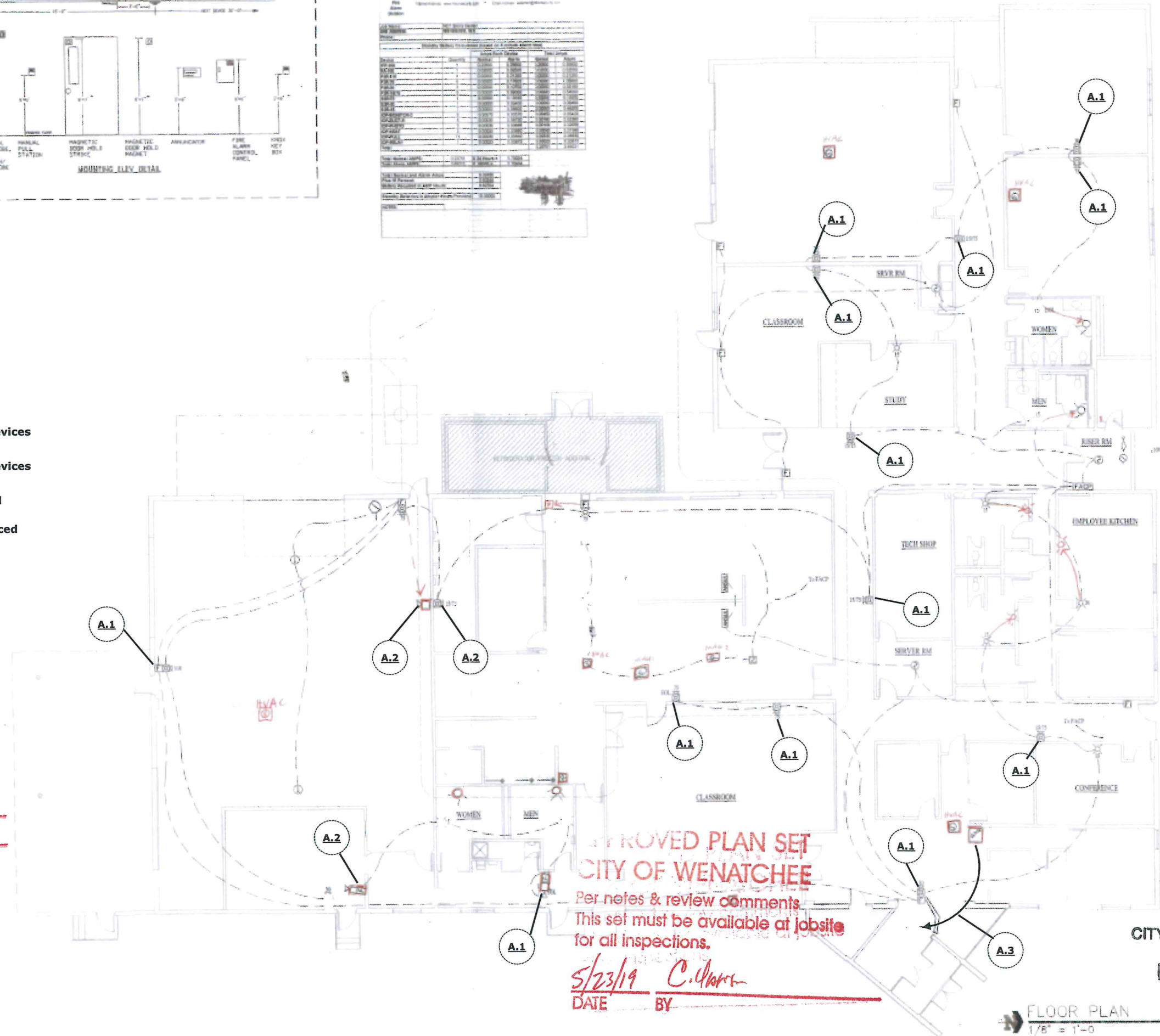
Note: A.3 Annunciator to be relocated

Note: All other devices will be replaced with Notifier equivalent



Mean Security Services, Inc.
 P.O. Box 1000, Wenatchee, WA 98801
 509-665-1100

Device	Location	Notes
Smoke Detector	Classroom	Replace with Notifier
Smoke Detector w/Sounder	Classroom	Replace with Notifier
Heat Detector	Classroom	Replace with Notifier
Fire Alarm Control	Classroom	Replace with Notifier
System Annunciator	Classroom	Relocate to A.3
ANSUL Relay	Classroom	Replace with Notifier
Wet/Dry Waterflow Switch	Classroom	Replace with Notifier
Tamper Switch	Classroom	Replace with Notifier
Duct Smoke Detector	Classroom	Replace with Notifier
Fire/Smoke Damper	Classroom	Replace with Notifier
Room Horn	Classroom	Replace with Notifier
Ceiling-Mounted Horn/Strobe	Classroom	Convert to A.1
Magnetic Door Holder	Classroom	Replace with Notifier
Knox Box	Classroom	Replace with Notifier
Post Indicator Valve	Classroom	Replace with Notifier
Sprinkler Bell	Classroom	Replace with Notifier
Hi-Lo Air Pressure Switch	Classroom	Replace with Notifier



David M. Langlois CET
 NICET 123007
 Fire Alarm Systems, Level III

Signed _____
 Date 5-22-19

ROOM SCHEDULE

102	CLASSROOM
103	HALLWAY
104	JANITOR
105	WOMEN
106	MEN
115	WOMEN
116	MEN
117	HALLWAY

APPROVED PLAN SET
CITY OF WENATCHEE

Per notes & review comments
 This set must be available at jobsite
 for all inspections.

5/23/19 C. Clark
 DATE BY

CITY OF WENATCHEE

MAY 22 2019

FLOOR PLAN
 1/8" = 1'-0"

APPLICANT COPY

FDU-80

80 Character Liquid Crystal Display


Annunciators

General

The FDU-80 is a compact, cost-effective, 80-character, backlit LCD remote Fire Annunciator for use with the NOTIFIER Fire-Warden-100-2, NFS2-640, and NFS-320 Fire Alarm Control Panels (FACPs). The FDU-80 mimics the display of the control panel and displays complete system point status information.

Up to 32 FDU-80s may be connected onto the EIA-485 terminal port of each FACP. The FDU-80 requires no programming, which saves time during system commissioning.

Features

- 80-character Liquid Crystal Display.
- Mimics all display information from the host panel.
- Control switches for System Acknowledge, Signal Silence, Drill and Reset with enable key.
- System status LEDs for Power, Alarm, Trouble, Supervisory and Alarm Silenced.
- No programming necessary — FDU-80 connects to the terminal port on the FACP.
- Displays device type identifiers, individual point alarm, trouble or supervisory, zone and custom alpha labels.
- Time-and-date display field.
- Aesthetically pleasing design.
- May be powered from the host FACP or by remote power supply (requires 24 VDC).
- Up to 32 FDU-80 annunciators per FACP.
- Plug-in terminal blocks for ease of installation and service.
- Can be remotely located up to 6,000 feet (1828.8 m) from the FACP.
- Local piezo sounder with alarm and trouble resound.
- Semi-flush mounts to 2.188" (5.556 cm) minimum deep, three-gang electrical box (NOTIFIER PN 10103) or three-gangable electrical switchbox.
- Surface-mounts to NOTIFIER PN SBB-3 surface backbox.

Operation

The FDU-80 annunciator provides the FACP with point annunciation with full display text on an 80-character LCD display. The FDU-80 also provides an array of LEDs to indicate system status, and includes control switches for remote control of critical system functions.

The FDU-80 provides the FACP with up to 32 remote serially connected annunciators. All field-wiring terminations on the FDU-80 use removable, compression-type terminal blocks for ease of wiring and circuit testing.

Communication between the FACP and the annunciators is accomplished over an EIA-485 serial interface, which greatly reduces wire and installation cost over traditional systems.

Installation

The FDU-80 can be semi-flush mounted to a 2.188" (5.556 cm) minimum deep, three-gang electrical box or three-gangable electrical switchboxes. Alternately, an SBB-3 surface backbox is available for surface-mount applications.



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Ordering Information

FDU-80: 80 character, backlit, LCD Fire Annunciator with control switches for remote control of system functions, and key-switch lock.

FDU-80C: ULC-listed version; see DN-60573 for details.

10103: Three-gang electrical box, minimum 2.188" (5.556 cm) deep, for semi-flush mount applications.

SBB-3: Three-gang surface backbox for surface-mount applications.

Agency Listings And Approvals

These listings and approvals apply to the modules specified in this document. In some cases, certain modules or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- **UL Listed:** S635
- **MEA Listed:** 245-00-E
- **FDNY:** COA#6038
- **CSFM:** 7120-0028:209
- **FM Approved**

NOTE: For ULC-listed version, see DN-60573.

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FSP-951 Series

Intelligent Plug-In Photoelectric Smoke Detectors

 **NOTIFIER**[®]
by Honeywell

Intelligent/Addressable Devices

General

The NOTIFIER FSP-951 Series intelligent plug-in smoke detectors are designed for both performance and aesthetics. A new modern, sleek, contemporary design and enhanced optical sensing chamber is engineered to sense smoke produced by a wide range of combustion sources in accordance with more stringent code standards. The FSP-951 Series detector sensitivity can be programmed in the control panel software. Sensitivity is continuously monitored and reported to the panel. Point ID capability allows each detector's address to be set with rotary, decimal address switches, providing exact detector location for selective maintenance when chamber contamination reaches an unacceptable level. Dual electronic thermistors add 135°F (57°C) fixed temperature thermal sensing on the FSP-951T. The FSP-951R is a remote test capable detector for use with DNR Series duct detector housings. FSP-951 series detectors are available for both FlashScan® and CLIP applications as designated.

Features

- New modern profile for improved aesthetics.
- Designed to meet UL268 7th Edition.
- Stable communication technique with noise immunity.
- Low standby current.
- Two-wire SLC connection.
- Compatible with FlashScan® and CLIP protocol systems.
- Rotary, decimal addressing (1-99 on CLIP systems, 1-159 on FlashScan systems).
- Optional remote, single-gang LED accessory.
- Dual LED design provides 360° viewing angle.
- Visible bi-color LEDs blink green every time the detector is addressed, and illuminate steady red on alarm (*FlashScan systems only*).
- Remote test feature from the panel.
- Walk test with address display (an address on 121 will blink the detector LED: 12-[pause]-1 (*FlashScan systems only*)).
- Built-in functional test switch activated by external magnet.
- Built-in tamper-resistant feature.
- Sealed against back pressure.
- Expanded color options.
- SEMS screws for wiring of the separate base.
- Optional relay, isolator, and sounder bases.

Specifications

Sensitivity:

- UL Applications: 0.5% to 4.0% per foot obscuration.
- ULC Applications: 0.5% to 3.5% per foot obscuration.

Size: 2.0" (5.3 cm) high; base determines diameter.

- B300-6: 6.1" (15.6 cm) diameter.
- B501: 4" (10.2 cm) diameter.

For a complete list of detector bases see DN-60981.

Shipping weight: 3.4oz (96.4g)

Operating Temperature range:

- FSP-951, 0°C to 50°C (32°F to 122°F).
- FSP-951T, 0°C to 38°C (32°F to 100°F).



FSP-951 in B300-6 Base

- FSP-951R installed in a DNR/DNRW, -20°C to 70°C (-4°F to 158°F).

UL/ULC Listed Velocity Range: 0-4000 ft/min. (1219.2 m/min.), suitable for installation in ducts.

Relative Humidity: 10%-93% noncondensing.

Thermal Ratings: Fixed-temperature setpoint 135°F (57°C).

DETECTOR SPACING AND APPLICATIONS

NOTIFIER recommends spacing detectors in compliance with NFPA 72. In low airflow applications with smooth ceiling, space detectors 30 feet (9.1m). For specific information regarding detector spacing, placement, and special applications refer to NFPA 72. *System Smoke Detector Application Guide*, document A05-1003, is available at systemsensor.com

ELECTRICAL SPECIFICATIONS

Voltage Range: 15-32 volts DC peak.

Standby Current (max. avg.): 200µA @ 24VDC (one communication every five seconds with LED enabled).

LED Current (max.): 4.5mA @ 24 VDC ("ON").

Installation

FSP-951 series plug-in detectors use a separate base to simplify installation, service, and maintenance.

Mount base (all base types) on an electrical backbox which is at least 1.5" (3.81 cm) deep. For a chart of compatible junction boxes, see DN-60981.

NOTE: 1) Because of inherent supervision provided by the SLC loop, end-of-line resistors are not required. Wiring "T-taps" or branches are permitted for Style 4 (Class "B") wiring. 2) When using relay or sounder bases, consult the ISO-X(A) installation sheet I56-1380 for device limitations between isolator modules and isolator bases.

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Agency Listings and Approvals

These listings and approvals apply to the detectors specified in this document. In some cases, certain detectors or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- UL/ULC Listed: S911
- FM Approved
- CSFM: 7272-0028:0503

Product Line Information

NOTE:

- Detectors must be mounted to one of the Intelligent Bases listed below.
- "A" suffix indicates ULC Listed model.
- "IV" suffix indicates FlashScan® and CLIP device.

FSP-951: White, low-profile intelligent photoelectric sensor, FlashScan only.

FSP-951A: Same as FSP-951 but with ULC listing.

FSP-951-IV: Ivory, low-profile intelligent photoelectric sensor.

FSP-951A-IV: Same as FSP-951-IV but with ULC listing.

FSP-951T: White, same as FSP-951 but includes a built-in 135°F (57°C) fixed-temperature thermal device. FlashScan only.

FSP-951TA: Same as FSP-951T but with ULC listing.

FSP-951T-IV: Ivory, same as FSP-951T but includes a built-in 135°F (57°C) fixed-temperature thermal device.

FSP-951TA-IV: Same as FSP-951T-IV but with ULC listing.

FSP-951R: White, low-profile intelligent photoelectric sensor, remote test capable. For use with DNR/DNRW. FlashScan only.

FSP-951RA: Same as FSP-951R but with ULC listing. For use with DNRA.

FSP-951R-IV: Ivory, low-profile intelligent photoelectric sensor, remote test capable. For use with DNR/DNRW.

FSP-951RA-IV: Same as FSP-951R-IV but with ULC listing. For use with DNRA.

INTELLIGENT BASES

NOTE: For details on intelligent bases, see DN-60981

B300-6: White, 6" base, standard flanged low-profile mounting base.

B300-6-IV: Ivory, 6" base, standard flanged low-profile mounting base.

B300A-6: Same as B300-6, ULC listed.

B300A-6-IV: Ivory, 6" standard flanged low-profile mounting base, ULC listed.

B300-6-BP: Bulk pack of B300-6, package contains 10

B501-WHITE: White, 4" standard European flangeless mounting base. UL/ULC listed.

B501-BL: Black, 4" standard European flangeless mounting base. UL/ULC listed.

B501-IV: Ivory color, 4" standard European flangeless mounting base. UL/ULC listed.

B501-WHITE-BP: Bulk pack of B501-WHITE contains 10.

B224RB-WH: White, relay base.

B224RB-IV: Ivory, relay base.

B224RBA-WH: White, relay base, ULC listing.

B224RBA-IV: Ivory, relay base, ULC listing.

B224BI-WH: White, *isolator* detector base.

B224BI-IV: Ivory *isolator* detector base.

B224BIA-WH: White, *isolator* detector base, ULC listing.

B224BIA-IV: Ivory *isolator* detector base, ULC listing.

B200S-WH: White, Intelligent addressable sounder base capable of producing sound output in high or low volume with ANSI Temporal 3, ANSI Temporal 4, continuous tone, marching tone, and custom tone. Uses FlashScan protocol.

B200S-IV: Ivory, Intelligent addressable sounder base capable of producing sound output in high or low volume with ANSI Temporal 3, ANSI Temporal 4, continuous tone, marching tone, and custom tone. Uses FlashScan protocol.

B200SA-WH: Same as B200S-WH, ULC listing.

B200SA-IV: Same as B200S-IV, ULC listing.

B200SCOA-WH: White, Intelligent, programmable sounder base in English/French (required in Canada for ULC applications with SO Series detector applications).

B200SCOA-IV: Ivory Intelligent, programmable sounder base in English/French (required in Canada for ULC applications with SO Series detector applications, ULC listing).

B200S-LF-WH: White, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement.

B200S-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement.

B200SR-WH: White, Intelligent sounder base capable of producing sound output with ANSI Temporal 3 or continuous tone. Intended for retrofit applications.

B200SR-IV: Ivory, Intelligent sounder base capable of producing sound output with ANSI Temporal 3 or continuous tone. Intended for retrofit applications.

B200SRA-WH: Same as B200SR-WH with, ULC listing.

B200SRA-IV: Same as B200SR-IV in Ivory color, ULC listing.

B200SR-LF-WH: White, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement. Intended for retrofit applications.

B200SR-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement. Intended for retrofit applications.

MOUNTING KITS AND ACCESSORIES

TR300: White, replacement flange for B210LP(A) base.

TR300-IV: Ivory, replacement flange for B210LP(A) base.

RA100Z(A): Remote LED annunciator. 3 – 32 VDC. Mounts to a U.S. single-gang electrical box. For use with B501(A) and B300(A)-6.

M02-04-00: Test magnet.

M02-09-00: Test magnet with telescoping handle.

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We try to keep our product information up-to-date and accurate.
We cannot cover all specific applications or anticipate all requirements.
All specifications are subject to change without notice.

For more information, contact Notifier. Phone: (800) 627-3473, FAX: (203) 484-7118.
www.notifier.com

FST-951 Series

Intelligent Thermal (Heat) Detectors



Intelligent / Addressable Devices

General

The NOTIFIER FST-951 Series intelligent thermal detectors are designed for both performance and aesthetics. A new modern, sleek, contemporary design and advanced thermal technologies make the FST-951 Series ideal for both system operation and building design. The point ID address, set using rotary decimal switches, provide specific detector locations. The series includes a 135°F/57°C fixed-temperature, rate-of-rise and a 180°F/88°C fixed high-temperature detectors. These thermal detectors provide effective, intelligent property protection in a variety of applications. Detectors are available for both FlashScan® and CLIP applications as designated.

Features

- Sleek and stylish contemporary design.
- Advanced thermal technology for fast response.
- Fixed temperature model (FST-951) factory preset to 135°F (57°C).
- Rate-of-rise model (FST-951R), 15°F (8.3°C) per minute.
- High temperature model (FST-951H) factory preset to 190°F (88°C).
- Addressable by device.
- Compatible with FlashScan® and CLIP protocol systems.
- Rotary, decimal addressing (1-99 on CLIP systems, 1-159 on FlashScan systems).
- Two-wire SLC connection.
- Visible LEDs "blink" every time the unit is addressed.
- 360°-field viewing angle of the visual alarm indicators (two bi-color LEDs). LEDs blink green in Normal condition and turn on steady red in Alarm.
- Integral communications and built-in device-type identification.
- Remote test feature from the panel.
- Built-in functional test switch activated by external magnet.
- Walk test with address display (an address of 121 will blink the detector LED 12-(pause)-1).
- Low standby current.
- Built-in tamper-resistant feature.
- Designed for direct-surface or electrical-box mounting.
- Sealed against back pressure.
- Plugs into separate base for ease of installation and maintenance.
- SEMS screws for wiring of the separate base.
- Optional remote, single-gang LED accessory.
- Optional sounder, relay, and isolator bases.

Specifications

Size: 2.0" (5.3 cm) high; base determines diameter.

- B300-6: 6.1" (15.6 cm) diameter.
- B501: 4" (10.2 cm) diameter.

For a complete list of detector bases, see DN-60981

Shipping weight: 3.4oz (96.4g)

Operating temperature range:

- FST-951, FST-951R Series: –20°C to 38°C (–4°F to 100°F);
- FST-951H Series: –20°C to 66°C (–4°F to 150°F).



FST-951R in B300-6 Base

Detector spacing: UL approved for 50 ft. (15.24 m) center to center. FM approved for 25 x 25 ft. (7.62 x 7.62 m) spacing.

Relative humidity: 10% – 93% non-condensing.

Thermal ratings: Fixed-temperature set point 57°C (135°F), rate-of-rise detection 8.3°C (15°F) per minute, high temperature heat 88°C (190°F).

ELECTRICAL SPECIFICATIONS

Voltage range: 15 - 32 volts DC peak.

Standby current (max. avg.): 200uA @ 24 VDC (one communication every 5 seconds with LED enabled).

LED current (max.): 4.5mA @ 24 VDC ("ON").

Applications

Use thermal detectors for protection of property. For further information, refer to I56-6522, Applications Manual for System Smoke Detectors, which provides detailed information on detector spacing, placement, zoning, wiring, and special applications.

Installation

The FST-951 Series plug-in intelligent thermal detectors use a separate base to simplify installation, service, and maintenance. Installation instructions are shipped with each detector.

Mount base (all base types) on an electrical backbox which is at least 1.5" (3.81 cm) deep. For a chart of compatible junction boxes, see DN-60054.

NOTE: 1) Because of the inherent supervision provided by the SLC loop, end-of-line resistors are not required. Wiring "T-taps" or branches are permitted for Style 4 (Class "B") wiring. 2) When using relay or sounder bases, consult the ISO-X(A) installation sheet I56-1380 for device limitations between isolator modules and sounder bases.

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Agency Listings and Approvals

These listings and approvals apply to the detectors specified in this document. In some cases, certain detectors or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- UL/ULC Listing: S2101
- FM Approved
- CSFM: 7270-0028:0502

Product Line Information

NOTE: "A" suffix indicates ULC Listed model.

NOTE: "-IV" suffix indicates FlashScan® and CLIP device.

FST-951: White, low-profile intelligent 135°F fixed thermal sensor, FlashScan only.

FST-951A: Same as FST-951 but with ULC listing.

FST-951-IV: Ivory, low-profile intelligent 135°F fixed thermal sensor, FlashScan and CLIP.

FST-951A-IV: Same as FST-951-IV but with ULC listing.

FST-951R: White, low-profile intelligent rate-of-rise thermal sensor, FlashScan only.

FST-951RA: Same as FST-951R but with ULC listing.

FST-951R-IV: Ivory, low-profile intelligent rate-of-rise fixed thermal sensor, FlashScan and CLIP.

FST-951RA-IV: Same as FST-951R-IV but with ULC listing.

FST-951H: White, low-profile intelligent 190°F fixed thermal sensor, FlashScan only.

FST-951HA: Same as FST-951H but with ULC listing.

FST-951H-IV: Ivory, low-profile intelligent 190°F thermal sensor, FlashScan and CLIP.

FST-951HA-IV: Same as FST-951H-IV but with ULC listing.

INTELLIGENT BASES

NOTE: For details on intelligent bases, see DN-60981

B300-6: White, 6" base, standard flanged low-profile mounting base.

B300-6-IV: Ivory, 6" base, standard flanged low-profile mounting base.

B300A-6: Same as B300-6, ULC listed.

B300A-6-IV: Ivory, 6" standard flanged low-profile mounting base, ULC listed.

B300-6-BP: Bulk pack of B300-6, package contains 10

B501-WHITE: White, 4" standard European flangeless mounting base. UL/ULC listed.

B501-BL: Black, 4" standard European flangeless mounting base. UL/ULC listed.

B501-IV: Ivory color, 4" standard European flangeless mounting base. UL/ULC listed.

B501-WHITE-BP: Bulk pack of B501-WHITE contains 10.

B224RB-WH: White, relay base.

B224RB-IV: Ivory, relay base.

B224RBA-WH: White, relay base, ULC listing.

B224RBA-IV: Ivory, relay base, ULC listing.

B224BI-WH: White, *isolator* detector base.

B224BI-IV: Ivory *isolator* detector base.

B224BIA-WH: White, *isolator* detector base, ULC listing.

B224BIA-IV: Ivory *isolator* detector base, ULC listing.

B200S-WH: White, Intelligent addressable sounder base capable of producing sound output in high or low volume with ANSI Temporal 3, ANSI Temporal 4, continuous tone, marching tone, and custom tone. Uses FlashScan protocol.

B200S-IV: Ivory, Intelligent addressable sounder base capable of producing sound output in high or low volume with ANSI Temporal 3, ANSI Temporal 4, continuous tone, marching tone, and custom tone. Uses FlashScan protocol.

B200SA-WH: Same as B200S-WH, ULC listing.

B200SA-IV: Same as B200S-IV, ULC listing.

B200SCOA-WH: White, Intelligent, programmable sounder base in English/French (required in Canada for ULC applications with SO Series detector applications).

B200SCOA-IV: Ivory Intelligent, programmable sounder base in English/French (required in Canada for ULC applications with SO Series detector applications, ULC listing).

B200S-LF-WH: White, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement.

B200S-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement.

B200SR-WH: White, Intelligent sounder base capable of producing sound output with ANSI Temporal 3 or continuous tone. Intended for retrofit applications.

B200SR-IV: Ivory, Intelligent sounder base capable of producing sound output with ANSI Temporal 3 or continuous tone. Intended for retrofit applications.

B200SRA-WH: Same as B200SR-WH with ULC listing.

B200SRA-IV: Same as B200SR-IV in Ivory color, ULC listing.

B200SR-LF-WH: White, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement. Intended for retrofit applications.

B200SR-LF-IV: Ivory, Low Frequency Intelligent, programmable sounder base. Produces a fundamental frequency of 520 Hz +/- 10% with a square wave or its equivalent; designed to meet the NFPA 72 sleeping space requirement. Intended for retrofit applications.

MOUNTING KITS AND ACCESSORIES

TR300: White, replacement flange for B210LP(A) base.

TR300-IV: Ivory, replacement flange for B210LP(A) base.

RA100Z(A): Remote LED annunciator. 3 – 32 VDC. Mounts to a U.S. single-gang electrical box. For use with B501(A) and B3006(A)-6.

M02-04-00: Test magnet.

M02-09-00: Test magnet with telescoping handle.

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www.notifier.com

NBG-12LX

Addressable Manual Pull Station

 **NOTIFIER**[®]
by Honeywell

Intelligent/Addressable Devices

General

The Notifier NBG-12LX is a state-of-the-art, dual-action (i.e., requires two motions to activate the station) pull station that includes an addressable interface for any Notifier intelligent control panel except FireWarden series panels, and the NSP-25 panel. Because the NBG-12LX is addressable, the control panel can display the exact location of the activated manual station. This leads fire personnel quickly to the location of the alarm.

Features

- Maintenance personnel can open station for inspection and address setting without causing an alarm condition.
- Built-in bicolor LED, which is visible through the handle of the station, flashes in normal operation and latches steady red when in alarm.
- Handle latches in down position and the word "ACTIVATED" appears to clearly indicate the station has been operated.
- Captive screw terminals wire-ready for easy connection to SLC loop (accepts up to 12 AWG/3.25 mm² wire).
- Can be surface mounted (with SB-10 or SB-I/O) or semi-flush mounted. Semi-flush mount to a standard single-gang, double-gang, or 4" (10.16 cm) square electrical box.
- Smooth dual-action design.
- Meets ADAAG controls and operating mechanisms guidelines (Section 4.1.3[13]); meets ADA requirement for 5 lb. maximum activation force.
- Highly visible.
- Attractive shape and textured finish.
- Key reset.
- Includes Braille text on station handle.
- Optional trim ring (BG12TR).
- Meets UL 38, Standard for Manually Actuated Signaling Boxes.
- Up to 99 NBG-12LX stations per loop on CLIP protocol loops.
- Up to 159 NBG-12LX stations per loop on FlashScan® protocol loops.
- Dual-color LED blinks green to indicate normal on FlashScan® systems.

Construction

Shell, door, and handle are molded of durable polycarbonate material with a textured finish.

Specifications

- **Shipping Weight:** 9.6 oz. (272.15 g)
- **Normal operating voltage:** 24 VDC.
- **Maximum SLC loop voltage:** 28.0 VDC.
- **Maximum SLC standby current:** 375 µA.
- **Maximum SLC alarm current:** 5 mA.
- **Temperature Range:** 32°F to 120°F (0°C to 49°C)
- **Relative Humidity:** 10% to 93% (noncondensing)
- **For use indoors in a dry location**



The NBG-12LX
Addressable Manual Pull Station

Installation

The NBG-12LX will mount semi-flush into a single-gang, double-gang, or standard 4" (10.16 cm) square electrical outlet box, or will surface mount to the model SB-10 or SB-I/O surface backbox. If the NBG-12LX is being semi-flush mounted, then the optional trim ring (BG12TR) may be used. The BG12TR is usually needed for semi-flush mounting with 4" (10.16 cm) or double-gang boxes (not with single-gang boxes).

Operation

Pushing in, then pulling down on the handle causes it to latch in the down/activated position. Once latched, the word "ACTIVATED" (in bright yellow) appears at the top of the handle, while a portion of the handle protrudes from the bottom of the station. To reset the station, simply unlock the station with the key and pull the door open. This action resets the handle; closing the door automatically resets the switch.

Each manual station, on command from the control panel, sends data to the panel representing the state of the manual switch. Two rotary decimal switches allow address settings (1 – 159 on FlashScan® systems, 1 – 99 on CLIP systems).

Architectural/Engineering Specifications

Manual Fire Alarm Stations shall be non-coded, with a key-operated reset lock in order that they may be tested, and so designed that after actual Emergency Operation, they cannot be restored to normal except by use of a key. An operated station shall automatically condition itself so as to be visually detected as activated. Manual stations shall be constructed of red-colored polycarbonate material with clearly visible operating instructions provided on the cover. The word FIRE shall appear on the front of the stations in white letters, 1.00 inches (2.54 cm) or larger. Stations shall be suitable for surface mounting on matching backbox SB-10 or SB-I/O; or semi-flush mounting on a standard single-gang, double-gang, or

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4" (10.16 cm) square electrical box, and shall be installed within the limits defined by the Americans with Disabilities Act (ADA) or per national/local requirements. Manual Stations shall be Underwriters Laboratories listed.

Manual stations shall connect with two wires to one of the control panel SLC loops. The manual station shall, on command from the control panel, send data to the panel representing the state of the manual switch. Manual stations shall provide address setting by use of rotary decimal switches.

The loop poll LED shall be clearly visible through the front of the station. The LED shall flash while in the normal condition, and stay steadily illuminated when in alarm.

Product Line Information

NBG-12LX: Dual-action addressable pull station. Includes key locking feature. (Listed for Canadian and non-Canadian applications.)

NBG-12LXSP: Spanish/English labelled version.

NBG-12LXP: Portuguese labelled version.

SB-10: Surface backbox; metal.

SB-I/O: Surface backbox; plastic.

BG12TR: Optional trim ring.

17021: Keys, set of two.

NY-Plate: New York City trim plate.

Agency Listings and Approvals

In some cases, certain modules or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- **UL/ULC Listed:** S692 (listed for Canadian and non-Canadian applications).
- **MEA:** 67-02-E.
- **CSFM:** 7150-0028:0199.
- **FDNY:** COA #6085 (NFS2-640), COA #6098 (NFS2-3030).
- **BSMI:** CI313066760047.
- **U.S. Coast Guard.**
- **Lloyd's Register.**
- **FM Approved.**

Patented: U.S. Patent No. D428,351; 6,380,846; 6,314,772; 6,632,108.

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We cannot cover all specific applications or anticipate all requirements.
All specifications are subject to change without notice.



For more information, contact Notifier. Phone: (203) 484-7161, FAX: (203) 484-7118.
www.notifier.com

FMM-1(A), FMM-101(A), FZM-1(A) & FDM-1(A)

Monitor Modules with FlashScan®

 **NOTIFIER®**
by Honeywell

Intelligent/Addressable Devices

General

Four different monitor panels are available for Notifier's intelligent control panels for a variety of applications. Monitor modules supervise a circuit of dry-contact input devices, such as conventional heat detectors and pull stations, or monitor and power a circuit of two-wire smoke detectors (FZM-1(A)).

FMM-1(A) is a standard-sized module (typically mounts to a 4" [10.16 cm] square box) that supervises either a Style D (Class A) or Style B (Class B) circuit of dry-contact input devices.

FMM-101(A) is a miniature monitor module a mere 1.3" (3.302 cm) H x 2.75" (6.985 cm) W x 0.65" (1.651 cm) D that supervises a Style B (Class B) circuit of dry-contact input devices. Its compact design allows the FMM-101(A) to be mounted in a single-gang box behind the device it monitors.

FZM-1(A) is a standard-sized module that monitors and supervises compatible two-wire, 24 volt, smoke detectors on a Style D (Class A) or Style B (Class B) circuit.

FDM-1(A) is a standard-sized dual monitor module that monitors and supervises two independent two-wire Style B (Class B) dry-contact initiating device circuits (IDCs) at two separate, consecutive addresses in intelligent, two-wire systems.

FlashScan® (U.S. Patent 5,539,389) is a communication protocol developed by NOTIFIER that greatly increases the speed of communication between analog intelligent devices. Intelligent devices communicate in a grouped fashion. If one of the devices within the group has new information, the panel CPU stops the group poll and concentrates on single points. The net effect is response speed greater than five times that of other communication protocols.

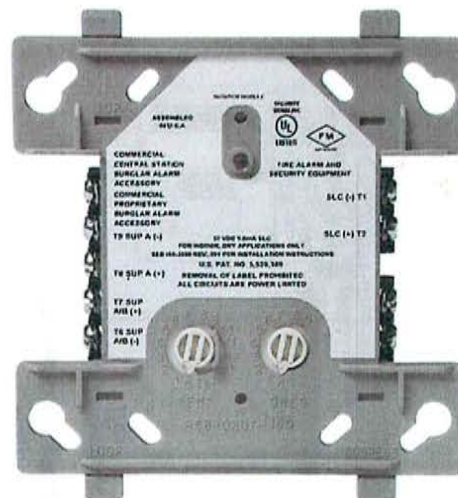
FMM-1(A) Monitor Module

- Built-in type identification automatically identifies this device as a monitor module to the control panel.
- Powered directly by two-wire SLC loop. No additional power required.
- High noise (EMF/RFI) immunity.
- SEMS screws with clamping plates for ease of wiring.
- Direct-dial entry of address: 01 – 159 on FlashScan loops; 01 – 99 on CLIP loops.
- LED flashes green during normal operation (programmable option) and latches on steady red to indicate alarm.

The FMM-1(A) Monitor Module is intended for use in intelligent, two-wire systems, where the individual address of each module is selected using the built-in rotary switches. It provides either a two-wire or four-wire fault-tolerant Initiating Device Circuit (IDC) for normally-open-contact fire alarm and supervisory devices. The module has a panel-controlled LED indicator. The FMM-1(A) can be used to replace MMX-1(A) modules in existing systems.

FMM-1(A) APPLICATIONS

Use to monitor a zone of four-wire smoke detectors, manual fire alarm pull stations, waterflow devices, or other normally-



FMM-1(A) (Type H)

open dry-contact alarm activation devices. May also be used to monitor normally-open supervisory devices with special supervisory indication at the control panel. Monitored circuit may be wired as an NFPA Style B (Class B) or Style D (Class A) Initiating Device Circuit. A 47K Ohm End-of-Line Resistor (provided) terminates the Style B circuit. No resistor is required for supervision of the Style D circuit.

FMM-1(A) OPERATION

Each FMM-1(A) uses one of the available module addresses on an SLC loop. It responds to regular polls from the control panel and reports its type and the status (open/normal/short) of its Initiating Device Circuit (IDC). A flashing LED indicates that the module is in communication with the control panel. The LED latches steady on alarm (subject to current limitations on the loop).

FMM-1(A) SPECIFICATIONS

Nominal operating voltage: 15 to 32 VDC.

Maximum current draw: 5.0 mA (LED on).

Average operating current: 375 µA (LED flashing), 1 communication every 5 seconds, 47k EOL.

Maximum IDC wiring resistance: 1500 Ohms.

Maximum IDC Voltage: 11 Volts.

EOL resistance: 47K Ohms.

Temperature range: 32°F to 120°F (0°C to 49°C).

Humidity range: 10% to 93% noncondensing.

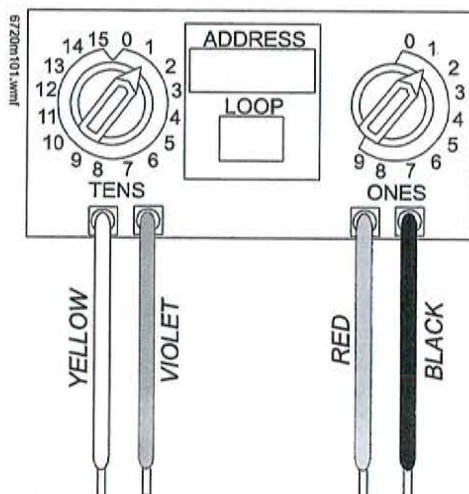
Dimensions: 4.5" (11.43 cm) high x 4" (10.16 cm) wide x 1.25" (3.175 cm) deep. Mounts to a 4" (10.16 cm) square x 2.125" (5.398 cm) deep box.

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FMM-101(A) Mini Monitor Module

- Built-in type identification automatically identifies this device as a monitor module to the panel.
- Powered directly by two-wire SLC loop. No additional power required.
- High noise (EMF/RFI) immunity.
- Tinned, stripped leads for ease of wiring.
- Direct-dial entry of address: 01 – 159 on FlashScan loops; 01 – 99 on CLIP loops.



The FMM-101(A) Mini Monitor Module can be installed in a single-gang junction directly behind the monitored unit. Its small size and light weight allow it to be installed without rigid mounting. The FMM-101(A) is intended for use in intelligent, two-wire systems where the individual address of each module is selected using rotary switches. It provides a two-wire initiating device circuit for normally-open-contact fire alarm and security devices. The FMM-101(A) can be used to replace MMX-101(A) modules in existing systems.

FMM-101(A) APPLICATIONS

Use to monitor a single device or a zone of four-wire smoke detectors, manual fire alarm pull stations, waterflow devices, or other normally-open dry-contact devices. May also be used to monitor normally-open supervisory devices with special supervisory indication at the control panel. Monitored circuit/device is wired as an NFPA Style B (Class B) Initiating Device Circuit. A 47K Ohm End-of-Line Resistor (provided) terminates the circuit.

FMM-101(A) OPERATION

Each FMM-101(A) uses one of the available module addresses on an SLC loop. It responds to regular polls from the control panel and reports its type and the status (open/normal/short) of its Initiating Device Circuit (IDC).

FMM-101(A) SPECIFICATIONS

Nominal operating voltage: 15 to 32 VDC.

Average operating current: 350 μ A, 1 communication every 5 seconds, 47k EOL; 600 μ A Max. (Communicating, IDC Shorted).

Maximum IDC wiring resistance: 1500 Ohms.

Maximum IDC Voltage: 11 Volts.

Maximum IDC Current: 450 μ A.

EOL resistance: 47K Ohms.

Temperature range: 32°F to 120°F (0°C to 49°C).

Humidity range: 10% to 93% noncondensing.

Dimensions: 1.3" (3.302 cm) high x 2.75" (6.985 cm) wide x 0.65" (1.651 cm) deep.

Wire length: 6" (15.24 cm) minimum.

FZM-1(A) Interface Module

- Supports compatible two-wire smoke detectors.
- Supervises IDC wiring and connection of external power source.
- High noise (EMF/RFI) immunity.
- SEMS screws with clamping plates for ease of wiring.
- Direct-dial entry entry of address: 01 – 159 on FlashScan loops, 01 – 99 on CLIP loops.
- LED flashes during normal operation; this is a programmable option.
- LED latches steady to indicate alarm on command from control panel.

The FZM-1(A) Interface Module is intended for use in intelligent, addressable systems, where the individual address of each module is selected using built-in rotary switches. This module allows intelligent panels to interface and monitor two-wire conventional smoke detectors. It transmits the status (normal, open, or alarm) of one full zone of conventional detectors back to the control panel. All two-wire detectors being monitored must be UL compatible with the module. The FZM-1(A) can be used to replace MMX-2(A) modules in existing systems.

FZM-1(A) APPLICATIONS

Use the FZM-1(A) to monitor a zone of two-wire smoke detectors. The monitored circuit may be wired as an NFPA Style B (Class B) or Style D (Class A) Initiating Device Circuit. A 3.9 K Ohm End-of-Line Resistor (provided) terminates the end of the Style B or D (class B or A) circuit (maximum IDC loop resistance is 25 Ohms). Install ELR across terminals 8 and 9 for Style D application.

FZM-1(A) OPERATION

Each FZM-1(A) uses one of the available module addresses on an SLC loop. It responds to regular polls from the control panel and reports its type and the status (open/normal/short) of its Initiating Device Circuit (IDC). A flashing LED indicates that the module is in communication with the control panel. The LED latches steady on alarm (subject to current limitations on the loop).

FZM-1(A) SPECIFICATIONS

Nominal operating voltage: 15 to 32 VDC.

Maximum current draw: 5.1 mA (LED on).

Maximum IDC wiring resistance: 25 Ohms.

Average operating current: 270 μ A, 1 communication and 1 LED flash every 5 seconds, 3.9k eol.

EOL resistance: 3.9K Ohms.

External supply voltage (between Terminals T10 and T11):

- DC voltage: 24 volts power limited.
- Ripple voltage: 0.1 Vrms maximum.
- Current: 90 mA per module maximum.

Temperature range: 32°F to 120°F (0°C to 49°C).

Humidity range: 10% to 93% noncondensing.

Dimensions: 4.5" (11.43 cm) high x 4" (10.16 cm) wide x 1.25" (3.175 cm) deep. Mounts to a 4" (10.16 cm) square x 2.125" (5.398 cm) deep box.

FDM-1(A) Dual Monitor Module

The FDM-1(A) Dual Monitor Module is intended for use in intelligent, two-wire systems. It provides two independent two-wire initiating device circuits (IDCs) at two separate, consecutive addresses. It is capable of monitoring normally open contact fire alarm and supervisory devices; or either normally open or normally closed security devices. The module has a single panel-controlled LED.

NOTE: The FDM-1(A) provides two Style B (Class B) IDC circuits ONLY. Style D (Class A) IDC circuits are NOT supported in any application.

FDM-1(A) SPECIFICATIONS

Normal operating voltage range: 15 to 32 VDC.

Maximum current draw: 6.4 mA (LED on).

Average operating current: 750 μ A (LED flashing).

Maximum IDC wiring resistance: 1,500 Ohms.

Maximum IDC Voltage: 11 Volts.

Maximum IDC Current: 240 μ A

EOL resistance: 47K Ohms.

Temperature range: 32° to 120°F (0° to 49°C).

Humidity range: 10% to 93% (non-condensing).

Dimensions: 4.5" (11.43 cm) high x 4" (10.16 cm) wide x 1.25" (3.175 cm) deep. Mounts to a 4" (10.16 cm) square x 2.125" (5.398 cm) deep box.

FDM-1(A) AUTOMATIC ADDRESSING

The FDM-1(A) automatically assigns itself to two addressable points, starting with the original address. For example, if the FDM-1(A) is set to address "26", then it will automatically assign itself to addresses "26" and "27".

NOTE: "Ones" addresses on the FDM-1(A) are 0, 2, 4, 6, or 8 only. Terminals 6 and 7 use the first address, and terminals 8 and 9 use the second address.



CAUTION:

Avoid duplicating addresses on the system.

Installation

FMM-1(A), FZM-1(A), and FDM-1(A) modules mount directly to a standard 4" (10.16 cm) square, 2.125" (5.398 cm) deep, electrical box. They may also be mounted to the SMB500 surface-mount box. Mounting hardware and installation instructions are provided with each module. All wiring must conform to applicable local codes, ordinances, and regulations. These modules are intended for power-limited wiring only.

The FMM-101(A) module is intended to be wired and mounted without rigid connections inside a standard electrical box. All wiring must conform to applicable local codes, ordinances, and regulations.

Agency Listings and Approvals

In some cases, certain modules may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- **UL:** S635.
- **ULC:** S635.
- **FM Approved.**
- **CSFM:** 7300-0028:0219, 7165-0028:0224, 7165-0028:0243.
- **MEA:** 457-99-E.
- **U.S. Coast Guard:** 161.002/50/0 (NFS2-640, NFS2-320, NFS2-3030).
- **Lloyd's Register:** 11/600013 (NFS2-640, NFS2-320, NFS2-3030).
- **Fire Dept. of New York:** COA #6121 (NFS2-640, NFS-320), COA# 6114 (NFS2-3030).

Product Line Information

NOTE: "A" suffix indicates ULC-listed model.

FMM-1(A): Monitor module.

FMM-101(A): Monitor module, miniature.

FZM-1(A): Monitor module, two-wire detectors.

FDM-1(A): Monitor module, dual, two independent Class B circuits.

SMB500: Optional surface-mount backbox.

NOTE: See installation instructions and refer to the SLC Wiring Manual, PN 51253.

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DNR(A)/DNRW InnovairFlex

Intelligent Non-Relay Photoelectric Duct Smoke Detector



Intelligent Devices

General

The Notifier InnovairFlex® DNR(A) intelligent non-relay photoelectric duct smoke detector and DNRW watertight non-relay photoelectric duct smoke detector feature a pivoting housing that fits both square and rectangular footprints capable of mounting to a round or rectangular duct.

DNRW duct smoke detector, with its NEMA-4 rating, is listed as a watertight, UV resistant enclosure providing protection against falling dirt, rain, and windblown dust, splashing and hose directed water, allowing operators to use the detector in the most extreme environments.

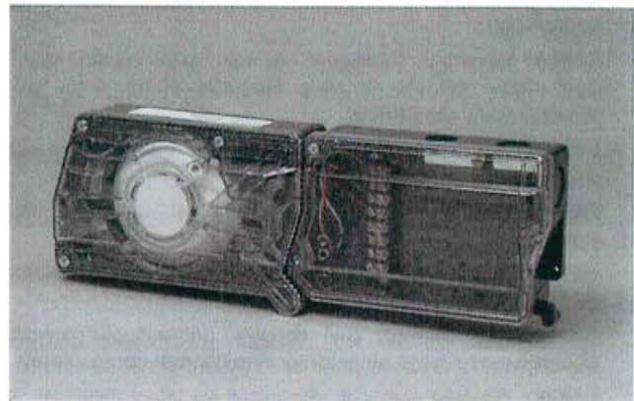
These units sense smoke in the most challenging conditions, operating in airflow speeds of 100 to 4,000 feet per minute (0.5 to 20.32 m/s), temperatures of -4°F to 158°F (-20°C to 70°C), and a humidity range of 0 to 95 percent (non-condensing.)

An improved cover design isolates the sensor head, which allows for ease of maintenance. A cover tamper feature indicates a trouble signal for a removed or improperly installed sensor cover. The Notifier InnovairFlex housing provides a 3/4-inch conduit knockout and ample space to facilitate easy wiring and mounting of a relay module.

The Notifier InnovairFlex duct smoke detector can be customized to meet local codes and specifications without additional wiring. The new InnovairFlex product line is compatible with all previous Innovair models, including remote test accessories.

Features

- Photoelectric, integrated low-flow technology.
- Air velocity rating from 100 ft/min to 4,000 ft/min (0.5 m/s to 20.32 m/s).
- Versatile mounting options: square or rectangular configuration.
- Broad ranges for operating temperature (-4°F to 158°F, -20°C to 70°C) and humidity (0% to 95% non-condensing).
- Patented sampling tube installs from front or back of the detector with no tools required.
- Cover tamper signal.
- Increased wiring space with a newly added 3/4" conduit knockout.
- Available space within housing to accommodate mounting of a relay module.
- Easily accessible code wheels on sensor head (sold separately).
- Clear cover for convenient visual inspection.
- Remote testing capability.
- Requires com line power only.
- Accommodates the installation of an addressable relay module, sold separately, (FRM-1 or NC-100R) for applications requiring a Form-C relay.



Specifications

Size: (Rectangle) 14.38 in (37 cm) Length; 5 in (12.7 cm) Width, 2.5 in (6.6 cm) Depth.

Size: (Square) 7.75 in (19.7 cm) Length; 9 in (22.9 cm) Width; 2.5 in (6.35 cm) Depth.

Weight: 1.6 lb (0.73 kg).

Operating Temperature Range: -4°F to 158°F (-20°C to 70°C).

Storage Temperature Range: -22°F to 158°F (-30°C to 70°C).

Operating Humidity Range: 0% to 95% relative humidity (non-condensing).

Air Duct Velocity: 100 to 4,000 ft/min (0.5 to 20.32 m/s).

Accessories

Notifier provides system flexibility with a variety of accessories, including two remote test stations and different means of visible and audible system annunciation. As with our duct smoke detectors, all duct smoke detectors accessories are UL listed. DNR(W)s with a date code of 0013 or higher do not require external 24VDC for remote test applications when used with a remote-test-capable detector.

ACCESSORY CURRENT LOADS AT 24 VDC

Device	Standby	Alarm
RA100Z	0mA	12 mA Max
RTS151/ RTS151KEY	0mA	12mA Max

Agency Listings and Approvals

Consult product manual for lists of compatible UL-Listed devices. In some cases, certain modules may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- UL: S911, S3705.
- ULC: S635.

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- CSFM: 3242-1653:0209.
- FM approved.

Product Line Information

NOTE: "A suffix indicates ULC listed model.

DNR(A): Intelligent non-relay photoelectric low flow smoke detector housing. Requires photoelectric smoke detector (sold separately).

DNRW: Watertight intelligent non-relay photoelectric low flow duct smoke detector housing. Requires photoelectric smoke detector (sold separately).

FSP-851R(A): Remote test capable addressable low-profile photoelectric smoke detector.

FSP-851(A): Addressable low-profile photoelectric smoke detector.

NP-100: Addressable low-profile photoelectric smoke detector for FireWarden series panels.

NP-100R(A): Remote test capable addressable low-profile photoelectric smoke detector for FireWarden series panels.

DCOIL: Remote test coil. Required for older DNR(W) duct detector housing.

DST1(A): Metal sampling tube duct width up to 1 ft (0.3m).

DST1.5(A): Metal sampling tube duct widths up to 1 ft to 2 ft (0.3 to 0.6 m).

DST3(A): Metal sampling tube duct widths up to 2 ft to 4 ft (0.6 to 1.2 m).

DST5(A): Metal sampling tube duct widths up to 4 ft to 8 ft (1.2 to 2.4 m).

DST10(A): Metal sampling tube duct widths up to 8 ft to 12 ft (2.4 to 3.7 m).

DH400OE-1: Weatherproof enclosure.

ETX: Metal exhaust tube duct, width 1 ft (0.3 m).

M02-04-00: Test magnet.

P48-21-00: End cap for metal sampling tubes.

RA100Z(A): Remote annunciator alarm LED.

RTS151(A): Remote test station.

RTS151KEY(A): Remote test station with key lock.

Important Note

- DNRW duct detector housings with a date code of 0013 or higher do not require a DCOIL or auxiliary 24 VDC for remote test applications when used with a remote test capable detector.
- DNRW duct detector housings with a date code of 0012 or earlier require a DCOIL and auxiliary 24 VDC power for remote test applications.

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FCM-1(A) & FRM-1(A) Series

Control and Relay Modules



Intelligent / Addressable Devices

General

FCM-1(A) Control Module: The FCM-1(A) Addressable Control Module provides Notifier intelligent fire alarm control panels a circuit for Notification Appliances (horns, strobes, speakers, etc.). Addressability allows the FCM-1(A) to be activated, either manually or through panel programming, on a select (zone or area of coverage) basis.

FRM-1(A) Relay Module: The FRM-1(A) Addressable Relay Module provides the system with a dry-contact output for activating a variety of auxiliary devices, such as fans, dampers, control equipment, etc. Addressability allows the dry contact to be activated, either manually or through panel programming, on a select basis.

FlashScan® (U.S. Patent 5,539,389) is a communication protocol developed by NOTIFIER Engineering that greatly enhances the speed of communication between analog intelligent devices. Intelligent devices communicate in a grouped fashion. If one of the devices within the group has new information, the panel CPU stops the group poll and concentrates on single points. The net effect is response speed greater than five times that of other designs.

Features

- Built-in type identification automatically identifies these devices to the control panel.
- Internal circuitry and relay powered directly by two-wire SLC loop. The FCM-1(A) module requires power (for horns, strobes, etc.), or audio (for speakers).
- Integral LED "blinks" green each time a communication is received from the control panel and turns on in steady red when activated.
- LED blink may be deselected globally (affects all devices).
- High noise immunity (EMF/RFI).
- The FCM-1(A) may be used to switch 24-volt NAC power, audio (up to 70.7 Vrms).
- Wide viewing angle of LED.
- SEMS screws with clamping plates for wiring ease.
- Direct-dial entry of address 01– 159 for FlashScan loops, 01 – 99 for CLIP mode loops.
- Speaker, and audible/visual applications may be wired for Class B or A (Style Y or Z).

Applications

The FCM-1(A) is used to switch 24 VDC audible/visual power, high-level audio (speakers). The FRM-1(A) may be programmed to operate dry contacts for applications such as door holders or Air Handling Unit shutdown, and to reset four-wire smoke detector power.

NOTE: Refer to the SLC Manual (PN 51253) for details regarding releasing applications with the FCM-1(A). Refer to the FCM-1-REL datasheet (DN-60390) for new FlashScan® releasing applications.

Construction

- The face plate is made of off-white heat-resistant plastic.
- Controls include two rotary switches for direct-dial entry of address (01-159).



FCM-1(A)

APPLICANT COPY

- The FCM-1(A) is configured for a single Class B (Style Y) or Class A (Style Z) Notification Appliance Circuit.
- The FRM-1(A) provides two Form-C dry contacts that switch together.

Operation

Each FCM-1(A) or FRM-1(A) uses one of 159 possible module addresses on a SLC loop (99 on CLIP loops). It responds to regular polls from the control panel and reports its type and status, including the open/normal/short status of its Notification Appliance Circuit (NAC). The LED blinks with each poll received. On command, it activates its internal relay. The FCM-1(A) supervises Class B (Style Y) or Class A (Style Z) notification or control circuits.

Upon code command from the panel, the FCM-1(A) will disconnect the supervision and connect the external power supply in the proper polarity across the load device. The disconnection of the supervision provides a positive indication to the panel that the control relay actually turned ON. The external power supply is always relay isolated from the communication loop so that a trouble condition on the external power supply will never interfere with the rest of the system.

Rotary switches set a unique address for each module. The address may be set before or after mounting. The built-in TYPE CODE (not settable) will identify the module to the control panel, so as to differentiate between a module and sensor address.

Specifications for FCM-1(A) 2019

Normal operating voltage: 15 to 32 VDC.

Maximum current draw: 6.5 mA (LED on).

Average operating current: 350 µA direct poll, 375 µA group poll with LED flashing, 485 µA Max. (LED flashing, NAC shorted.)

Maximum NAC Line Loss: 4 VDC.

External supply voltage (between Terminals T10 and T11): Maximum (NAC): Regulated 24 VDC; Maximum (Speakers): 70.7 V RMS, 50W.

Drain on external supply: 1.7 mA maximum using 24 VDC supply; 2.2 mA Maximum using 80 VRMS supply.

Max NAC Current Ratings: For class B wiring system, the current rating is 3A; For class A wiring system, the current rating is 2A.

Temperature range: 32°F to 120°F (0°C to 49°C).

Humidity range: 10% to 93% non-condensing.

Dimensions: 4.5" (114.3 mm) high x 4" (101.6 mm) wide x 1.25" (31.75 mm) deep. Mounts to a 4" (101.6 mm) square x 2.125" (53.975 mm) deep box.

Accessories: SMB500 Electrical Box; CB500 Barrier

Specifications for FRM-1(A)

Normal operating voltage: 15 to 32 VDC.

Maximum current draw: 6.5 mA (LED on).

Average operating current: 230 µA direct poll; 255 µA group poll.

EOL resistance: not used.

Temperature range: 32°F to 120°F (0°C to 49°C).

Humidity range: 10% to 93% non-condensing.

Dimensions: 4.5" (114.3 mm) high x 4" (101.6 mm) wide x 1.25" (31.75 mm) deep. Mounts to a 4" (101.6 mm) square x 2.125" (53.975 mm) deep box.

Accessories: SMB500 Electrical Box; CB500 Barrier

Agency Listings and Approvals

In some cases, certain modules may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- UL: S635
- ULC: S3705 (A version only)
- FM Approved
- CSFM: 7300-0028:0219
- MEA: 14-00-E
- FDNY: COA #6067, #6065

Contact Ratings for FRM-1(A)

Current Rating	Maximum Voltage	Load Description	Application
3 A	30 VDC	Resistive	Non-Coded
2 A	30 VDC	Resistive	Coded
.9 A	110 VDC	Resistive	Non-Coded
.9 A	125 VDC	Resistive	Non-Coded
.5 A	30 VDC	Inductive (L/R=5ms)	Coded
1 A	30 VDC	Inductive (L/R=2ms)	Coded
.3 A	125 VAC	Inductive (PF=0.35)	Non-Coded
1.5 A	25 VAC	Inductive (PF=0.35)	Non-Coded
.7 A	70.7 VAC	Inductive (PF=0.35)	Non-Coded
2 A	25 VAC	Inductive (PF=0.35)	Non-Coded

NOTE: Maximum (Speakers): 70.7 V RMS, 50 W

Product Line Information

NOTE: "A" suffix indicates ULC Listed model.

FCM-1(A): Intelligent Addressable Control Module.

FRM-1(A): Intelligent Addressable Relay Module.

A2143-20: Capacitor, required for Class A (Style Z) operation of speakers.

SMB500: Optional Surface-Mount Backbox.

CB500: Control Module Barrier — required by UL for separating power-limited and non-power limited wiring in the same junction box as FCM-1(A).

NOTE: For installation instructions, see the following documents:

- FCM-1(A) Installation document 156-1169.
- FRM-1(A) Installation document 156-3502.
- Notifier SLC Wiring Manual, document 51253.

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FCPS-24S6(C/E) & FCPS-24S8(C/E)

6- & 8-Amp 24-Volt Remote Power Supplies



Power Supplies

General

The FCPS-24S6E (6-amp) and FCPS-24S8E (8-amp) are remote power supplies with battery charger. The FCPS-24S6/-24S8 may be connected to any 12 or 24 volt fire alarm control panel (FACP) or may be used as stand-alone supplies. Primary applications include notification appliance circuit (NAC) expansion (to support ADA requirements and NAC synchronization) or auxiliary power to support 24 volt system accessories. The FCPS-24S6/-24S8 provides regulated and filtered 24 VDC power to four notification appliance circuits configured as either four Class B (Style Y) or Class A (Style Z, with ZNAC-4 option module). Alternately, the four outputs may be configured as all non-resettable, all resettable or two non-resettable and two resettable. The FCPS-24S6/-24S8 also contains a battery charger capable of charging up to 18 AH batteries. FCPS-24S6C & FCPS-24S8C are ULC-listed.

NOTE: Unless otherwise specified, the terms FCPS-24S6 and FCPS-24S8 used in this document refers to the standard FCPS-24S6 and FCPS-24S8, FCPS-24S6C and FCPS-24S8C, the FCPS-24S6E and FCPS-24S8E

Features

- UL-Listed NAC synchronization using System Sensor, Wheelock, or Gentex "Commander²" appliances.
- Operates as a "sync-follower" or as a "sync-generator" (default). See note on page 2.
- Contains two fully-isolated input/control circuits - triggered from FACP NAC (NAC expander mode) or jumped permanently "ON" (stand-alone mode).
- Four Class B (Style Y) or four Class A (Style Z, with ZNAC-4 module) NACs.
- 6-amp (FCPS-24S6) or 8-amp (FCPS-24S8) full load output, with 3 amps maximum/circuit, in NAC expander mode (UL 864).
- 4-amp (FCPS-24S6) or 6-amp (FCPS-24S8) continuous output in stand-alone mode (UL 1481).
- Compatible with coded inputs; signals passed through.
- Optional power-supervision relay (EOLR-1).
- In stand-alone mode, output power circuits may be configured as: resettable, (reset line from FACP required), non-resettable, or a mix of two and two.
- Fully regulated and filtered power output - optimal for powering four-wire smoke detectors, annunciators, and other system peripherals requiring regulated/filtered power.
- Power-limiting technology meets UL power-limiting requirements.
- Form-C normally-closed trouble relay.
- Fully supervised power supply, battery, and NACs.
- Selectable earth fault detection.
- AC trouble report selectable for immediate 2-hour delay.
- Works with virtually any UL 864 fire alarm control which utilizes an industry-standard reverse-polarity notification circuit (including unfiltered and unregulated NAC power).
- Requires input trigger voltage of 9 - 32 VDC.
- Self-contained in compact, locking cabinet - 15"H x 14.5"W x 2.75"D (cm: 38.1H x 36.83W x 6.985D).



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- Includes integral battery charger capable of charging up to 18 AH batteries. Cabinet capable of housing 7.0 AH batteries.
- Battery charger may be disabled via DIP switch for applications requiring larger batteries.
- Fixed, clamp-type terminal blocks accommodate up to 12 AWG (3.1mm²) wire.

Specifications

Primary (AC) Power:

- FCPS-24S6C/-24S8C: 120 VAC, 60 Hz, 3.2A maximum.
- FCPS-24S6E/-24S8E: 240 VAC, 50 Hz, 1.6A maximum.
- Wire Size: minimum #14 AWG (2.0mm²) with 600 V insulation.

Control Input Circuit:

- **Trigger Input Voltage:** 9 to 32 VDC.
- **Trigger Current:** 2.0 mA (16 - 32 V); Per Input: 1.0 mA (9 - 16 V).

Trouble Contact Rating: 5 A at 24 VDC.

Auxiliary Power Output: Specific application power 500 mA maximum.

Output Circuits:

- +24 VDC filtered, regulated.
- 3.0 A maximum for any one circuit.
- Total continuous current for all outputs (stand-alone mode):
 - FCPS-24S6: 4.0 A maximum.
 - FCPS-24S8: 6.0 A maximum.
- Total short-term current for all outputs (NAC expander mode):
 - FCPS-24S6: 6.0 A maximum.
 - FCPS-24S8: 8.0 A maximum.

Secondary Power (Battery) Charging Circuit:

- Supports lead-acid batteries only.

- Float-charge voltage: 27.6 VDC.
- Maximum current charge: 1.5 A.
- Maximum battery capacity: 18 AH.

Applications

Example 1: Expand notification appliance power an additional 6.0 A (FCPS-24S6) or 8.0 A (FCPS-24S8). Use up to four Class B (Style Y) outputs or four Class A (Style Z) outputs (using ZNAC-4). For example, the FACP notification appliance circuits will activate the FCPS when reverse-polarity activation occurs. Trouble conditions on the FCPS are sensed by the FACP through the notification appliance circuit.

Example 2: Use the FCPS to expand auxiliary regulated 24-volt system power up to 4.0 A (FCPS-24S6) or up to 6.0 A (FCPS-24S8). Both resettable and non-resettable power options are available. Resettable outputs are created by connecting the resettable output from the FACP to one or both of the FCPS inputs.

Example 3: Use addressable control modules to activate the FCPS instead of activating it through the FACP notification appliance circuits. This typically allows for mounting the FCPS at greater distances* away from the FACP while expanding system architecture in various applications.

For example, an addressable control module is used to activate the FCPS, and an addressable monitor module is used to sense FCPS trouble conditions. Local auxiliary power output from the FCPS provides power to the addressable control module.

**NOTE: Addressable FACP's are capable of locating control and monitor modules at distances of up to 12,500 feet (3,810 meters).*

Sync Follower/Generator Note

In some installations, it is necessary to synchronize the flash timing of all strobes in the system for ADA compliance. Strobes accomplish this by monitoring very short timing pulses on the NAC power which are created by the FACP. When installed at the end of a NAC wire run, the FCPS-24S6/-24S8 can track (i.e. "follow") the strobe synchronization timing pulses on the existing NAC wire run. This maintains the overall system flash timing of the additional strobes attaches to the FCPS.

When the FCPS-24S6/-24S8 is configured (via DIP switch settings) as a "sync follower," the FCPS's NAC outputs track the strobe synchronization pulses present at the FCPS's sync input terminal. The pulses originate from an upstream FACP or other power supply.

When the FCPS-24S6/-24S8 are configured (via DIP switch settings) as a "sync generator," the FCPS's sync input terminals are not used. Rather, the FCPS is the originator of the strobe synchronization pulses on the FCPS's NAC outputs. In "sync generator" mode, the sync type (System Sensor, Wheelock, or Gentex) is selectable via DIP switch settings.

Standards and Codes

The FCPS-24S6 and FCPS-24S8 comply with the following standards:

- NFPA 72 National Fire Alarm Code.
- UL 864 Standard for Control Units for Fire Alarm Systems (NAC expander mode).
- UL 1481 Power Supplies for Fire Alarm Systems.

Agency Listings and Approvals

These listings and approvals apply to the modules specified in this document. In some cases, certain modules or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- UL Listed: S635, S674
- ULC Listed: S635 (FCPS-24S6C & FCPS-24S8C)
- CSFM Approved: 7315-0028:225
- MEA: 299-02-E
- FM Approved

Ordering Information

FCPS-24S6: 6.0 A, 120 VAC remote charger power supply. Includes main printed circuit board, transformers, enclosure (15"H x 14.5"W x 2.75"D [cm: 38.1H x 36.83W x 6.985D]), and installation instructions.

FCPS-24S6C: Same as above, ULC-listed.

FCPS-24S6R: Same as FCPS-24S6 with red enclosure.

FCPS-24S6E: 6.0 A, 240 VAC remote charger power supply. Includes main printed circuit board, transformers, enclosure (15"H x 14.5"W x 2.75"D [cm: 38.1H x 36.83W x 6.985D]), and installation instructions.

FCPS-24S8: 8.0 A, 120 VAC remote charger power supply. Includes main printed circuit board, transformers, enclosure (15"H x 14.5"W x 2.75"D [cm: 38.1H x 36.83W x 6.985D]), and installation instructions.

FCPS-24S8C Same as above, ULC-listed.

FCPS-24S8R: Same as FCPS-24S8 with red enclosure.

FCPS-24S8E: 8.0 A, 240 VAC remote charger power supply. Includes main printed circuit board, transformers, enclosure (15"H x 14.5"W x 2.75"D [cm: 38.1H x 36.83W x 6.985D]), and installation instructions.

ZNAC-4: Class A (Style Y) NAC option module.

EOLR-1: 12/24 VDC end-of-line relay for monitoring four-wire smoke detector power.

BAT-1270: Battery, 12-volt, 7.0 AH (two required, see BAT Series data sheet DN-6933).

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This document is not intended to be used for installation purposes.
We try to keep our product information up-to-date and accurate.
We cannot cover all specific applications or anticipate all requirements.
All specifications are subject to change without notice.



Made in the U.S.A.

For more information, contact Notifier. Phone: (203) 484-7161, FAX: (203) 484-7118.
www.notifier.com

Indoor Selectable-Output Horns, Strobes, and Horn Strobes for Wall Applications

 **NOTIFIER**[®]
by Honeywell

Audio/Visual Devices

General

The L-Series offers the most versatile and easy-to-use line of horns, strobes, and horn strobes in the industry with lower current draws and modern aesthetics. With white and red plastic housings, standard and small footprint devices, and plain, FIRE-printed devices, L-Series can meet virtually any application requirement.

The L-Series product line of wall-mount horns, strobes, and horn strobes include a variety of features that increase their application versatility while simplifying installation. All devices feature plug-in designs with minimal intrusion into the back box, making installations fast and foolproof while virtually eliminating costly and time-consuming ground faults.

To further simplify installation and protect devices from construction damage, L-Series utilizes a universal mounting plate for all standard and compact models with an onboard shorting spring, so installers can test wiring continuity before the device is installed.

Installers can also easily adapt devices to suit a wide range of application requirements using field-selectable candela settings, automatic selection of 12- or 24-volt operation, and a rotary switch for horn tones with two volume selections.

Features

- Updated modern aesthetics.
- Small profile devices for Horns and Horn Strobes.
- Plug-in design with minimal intrusion into the back box.
- Tamper-resistant construction.
- Automatic selection of 12- or 24-volt operation at 15 and 30 candela.
- Field-selectable candela settings on wall units: 15, 30, 75, 95, 110, 135, and 185.
- Horn rated at 88+ dBA at 16 volts.
- Rotary switch for horn tone and two volume selections.
- Universal mounting plate for all standard and all compact wall units.
- Mounting plate shorting spring checks wiring continuity before device installation.
- Electrically Compatible with legacy SpectrAlert[®] and SpectrAlert Advance devices.
- Compatible with MDL3 sync module.
- Listed for wall mounting only.

Architectural/Engineering Specifications

General: L-Series standard horns, strobes, and horn strobes shall mount to a standard 2" x 4" x 17/8" back box, 4" x 4" x 1 1/2" back box, 4" octagon back box, or double-gang back box. L-Series compact products shall mount to a single-gang 2" x 4" x 17/8" back box. A universal mounting plate shall be used for mounting ceiling and wall products for all standard-size models and a separate universal mounting plate shall be used for mounting compact wall models. The notification appliance circuit wiring shall terminate at the universal mounting plate. Also, L-Series products, when used with the SyncCircuit[™] Module accessory, shall be powered from a non-coded notification appliance circuit output and shall operate on a nominal



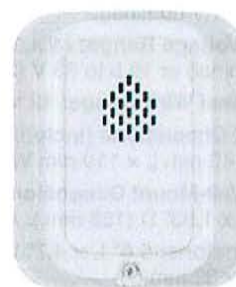
P2RL



P2GWL



SGWL



HWL

12 or 24 volts. When used with the SyncCircuit Module, 12-volt-rated notification appliance circuit outputs shall operate between 8.5 and 17.5 volts; 24-volt-rated c appliance circuit outputs shall operate between 16.5 and 33 volts. Indoor L-Series products shall operate between 32 and 120 degrees Fahrenheit from a regulated DC or full-wave rectified unaltered power supply. Strobes and horn strobes shall have field-selectable candela settings including 15, 30, 75, 95, 110, 135, and 185.

Strobe. The strobe shall be a L-Series Model listed to UL 1971 and shall be approved for fire protective service. The strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe's entire operating range. The strobe light shall consist of a xenon flash tube and associated lens/reflector system.

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Horn Strobe Combination. The horn strobe shall be a L-Series Model listed to UL 1971 and UL 464 and shall be approved for fire protective service. The horn strobe shall be wired as a primary-signaling notification appliance and comply with the Americans with Disabilities Act requirements for visible signaling appliances, flashing at 1 Hz over the strobe's entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflector system. The horn shall have two audibility options and an option to switch between a temporal three pattern and a non-temporal (continuous) pattern. These options are set by a multiple position switch. The horn on horn strobe models shall operate on a coded or non-coded power supply.

Synchronization Module. The module shall be a Sync•Circuit model MDL3 listed to UL 464 and shall be approved for fire protective service. The module shall synchronize SpectrAlert strobes at 1 Hz and horns at temporal three. Also, while operating the strobes, the module shall silence the horns on horn strobe models over a single pair of wires. The module shall mount to a 4¹¹/₁₆" x 4¹¹/₁₆" x 2¹/₈" back box. The module shall also control two Style Y (class B) circuits or one Style Z (class A) circuit. The module shall synchronize multiple zones. Daisy chaining two or more synchronization modules together will synchronize all the zones they control. The module shall not operate on a coded power supply.

PHYSICAL/ELECTRICAL SPECIFICATIONS

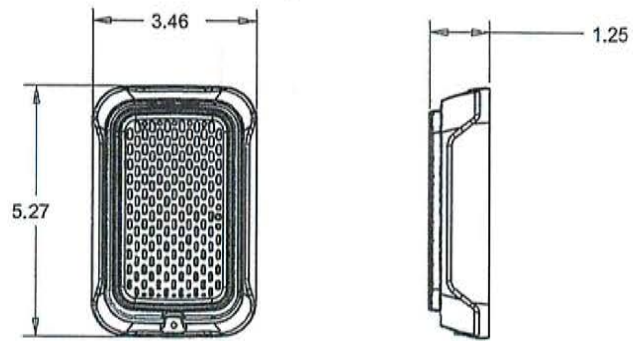
- **Standard Operating Temperature:** 32°F to 120°F (0°C to 49°C).
- **Humidity Range:** 10 to 93% non-condensing.
- **Strobe Flash Rate:** 1 flash per second.
- **Nominal Voltage:** Regulated 12 DC or regulated 24 DC/ FWR¹ (full wave rectified).
- **Operating Voltage Range²:** 8 to 17.5 V (12 V nominal) or 16 to 33 V (24 V nominal).
- **Operating Voltage Range:** MDL3 Sync Module 8.5 to 17.5 V (12 V nominal) or 16.5 to 33 V (24 V nominal).
- **Input Terminal Wire Gauge:** 12 to 18 AWG.
- **Wall-Mount Dimensions (including lens):** 5.6" L x 4.7" W x 1.25" D (143 mm L x 119 mm W x 32 mm D).
- **Compact Wall-Mount Dimensions (including lens):** 5.26" L x 3.46" W x 1.93" D (133 mm L x 88 mm W x 49 mm D).
- **Horn Dimensions:** 5.6" L x 4.7" W x 1.25" D (143 mm L x 119 mm W x 32 mm D).
- **Compact Horn Dimensions:** 5.25" L x 3.45" W x 1.25" D (133mm L x 88mm W x 32mm D).

NOTE:

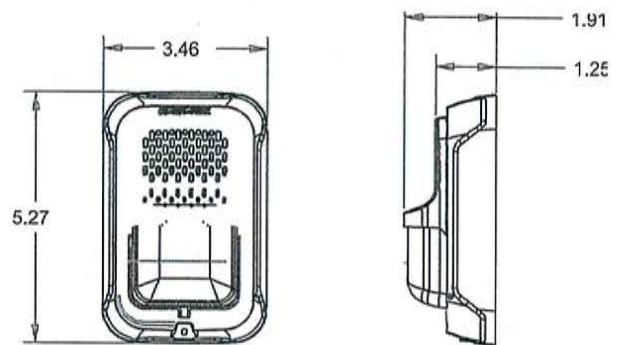
1. Full Wave Rectified (FWR) voltage is a non-regulated, time-varying power source that is used on some power supply and panel outputs.
2. P, S, PC, and SC products will operate at 12 V nominal only for 15 cd and 30 cd.

L-Series Drawings

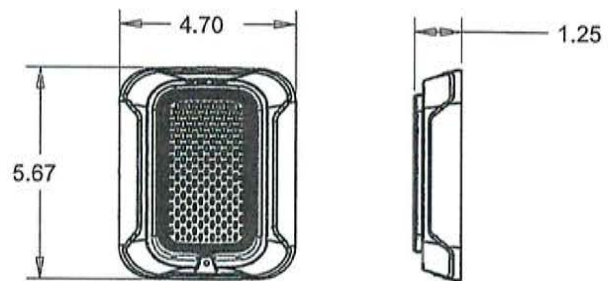
Compact Horn



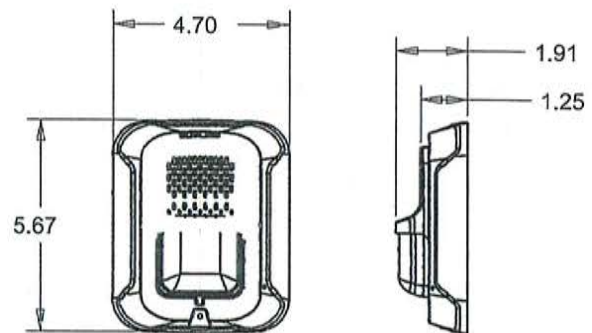
Compact Combo



Horn



Combo



UL Current Draw Data

UL MAX. STROBE CURRENT DRAW (MA RMS)

Candela	8-17.5 Volts	16-33 Volts	
	DC	DC	FWR
15	88	43	60
30	143	63	83
75	N/A	107	136
95	N/A	121	155
110	N/A	148	179
135	N/A	172	209
185	N/A	222	257

UL MAX. HORN CURRENT DRAW (MA RMS)

The 3.1k is the sound of the mini-horns. The EM (which stands for Electro-mechanical) is the sound of the SpectrAlert Advance line which uses an algorithm that hops frequencies between 2Hz and 4Hz.

Sound Pattern	dB	8-17.5 Volts	16-33 Volts	
		DC	DC	FWR
Temporal	High	39	44	54
Temporal	Low	28	32	54
Non-Temporal	High	43	47	54
Non-Temporal	Low	29	32	54
3.1 KHz Temporal	High	39	41	54
3.1 KHz Temporal	Low	29	32	54
3.1 KHz Non-Temporal	High	42	43	54
3.1 KHz Non-Temporal	Low	28	29	54
Coded	High	43	47	54
3.1 KHz Coded	High	42	43	54

UL MAX. CURRENT DRAW (MA RMS), 2-WIRE HORN STROBE, CANDELA RANGE (15-115 CD)

The 3.1k is the sound of the mini-horns. The EM (which stands for Electro-mechanical) is the sound of the SpectrAlert Advance line which uses an algorithm that hops frequencies between 2Hz and 4Hz.

	DC Input: 8-17.5 Volts		DC Input: 16-33 Volts								FWR Input: 16 FWR							
	15 cd	30 cd	15 cd	30 cd	75 cd	95 cd	110 cd	135 cd	185 cd	15 cd	30 cd	75 cd	95 cd	110 cd	135 cd	185 cd		
Temporal High	98	158	54	74	121	142	162	196	245	83	107	156	177	198	234	287		
Temporal Low	93	154	44	65	111	133	157	184	235	68	91	145	165	185	223	271		
Non-Temporal High	106	166	73	94	139	160	182	211	262	111	135	185	207	230	264	316		
Non-Temporal Low	93	156	51	71	119	139	162	190	239	79	104	157	175	197	235	283		
3.1K Temporal High	93	156	53	73	119	140	164	190	242	81	105	155	177	196	234	284		
3.1K Temporal Low	91	154	45	66	112	133	160	185	235	68	90	145	166	186	222	276		
3.1K Non-Temporal High	99	162	69	90	135	157	175	208	261	104	131	177	204	230	264	326		
3.1K Non-Temporal Low	93	156	52	72	119	138	162	192	242	77	102	156	177	199	234	291		

HORN TONES AND SOUND OUTPUT DATA: HORN AND HORN STROBE OUTPUT (DBA)

The 3.1k is the sound of the mini-horns. The EM (which stands for Electro-mechanical) is the sound of the SpectrAlert Advance line which uses an algorithm that hops frequencies between 2Hz and 4Hz.

In the coded positions, temporal coding must be provided by the NAC. If the NAC voltage is held constant, the horn output will remain constantly on.

Pos.	Sound Pattern	dB	Volts		
			8-17.5 DC	16-33 DC	FWR
1	Temporal	High	84	89	89
2	Temporal	Low	75	83	83
3	Non-Temporal	High	85	90	90
4	Non-Temporal	Low	76	84	84
5	3.1 KHz Temporal	High	83	88	88
6	3.1 KHz Temporal	Low	76	82	82
7	3.1 KHz Non-Temporal	High	84	89	89
8	3.1 KHz Non-Temporal	Low	77	83	83
9†	Coded	High	85	90	90
10†	3.1 KHz Coded	High	84	89	89

†Settings 9 and 10 are not available on the 2-wire horn strobes.

Agency Listings and Approvals

The listings and approvals below apply to L-series devices. In some cases, certain modules or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- **UL/ULC-Listed**
 - S4011 Wall Horn Strobes
 - S5512 Wall Strobes
 - S5512 Wall Horns
 - S5512 Strobe-only ALERT devices
- **FM Approved** (All except ALERT models)
- **CSFM Listed:** 7135-1653:0503 (Wall Horns and Wall Horn Strobes), 7125-1653:0504 (Wall Strobes)

Product Line Information

WALL HORN STROBES

P2WL(A)-(E)-(F), P2RL(A)-(E)-(F). 2-Wire, Horn Strobe (White, Red).

P2GWL(A)-(E)-(F), P2GRL(A)-(E)-(F). 2-Wire, Compact Horn Strobe (White, Red).

P2WL(A)-P, P2RL(A)-P. 2-Wire, Horn Strobe, Plain (White, Red).

P2WL-SP, P2RL-SP. 2-Wire, Horn Strobe, FUEGO (White, Red).

WALL STROBES

SWL(A)-(E)-(F), SRL(A)-(E)-(F). Strobe, Red (White, Red).

SGWL(A)-(E)-(F), SGRL(A)-(E)-(F). Compact Strobe (White, Red).

SWL(A)-P, SRL(A)-P. Strobe, Plain (White, Red).

SRL-SP. Strobe, FUEGO (Red).

SWL-CLR-ALERT. Strobe, ALERT (White).

SWL-ALERT. Strobe, Wall, Amber Lens, ALERT (White).

HORNS

HWL(A), HRL(A). Horn (White, Red).

HGWL(A), HGRL(A). Compact Horn (White, Red).

ACCESSORIES

TR-2W, TR-2. Universal Wall Trim Ring (White, Red).

SBBWL, SBBRL. Wall Surface Mount Back Box (White, Red).

SBBGWL, SBBGRL. Compact Wall Surface Mount Back Box (White, Red).

NOTE: "A" suffix indicates ULC-Listed model. ULC-listed devices include required French labeling. See Agency Listings for listing details.

NOTE: "A" suffix indicates ULC-listed models, ULC models have FIRE/FEU marking on cover.

NOTE: ULC-listed models add "-E" suffix for English only "FIRE" marking on cover.

NOTE: ULC-listed models add "-F" suffix for French only "FEU" marking on cover.

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This document is not intended to be used for installation purposes. We try to keep our product information up-to-date and accurate. We cannot cover all specific applications or anticipate all requirements. All specifications are subject to change without notice.

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Indoor Selectable-Output Speaker Strobes and Dual Voltage Evacuation Speakers for Wall Applications

 **NOTIFIER**[®]
by Honeywell

Audio/Visual Devices

General

System Sensor L-Series selectable output speaker strobes and dual-voltage evacuation speakers can reduce ground faults and enable faster installation with lower current draw and modern aesthetics.

The System Sensor L-Series of speakers and speaker strobes reduce costly ground faults using a plug-in design and universal mounting plate that allow the installer to pre-wire mounting plates, dress the wires, and confirm wiring continuity before plugging in the speakers. In addition, a protective plastic cover prevents nicked wires by covering exposed speaker components.

These devices also enable faster installations by providing instant feedback to ensure that wiring is properly connected, rotary switches to select voltage and power settings, and 7 field-selectable candela settings for wall speaker strobes.

The low total harmonic distortion of the speaker offers high fidelity sound output while still offering high volume sound output for use in high ambient noise applications.

System Sensor L-Series makes installation easy.

- Attach a universal mounting plate to a 4 × 4 × 2¹/₈ inch back box. Flush-mount applications do not require an extension ring.
- Connect the notification appliance circuit or speaker wiring to the terminals on the mounting plate.
- Attach the speaker or speaker strobe to the mounting plate by inserting the product tabs into the mounting plate grooves. Hinge the device into position to lock the product pins into the mounting plate terminals. The device will temporarily hold in place with a catch until it is secured with a captured mounting screw.

Features

- Plug-in design and protective cover reduce ground faults.
- Universal mounting plate with an onboard shorting spring tests wiring continuity before installation.
- No extension ring required.
- Field selectable candela settings on wall units: 15, 30, 75, 95, 110, 135, 185.
- Automatic selection of 12- or 24-volt operation at 15 and 30 candela.
- Rotary switch simplifies field selection of speaker voltage (25 and 70.7 Vrms) and power settings (¼, ½, 1 and 2 watts).
- Speakers offer high fidelity and high volume sound output.
- UL 464 (520 Hz) listed and complies with NFPA 72 requirements for low frequency with compatible fire alarm control panel.
- Compatible with System Sensor synchronization protocol.
- Electrical compatibility with existing SpectrAlert and SpectrAlert Advance products.
- Tamper-resistant construction.
- Updated modern aesthetics.



SPSWL

SPSRL

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Architectural/Engineering Specifications

GENERAL

L-Series speaker and speaker strobes shall mount to a 4 × 4 × 2¹/₈ inch back box. A universal mounting plate shall be used for mounting ceiling and wall products. The notification appliance circuit and amplifier wiring shall terminate at the universal mounting plate. Also, L-Series speaker strobes, when used with the Sync•Circuit™ Module accessory, shall be powered from a non-coded notification appliance circuit output and shall operate on a nominal 12 or 24 volts. When used with the Sync•Circuit Module, 12-volt rated notification appliance circuit outputs shall operate between 8.5 and 17.5 volts; 24-volt rated notification appliance circuit outputs shall operate between 16.5 and 33 volts. Indoor L-Series products shall operate between 32°F and 120°F from a regulated DC, or full-wave rectified, unfiltered power supply. Wall-mount speaker strobes shall have field-selectable candela settings including 15, 30, 75, 95, 110, 135, 185.

SPEAKER

The speaker shall be a System Sensor L-Series model _____ dual-voltage transformer speaker capable of operating at 25.0 or 70.7 nominal Vrms. It should be listed to UL 1480 and shall be approved for fire protective service. The speaker shall have a frequency range of 400 to 4,000 Hz and shall have an operating temperature between 32°F and 120°F. The speaker shall have power taps and voltage that are selected by rotary switches.

SPEAKER STROBE COMBINATION

The speaker strobe shall be a System Sensor L-Series model _____ listed to UL1480 and UL 1971 and be approved for fire protective signaling systems. The speaker shall be

capable of operating at 25.0 or 70.7 nominal Vrms selected via rotary switch, and shall have a frequency range of 400 to 4,000 Hz. The speaker shall have power taps that are selected by rotary switch. The strobe shall comply with the NFPA 72 requirements for visible signaling appliances, flashing at 1 Hz over the strobe's entire operating voltage range. The strobe light shall consist of a xenon flash tube and associated lens/reflector system.

SYNCHRONIZATION MODULE

The module shall be a System Sensor Sync•Circuit model MDL3 listed to UL 464 and shall be approved for fire protective service. The module shall synchronize SpectraAlert strobes at 1 Hz. The module shall mount to a 4¹¹/₁₆ × 4¹¹/₁₆ × 2¹/₈ inch back box. The module shall also control two Style Y (class B) circuits or one Style Z (class A) circuit. The module shall synchronize multiple zones. Daisy chaining two or more synchronization modules together will synchronize all the zones they control. The module shall not operate on a coded power supply.

PHYSICAL/ELECTRICAL SPECIFICATIONS

- **Standard Operating Temperature:** 32°F to 120°F (0°C to 49°C).
- **Humidity Range:** 10 to 93% non-condensing.

DIMENSIONS, WALL-MOUNT

- SP Speaker: 6.5 in x 5 in x 2.3 in. (165 mm x 127 mm x 58 mm)
- SP Speaker with Surface Mount Back Box: 6.6 in x 5.1 in x 3.2 in (168 mm x 130 mm x 82 mm)
- SPS Speaker/Strobe (including lens and speaker): 6.5 in x 5.0 in x 2.3 in (165 mm x 127 mm x 58 mm)
- SPS Speaker/Strobe (including lens and speaker) with Surface Mount Back Box: 6.6 in x 5.1 in x 4.55 in. (168 mm x 130 mm x 116 mm)

ELECTRICAL/OPERATING SPECIFICATIONS:

- **Nominal Voltage (speakers):** 25 or 70.7 (nominal)
- **Maximum Supervisory Voltage (speakers):** 50 VDC
- **Strobe Flash Rate:** 1 flash per second
- **Nominal Voltage (strobes):** Regulated 12 VDC or regulated 24 DC/FWR
- **Operating Voltage Range (includes fire alarm panels with built in sync):** 8 to 17.5 V (12 V nominal) or 16 to 33V (24 V nominal)
- **Operating Voltage with MDL3 Sync Module:** 8.5 to 17.5 V (12 V nominal) or 16.5 to 33V (24 V nominal)
- **Frequency Range:** 400 to 4000 Hz. 520Hz capable with compatible fire alarm control panel.
- **Power:** ¼, ½, 1, 2 watts

UL Current Draw Data

UL MAX. STROBE CURRENT DRAW (MA RMS)

Candela	8–17.5 Volts	16–33 Volts	
	DC	DC	FWR
15	88	43	60
30	143	63	83
75	N/A	107	136
95	N/A	121	155
110	N/A	148	179
135	N/A	172	209
185	N/A	222	257

SOUND OUTPUT SPEAKER STROBE

	¼ W	½ W	1 W	2 W
UL Reverberant (dBA @10 ft)	77	80	83	86
UL Anechoic (dBA @10 ft)	77	80	83	86

SOUND OUTPUT SPEAKER

	¼ W	½ W	1 W	2 W
UL Reverberant (dBA @10 ft)	79	82	85	88
UL Anechoic (dBA @10 ft)	79	82	85	88

Agency Listings and Approvals

The listings and approvals below apply to L-series devices. In some cases, certain modules or applications may not be listed by certain approval agencies, or listing may be in process. Consult factory for latest listing status.

- **UL-Listed:**
 - S4048 Plain Speaker Strobes (Wall)
 - S4048 Spanish-labeled Speaker Strobes (Wall)
 - S4048 Speaker Strobe ALERT devices.
- **UL/ULC-Listed:**
 - S4048 Speakers (Wall)
 - S4048 Speaker Strobes (Wall)
- **FM Approved** (All except ALERT models)
- **CSFM Listed:** 7320-1653:0505

Product Line Information

Note: "A" suffix indicates ULC-listed models. ULC-listed devices include required French labeling. See Agency Listings for listing details.

WALL MOUNT

- SPWL(A), SPRL(A).** Speaker only (White, Red).
- SPSWL(A), SPSRL(A).** Speaker Strobe (White, Red).
- SPSWL-P(A), SPSRL-P(A).** Plain Speaker Strobe (White, Red).
- SPSWL-ALERT.** Speaker Strobe, Amber Lens, ALERT (White).
- SPSWL-CLR-ALERT.** Speaker Strobe Clear Lens, ALERT (White).
- SPSRL-SP.** Speaker Strobe, Fuego (White).

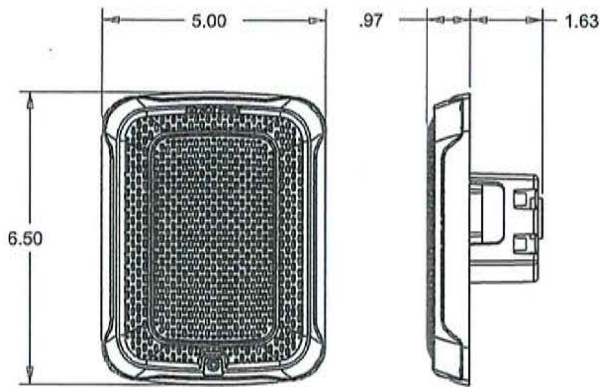
ACCESSORIES

RFPW, RFP. 7 in x 9.5 in Retrofit Plate (White, Red).

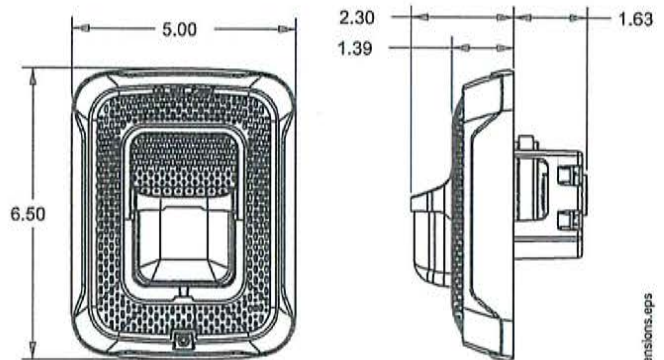
SBBSPW, SBBSPR. Surface Mount Back Box for Speakers and Speaker Strobes (White, Red).

TRW, TR. Wall Mount Trim Ring (White, Red).

Product Drawings: Dimensions and Surface Mounting

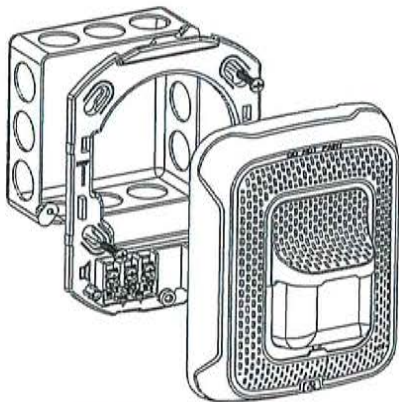


Wall-Mount Speaker



Wall-Mount Speaker Strobe

60942dimensions.eps



Wall-Mount Speaker Strobe with SBBSPRL Surface Mount Back

A0522-00.eps

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www.notifier.com

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

3000 Policy Series Review

Policy	Title	Suggested Action	District Recommendation	Rationale
4265	Community Education Program	Adopt	Approve	Language and references additions
4120P	School Support Organizations	FYI	Information	Language additions
4400	Election Activities	Adopt	Approve	Language revised
4400P	Election Activities	FYI	Information	New procedure
5000	Recruitment & Selection of Staff	Adopt	Approve	Slight language change
5000P	“	FYI	Information	Language changes
5610	Substitute Employment	Adopt	Approve	One language addition
6513	Workplace Violence Prevention	Adopt	Approve	One addition

Election Activities

The district, as part of its mission to educate and instill civic ~~virtue~~responsibility, will assure that ~~public facilities are not be used to assist in any candidate's campaign or to support or oppose any ballot measure, and will assure that~~ the community is appropriately informed about district and ~~educa-tion~~education related ballot measures through objective and fair presentations of the facts related to those measures. However, public facilities will not be used to assist in any candidate's campaign or to support or oppose any ballot measure.

The board will consider adopting resolutions expressing the board's collective opinion on ballot measures (state and local, including district levy and bond measures) that impact the effective operation of the schools. Such a resolution will be considered at a board meeting, the short title and proposition number of the ballot measure will be included in the meeting notice, and an equal opportunity will be provided for views on both sides of the issue to be expressed.

Prior to an election on a district ballot measure, the district will publish to the entire community an objective and fair presentation of the facts relevant to the ballot measure. Normal and regular publications of the district will also continue to be published during election cycles and may contain fair, objective and relevant discussions of the facts of pending election issues.

The superintendent ~~is directed to will~~ develop procedures ~~for implementing~~to implement this policy ~~and communi-cating~~that are consistent with the ~~policy and procedures to staff~~guidelines provided by the Public Disclosure Commission at <http://www.pdc.wa.gov/>.

Legal References: RCW 28A.320.090 Preparing and distributing information on the district's instructional program, operation and maintenance — Limitation
RCW 42.17A.555 Use of public office or agency facilities in campaigns — Prohibitions — Exceptions
WAC 390-05-271 General application of RCW 42.17A.555
WAC 390-05-273 Definition of normal and regular conduct
RCW 42.17.130 Forbids use of public office or agency facilities in campaigns

Management Resources: Policy News, August 2001 PDC Issues Election Guidelines for Schools

Adoption Date: 06.14.11
Classification: Essential
Revised Dates: 05.19

Procedure - Election Activities

Guidelines for Local Government Agencies in Election Campaigns*

Public Disclosure Law Re: Use of Public Facilities in Campaigns

Revised September 28, 2006

USE OF THE GUIDELINES

These Guidelines are meant to aid and assist in compliance with the law.

This document is an educational tool that is an expression of the Commission's view of the meaning of RCW 42.17.130 and relevant administrative rules and case law involving local government and election campaign activity. It is intended to provide guidance regarding the Commission's approach and interpretation of how the statutory prohibition on the use of public facilities for campaigns impacts activities that may be contemplated by government employees and other persons who may seek to utilize those public facilities. Readers are strongly encouraged to review the statute and rules referenced in these Guidelines.

For ease of reference, the majority of this interpretation is in chart form. In part, the chart identifies categories of persons, some possible activities, and some general considerations. These illustrative examples in the columns of the chart are not intended to be exhaustive.

For example, the categories of persons identified are, in many cases, illustrative only and simply identify groups of persons more likely to undertake or consider undertaking the activity mentioned in the adjacent columns. If an activity is described as being viewed as "Permitted," it is viewed as permitted for all agency personnel otherwise having the authority under law or agency policy to undertake that action, not just the persons identified in the chart or in a particular column. The same approach is applied to the "Not Permitted" column. Further, the remarks in the chart's "General Considerations" column have relevance for the entire section and are not limited to the specific bullet point immediately to the left of the general consideration.

As noted in the Basic Principles section below, hard and fast rules are difficult to establish for every fact pattern involving agency facilities that may occur.

*School Districts are directed to Guidelines for School Districts in Election Campaigns, PDC Interpretation No. 01-03.

Situations may arise that are not squarely addressed by the guidelines or that merit additional discussion. The PDC urges government agencies to review the guidelines in their entirety, and to consult with their own legal counsel and with the PDC. The PDC can be reached at pdcc@pdcc.wa.gov, 360/753-1111 or toll free at 1-877-601-2828.

RCW 42.17.130

Use of public office or agency facilities in campaigns — Prohibition — Exceptions.

No elective official nor any employee of his [or her] office nor any person appointed to or employed by any public office or agency may use or authorize the use of any of the facilities of a public office or agency, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. Facilities of a public office or agency include, but are not limited to, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. However, this does not apply to the following activities:

1. Action taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;
2. A statement by an elected official in support of or in opposition to any ballot proposition at an open press conference or in response to a specific inquiry;
3. Activities which are part of the normal and regular conduct of the office or agency.

Notes:

Finding -- Intent -- 2006 c 215: "(1) The legislature finds that the public benefits from an open and inclusive discussion of proposed ballot measures by local elected leaders, and that for twenty-five years these discussions have included the opportunity for elected boards, councils, and commissions of special purpose districts to vote in open public meetings in order to express their support of, or opposition to, ballot propositions affecting their jurisdictions.

(2) The legislature intends to affirm and clarify the state's long-standing policy of promoting informed public discussion and understanding of ballot propositions by allowing elected boards, councils, and commissions of special purpose districts to adopt resolutions supporting or opposing ballot propositions."
[2006 c 215 § 1.]

WAC 390-05-271

General applications of RCW 42.17.130.

1. RCW 42.17.130 does not restrict the right of any individual to express his or her own personal views concerning, supporting, or opposing any candidate or ballot proposition, if such expression does not involve a use of the facilities of a public office or agency.
2. RCW 42.17.130 does not prevent a public office or agency from (a) making facilities available on a nondiscriminatory, equal access basis for political uses or (b) making an objective and fair presentation of facts relevant to a ballot proposition, if such action is part of the normal and regular conduct of the office or agency.

WAC 390-05-273

Definition of normal and regular conduct.

Normal and regular conduct of a public office or agency, as that term is used in the proviso to RCW 42.17.130, means conduct which is (1) lawful, i.e., specifically authorized, either expressly or by necessary implication, in an appropriate enactment, and (2) usual, i.e., not effected or authorized in or by some extraordinary means or manner. No local office or agency may authorize a use of public facilities for the purpose of assisting a candidate's campaign or promoting or opposing a ballot proposition, in the absence of a constitutional, charter, or statutory provision separately authorizing such use.

Similar prohibitions on the use of public facilities by state employees and state officers are described in a memorandum from the Attorney General's Office regarding RCW 42.52 and available at <http://www.atg.wa.gov/ago-opinions/letter-opinion-1970-no-088>.

BASIC PRINCIPLES

1. Public facilities may not be used to support or oppose a candidate or ballot proposition. RCW 42.17.130. Facilities include local government agency equipment, buildings, supplies, employee work time, and agency publications. The statute includes an exception to the prohibition for "activities which are part of the normal and regular conduct of the office or agency."
2. The Public Disclosure Commission holds that it is not only the right, but the responsibility of local government to inform the general public of the operational and maintenance issues facing local agencies. This includes informing the community of the needs of the agency that the community may not realize exist. Local governments may expend funds for this purpose provided that the preparation and distribution of information is not for the purpose of influencing the outcome of an election.
3. Public employees do not forfeit their rights to engage in political activity because of their employment. Neither may agency employees be subjected to coercion, pressure, or undue influence to participate in political activity or to take a particular position. Public officials and employees should make it clear that any participation is personal rather than officially sponsored.
4. Supervisory personnel have a duty to know, apply, and communicate to their staffs the difference between acceptable information activities and inappropriate promotional activities in support of local government ballot measures.
5. Local elected officials are free to support agency ballot issues and engage in other political activities as long as such activities do not make use of government facilities, time or resources and do not either pressure or condone employees' use of agency facilities, time or resources to support ballot issues.
6. The PDC is charged with enforcing RCW 42.17.130. This requires consideration and analysis of activities, which may or may not be determined to be in violation of the statute. The PDC has, over the years, developed methods of considering and analyzing activities engaged in by public offices. Among the factors considered are the normal and regular conduct and the timing, tone, and tenor of activities in relation to ballot measure elections. As in any matter where intent is to be considered, hard and fast rules, which will be applicable to all situations, are difficult to establish.

The combination of a number of activities into a coordinated campaign involving close coordination between agency activities and citizens' committee activities which closely resembles traditional election campaign activities and which is targeted at and/or occurs close in time to a ballot measure election is likely to draw close scrutiny and careful consideration by the PDC as to whether a violation has occurred.

7.

- a. Historically, the PDC has routinely advised and held that with respect to election-related publications, one jurisdiction-wide objective and fair presentation of the facts per ballot measure is appropriate.

In addition, if an agency* has also customarily distributed this information through means other than a jurisdiction-wide mailing (e.g. regularly scheduled newsletter, website, bilingual documents, or other format), that conduct has also been permitted under RCW 42.17.130 so long as the activity has been normal and regular for the government agency.

- b. The PDC will presume that every agency may distribute throughout its jurisdiction an objective and fair presentation of the facts for each ballot measure. If the agency distributes more than this jurisdiction-wide single publication, the agency must be able to demonstrate to the PDC that this conduct is normal and regular for that agency. In other words, the agency must be able to demonstrate that for other major policy issues facing the government jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.

Agencies are urged to read the definitions of "normal and regular" at WAC 390 05 271 and WAC 390-05-273. **Agencies need to be aware, however, that in no case will the PDC view a marketing or sales effort related to a campaign or election as normal and regular conduct.**

- 8. The PDC attributes publications or other informational activity of a department or subdivision as the product of the local agency as a whole.
- 9. Providing an objective and fair presentation of facts to the public of ballot measures that directly impact a jurisdiction's maintenance and operation, even though the measure is not offered by the jurisdiction, may be considered part of the normal and regular conduct of the local agency. The agency must be able to demonstrate that for other major policy issues facing the jurisdiction, the agency has customarily communicated with its residents in a manner similar to that undertaken for the ballot measure.
- 10. State law provides certain exemptions from the prohibition on the use of public office or agency facilities in campaigns for an elected legislative body, an elected board, council or commission of a special purpose district, and elected officials that are not afforded appointed officials. RCW 42.17.130 (1) and (2) apply only to these elected bodies and elected officials.**

*Agency means any county, city, town, port district, special district, or other state political subdivision.

**See Chapter 215, Laws of 2006 and AGO 2005 No. 4.

Persons	Permitted	Not Permitted	General Considerations
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<p>Agency* Administrators (County Administrator, City Manager, Director, Fire Chief, PUD Manager, Etc.)</p>	<ul style="list-style-type: none"> • May inform staff during non-work hours^[1] of opportunities to participate in campaign activities.^[2] • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • In the course of normal publications for the agency, may distribute an objective and fair presentation of the facts^[3] based on and expanded upon the information^[4] prepared by the agency in accordance with the normal and regular conduct of the agency.^[5] • May speak at community forums and clubs to present factual and objective information on a ballot measure during regular work hours. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 	<ul style="list-style-type: none"> • Shall not pressure or coerce employees to participate in campaign activities. • Shall not use internal memoranda solely for the purpose of informing employees of meetings supporting or opposing ballot measures. • Shall not coordinate informational activities with campaign efforts, in a manner that makes the agency appear to be supporting or opposing a ballot measure. • Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. 	<ul style="list-style-type: none"> • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's internal mail or email system to support or oppose a ballot measure? • Is the distribution of this information consistent with the normal practices of the agency (such as newsletters, websites, or some other format)? • Is the information provided an objective and fair presentation of the facts? • Is the activity consistent with the agency's normal and regular course of business? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure?
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	<ul style="list-style-type: none"> • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May engage in campaign activities on their own time, during non-work hours and without using public resources. 		
Community Groups	<ul style="list-style-type: none"> • May use agency facilities for meetings supporting or opposing a ballot measure to the extent that the facilities are made available on an equal access, nondiscriminatory basis, and it is part of the normal and regular activity of the jurisdiction. 	<ul style="list-style-type: none"> • Shall not use agency facilities to produce materials that support or oppose a ballot measure. 	
Local Elected Legislative Body*	<ul style="list-style-type: none"> • May collectively vote to support or oppose a ballot measure at a properly noticed public meeting, where opponents of the measure are given an equal opportunity to express views.[6] 	<ul style="list-style-type: none"> • Shall not pressure or coerce agency management to participate in campaign activities. • Shall not explicitly include passage of a ballot measure in the agency's annual goals. 	

<p>Local Government Elected Officials</p>	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. (An elected official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. If the elected legislative body has adopted a resolution, the official can then speak on behalf of the agency.) • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<ul style="list-style-type: none"> • Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Shall not use public facilities or resources to engage in political activities. 	<ul style="list-style-type: none"> • Is the elected official using staff time, a public vehicle, or other public resources? • Has the agency adopted a resolution? If yes, the elected official can speak on behalf of the agency. If not, has the elected official made it clear that he or she is not speaking on behalf of the agency?
<p>Appointed Officials (Boards, Commissions, and similar appointed positions)</p>	<ul style="list-style-type: none"> • May engage in political activities on his or her own time, if no public equipment, vehicle or facility is used. An appointed official may use his or her title, but should clarify that he/she is speaking on his/her own behalf, and not on behalf of the agency. 	<ul style="list-style-type: none"> • Shall not direct agency staff to perform tasks to support or oppose campaign activities or ballot measures. • Shall not use public facilities or resources to engage in political activities. • Shall not use public facilities to express a 	<ul style="list-style-type: none"> • Is the appointed official using staff time, a public vehicle, or other public resources? • Has the appointed official made it clear that he or she is not speaking on behalf of the agency?

	<ul style="list-style-type: none"> • May attend any function or event at any time during the day and voice his or her opinion about a candidate or ballot proposition as long as they are not being compensated and are not using any public equipment, vehicle or other facility. 	<p>collective decision or actually vote upon a motion or resolution to support or oppose a ballot proposition.</p> <ul style="list-style-type: none"> • Shall not use public facilities to make a statement at a press conference or responding to an inquiry in support or opposition to any ballot proposition 	
<p>Management Staff or Their Designees</p>	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours.[7] • May fully participate in campaign activities, including meeting with citizens' campaign committees to plan strategies, during non-work hours and without the use of public resources. • May inform staff during non-work hours of opportunities to participate in campaign activities. • May respond to questions regarding a ballot measure if such activity is consistent with his or 	<ul style="list-style-type: none"> • Shall not use public resources to operate a speakers' bureau in a manner that may be viewed as promoting a ballot measure. • Shall not use public resources to promote or defeat a candidate or ballot measure. • Shall not pressure or coerce employees to participate in campaign activities. • Shall not use agency resources to organize the distribution of campaign materials. 	<ul style="list-style-type: none"> • Is the management staff using public resources in a manner that promotes or opposes a candidate or a ballot measure? • Does the presentation accurately present the costs and other anticipated impacts of a ballot measure? • Does the agency have a policy permitting employees to wear political buttons?

	<p>her normal and regular duties.</p> <ul style="list-style-type: none"> • May wear campaign buttons or similar items while on the job if the agency's policy generally permits employees to wear political buttons. • May place window signs or bumper stickers on their privately-owned cars, even if those cars are parked on government property during working hours. • Are encouraged to communicate to staff the difference between acceptable and unacceptable activities related to a ballot measure. • May encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. 		
<p>Agency Employees</p>	<ul style="list-style-type: none"> • May speak at community forums and clubs to present an objective and fair presentation of the facts on a ballot measure during regular work hours. • May inform staff during non-work 	<ul style="list-style-type: none"> • Shall not use work hours or public resources to promote or oppose a candidate or ballot measure (such as gathering signatures, distributing campaign materials, arranging speaking 	<ul style="list-style-type: none"> • Do the presentations accurately present the costs and other anticipated impacts of a ballot measure? • Is the employee acting on his or her own time,

	<p>hours of opportunities to participate in campaign activities.</p> <ul style="list-style-type: none"> • May engage in campaign activities on their own time, during non-work hours and without using public resources. • May respond to questions regarding a ballot measure if such activity is consistent with his or her normal and regular duties. • May wear campaign buttons or similar items while on the job if the agency's policy generally allows employees to wear political buttons. • May, during non-work hours, make available campaign materials to employees in lunchrooms and break rooms that are used only by staff or other authorized individuals. • May place window signs or bumper stickers on their cars, even if those cars are parked on government agency property during working hours. • May encourage staff and members of the public to vote, as long as such 	<p>engagements, coordinating phone banks, or fundraising).</p> <ul style="list-style-type: none"> • Shall not pressure or coerce other employees to participate in campaign activities. • Shall not use agency resources to organize the distribution of campaign materials. 	<p>during non-work hours?</p> <ul style="list-style-type: none"> • Is the employee using public resources in a matter that promotes or defeats a candidate or a ballot measure? • Does the agency have a policy permitting employees to wear political buttons?
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	<p>encouragement routinely occurs for other elections.</p>		
<p>Union Representatives</p>	<ul style="list-style-type: none"> • May, during non-work hours, make available campaign materials to union members in lunchrooms and break rooms that are used only by staff or other authorized individuals. • May distribute campaign materials at union-sponsored meetings. • May post campaign materials on a bulletin board, if such a board is in an area that is not accessible to the general public and if such activity is consistent with the agency's policy and the collective bargaining agreements. 	<ul style="list-style-type: none"> • Shall not use the agency's internal mail or email system to communicate campaign-related information, including endorsements. • Shall not distribute promotional materials in public areas. 	<ul style="list-style-type: none"> • Are campaign materials made available only in those areas used solely by staff or other authorized individuals? • Does such distribution occur during non-work hours?
<p>Equipment and Supplies</p>	<ul style="list-style-type: none"> • Agency employees, in the course of their employment, may use equipment (including but not limited to projectors and computers) to make an objective and fair presentation of the facts at community forums and clubs. • Agency employees, in the course of their 	<ul style="list-style-type: none"> • Public resources (including but not limited to internal mail systems, email systems, copiers, telephone) shall not be used to support or oppose a candidate or ballot measure, whether during or outside of work hours. • Citizens' campaign committees and other 	<ul style="list-style-type: none"> • Do the presentations fairly and objectively present the costs and other anticipated impacts of a ballot measure?

	<p>employment, may produce information that is an objective and fair presentation of the facts using public resources.</p>	<p>community groups shall not use agency equipment (including but not limited to internal mail systems, projectors, computers, and copiers) to prepare materials for meetings regarding ballot measures.</p>	
<p>Meeting Facilities</p>	<ul style="list-style-type: none"> Agency meeting facilities, including audio visual equipment, may be used by campaign committees for activities on the same terms and conditions available to other community groups, subject to the provisions of the agency's policy. Use of agency meeting facilities is permitted when the facility is merely a "neutral forum" where the activity is taking place, and the public agency in charge of the facility is not actively endorsing or supporting the activity that is occurring. 		<ul style="list-style-type: none"> Can community groups typically use agency facilities? Are facilities made available to all groups on the same terms? Has the agency adopted a policy regarding the distribution of campaign materials on agency property? Is the meeting facility customarily made available on an equal access, nondiscriminatory basis for a variety of uses?
<p>Lists</p>	<ul style="list-style-type: none"> Lists of names (such as agency vendors or customers) that an agency has obtained or created in the course of transacting its regular public business are subject 	<ul style="list-style-type: none"> Agencies shall not sell copies of such lists (though they may charge a pre-established fee to recover the costs of providing copies of 	<ul style="list-style-type: none"> Is the list obtained or created in the course of the agency transacting its public business?

	<p>to public disclosure requirements; thus, unless otherwise exempt, the lists must be released subject to public records requests.</p> <ul style="list-style-type: none"> • Agencies may charge a pre-established fee to cover the costs of providing copies of such lists on an equal access, nondiscriminatory basis. 	<p>the lists).</p> <ul style="list-style-type: none"> • If a list is generally available as a public record, it cannot be denied to a person or group on the grounds that it might be used in a campaign. 	<ul style="list-style-type: none"> • Are the fees charged no greater than necessary to cover the costs of providing copies? • Has the agency complied with established policy in responding to any public record requests?
Voting Information	<ul style="list-style-type: none"> • Agency personnel may encourage staff and members of the public to vote, as long as such encouragement routinely occurs for other elections. • Public facilities may be used to register people to vote and to do periodic poll checking. 	<ul style="list-style-type: none"> • Agencies shall not pressure or coerce employees to vote. • Agencies shall not organize an effort to encourage staff to wear campaign buttons or display campaign materials. 	<ul style="list-style-type: none"> • Is the activity related to providing voting information for elections, as opposed to advocating for or against a particular candidate or ballot measure?
Agency Publications (Specific to Elections)	<ul style="list-style-type: none"> • Agencies may develop an objective and fair presentation of the facts regarding agency needs and the anticipated impact of a ballot measure, and may distribute it in the agency's customary manner. This information[1] may be printed in various languages and communicated in other formats as 	<ul style="list-style-type: none"> • Agencies shall not distribute election-related information in a manner that targets specific subgroups. Targeting does not refer to mailing information to agency constituencies such as community leaders, or some other group, or to the agency's regular distribution list to provide information in a manner that is 	<ul style="list-style-type: none"> • Does the information provide an objective and fair presentation of the facts? • Is the timing, format, and style, including tone and tenor, of the information presented in a manner that is normal and regular for the agency?

	<p>required by the ADA.</p> <ul style="list-style-type: none"> • In the course of regular publications for the agency, the agency may distribute an objective and fair presentation of the facts for each ballot measure in accordance with the normal and regular conduct of the agency. 	<p>consistent with the normal and regular conduct of the agency.</p> <ul style="list-style-type: none"> • Agencies shall not publicize information supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> • Is the information distributed in a manner that is normal and regular for the agency? • Do the materials accurately present the costs and other anticipated impacts of a ballot measure? • Does the agency typically distribute information by newsletters, websites, or some other format?
<p>Agency Publications (Regular)</p>	<ul style="list-style-type: none"> • Agencies may include all or part of the information regarding agency needs and the anticipated impacts of a ballot measure in the agency's regular publications, such as agency and department newsletters. (For example, a department newsletter may specifically describe the projects and/or programs planned for that department.) • Agencies may inform staff and/or parents of community meetings related to ballot measures if other such information is normally published 	<ul style="list-style-type: none"> • Agencies shall not use internal memoranda or other agency publications to encourage employees to participate in campaign activities. • Agencies shall not publish materials supporting or opposing a candidate or ballot measure. 	<ul style="list-style-type: none"> • Does the agency routinely distribute such information? • Does the agency normally inform staff and/or parents of community activities and meetings? • Is the information presented in an objective and fair manner? • Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all

	<p>in a newsletter or community calendar, and if both those supporting or opposing a ballot measure have the opportunity to appear on the calendar or in the newsletter.</p> <ul style="list-style-type: none"> • Agencies may factually report jurisdictional support for a ballot measure, so long as it is the normal and regular conduct for the agency. (For example, a community newsletter that ordinarily reports on governmental actions may report that the jurisdiction adopted a resolution supporting a ballot measure.) • Agencies may thank citizens for their support after an election in agency publications. 		<p>other times of the year?</p>
<p>Reader Boards/Posters</p>	<ul style="list-style-type: none"> • Information encouraging staff and members of the public to vote, or providing the dates of upcoming elections such as “vote on February ___”, may be posted, as long as such encouragement is customarily posted for elections other 	<ul style="list-style-type: none"> • Agencies shall not display a “Vote for” sign or other promotional messages on reader boards or posters. • Signs advocating for or against candidates or ballot measures shall not be posted on agency property in 	

	<p>than just an agency's ballot measure.</p> <ul style="list-style-type: none"> • Agencies may thank citizens on their reader boards for their support after an election. • May post objective and fair information at an agency or at a future site regarding anticipated improvements to be funded by a ballot measure that is specific to that agency or site. 	<p>any area accessible to the general public.</p>	
<p>Surveys and Research</p>	<ul style="list-style-type: none"> • Agencies may conduct surveys and/or other community research, including demographic questions, to determine the community's priorities, public perception of performance, and/or to inform the community about agency programs and policies. • Agencies may conduct community research (including but not limited to the use of questionnaires, surveys, workshops, focus groups, and forums) to determine the community's priorities for both 	<ul style="list-style-type: none"> • Agencies shall not conduct surveys to determine what taxation level the public would support. • Agencies shall not conduct surveys designed to shore up support or opposition for a ballot measure. • Agencies shall not target registered voters or other specific subgroups of the jurisdiction in conducting their election-related surveys. • Agencies shall not use survey results in a manner designed to support or oppose a candidate or ballot measure. 	<ul style="list-style-type: none"> • Has the elected legislative body passed a resolution authorizing a measure to be placed on the ballot? (If so, actions may be more closely scrutinized.) • Does the election-related survey target specific subgroups? • Is the survey or community research consistent with normal and regular activities of the agency?

	<p>programs and/or facilities and their associated total costs and projected dollars per thousand assessment.</p> <ul style="list-style-type: none"> • The surveys and/or other community research can be conducted before or after the governing body has approved a resolution to place a ballot measure on the ballot. However, research conducted after the adoption of the resolution may be subject to greater scrutiny. • Agencies may publish survey results if it is consistent with the normal and regular conduct of the agency. 		
<p>Technology (websites, emails, computerized calling systems)</p>	<ul style="list-style-type: none"> • An agency may develop an objective and fair presentation of the facts and post that information on its website, including information regarding agency needs and the anticipated impacts of a ballot measure. This information may be reformatted so that it is consistent with the manner in which the agency customarily presents information 	<ul style="list-style-type: none"> • Agency computers, email systems, telephones, and other information technology systems shall not be used to aid a campaign for or against a candidate or ballot measure. • Electronic communication systems shall not be used to generate or forward information that supports or opposes a candidate 	<ul style="list-style-type: none"> • Are the materials developed an objective and fair presentation of the facts? • Is the agency engaging in significantly different activities during the time period immediately prior to the ballot measure compared to all other times of the

	<p>on its website.</p> <ul style="list-style-type: none"> • Agency websites may permit viewers to make selections to learn about the anticipated impacts of a ballot measure for a specific division, or otherwise allow readers to explore issues in greater or lesser detail. • Agencies may update the information on their websites in a manner that is customary for the agency. • Staff may respond to inquiries regarding a ballot measure in an objective and fair manner, via email or by telephone, if it is part of their normal and regular duties. 	<p>or ballot measure.</p> <ul style="list-style-type: none"> • Agency websites shall not be used for the purposes of supporting or opposing a candidate or ballot measure. 	<p>year?</p> <ul style="list-style-type: none"> • Do the materials accurately present the costs and other anticipated impacts of a ballot measure? • Has there been communications with staff and with union representatives regarding the prohibition on the use of the agency's technology to support or oppose a ballot measure?
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[1] Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from government facilities are permitted during the lunch hour.

[2] RCW 42.17.680(2) provides that “[n]o employer or labor organization may discriminate against an officer or employee in the terms or conditions of employment for (a) the failure to contribute to, (b) the failure in any way to support or oppose, or (c) in any way supporting or opposing a candidate, ballot proposition, political party, or political committee.”

[3] Throughout these guidelines, the clause “objective and fair presentation of the facts” means that in addition to presenting the facts, the materials should present accurately the costs and other anticipated impacts of a ballot measure.

[4] For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed to persons within the governmental jurisdiction by that agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information needs to be an objective and fair presentation of the facts.

[5] For the purpose of these guidelines, the term “normal and regular” is defined in WAC 390-05-273 and clarified further by WAC 390-05-271.

* Agency means any county, city, town, port district, special district, or other state political subdivision.

[6] RCW 42.17.130(1) provides that action may be “taken at an open public meeting by members of an elected legislative body or by an elected board, council, or commission of a special purpose district including, but not limited to, fire districts, public hospital districts, library districts, park districts, port districts, public utility districts, school districts, sewer districts, and water districts, to express a collective decision, or to actually vote upon a motion, proposal, resolution, order, or ordinance, or to support or oppose a ballot proposition so long as (a) any required notice of the meeting includes the title and number of the ballot proposition, and (b) members of the legislative body, members of the board, council, or commission of the special purpose district, or members of the public are afforded an approximately equal opportunity for the expression of an opposing view;”.

* The term “elected” modifies the term “body,” connoting that the body itself must be elected. We therefore conclude that bodies composed in any of the three ways you suggest in your question are not elected bodies for purposes of RCW 42.17.130. Bodies containing a combination of elected or appointed members, bodies whose members serve ex officio by virtue of being elected to another office, or informal groups of elected officials from different jurisdictions are not “elected” for purposes of this analysis. (AGO 2005 No. 4 Page 4)

[7] Agencies may set the definition of work hours for their employees. For example, to the extent that an agency defines the lunch hour as a non-work hour, activities to support or oppose a candidate or a ballot measure that do not use public resources and that are held away from agency facilities are permitted during the lunch hour.

[8] For the purposes of these guidelines, “information” refers to the documents prepared, printed, and mailed jurisdiction-wide by the agency solely for the purposes of informing residents regarding an upcoming ballot measure. The agency may continue to distribute information consistent with the customary practices of the agency, including but not limited to newsletters, websites, and multi-lingual documents. These publications may continue, but if they discuss the ballot measure, the information should be an objective and fair presentation of the facts.

Note on Timing of Activities: A particular activity may be subject to the scrutiny of the Public Disclosure Commission depending in part on whether it is a part of the “normal and ordinary” conduct of a local government agency. Generally, activities that occur after the elected legislative body has passed a resolution authorizing a measure to be placed on the ballot will be subject to greater scrutiny by the Public Disclosure Commission than those occurring before such a resolution has been passed.

Note on Agency Policies: The application of these guidelines is also subject to each jurisdiction’s own adopted policies.

Revised by the Commission 9/28/06

Adoption Date: 3.27.12

Classification:

Revised Dates: 05.19

Procedure: School Support Organizations

The following guidelines are provided for use by booster and/or PTSA/PTSO groups which are involved in money-raising activities:

- A. Local booster clubs and PTSAs/PTSOs should be incorporated as nonprofit organizations.
- B. In order to receive nonprofit status, the group must file articles of incorporation and bylaws with the Secretary of State. A nonprofit organization must adhere to state laws RCW 24.03.
- C. The board of directors of the school district has established a fee schedule that governs the use of facilities by a school-support organization.
- D. The nonprofit organization must operate without cost to the district.
- E. The Washington State Gambling Commission, the Department of Licensing and the Internal Revenue Service have licensing regulations covering fund raising activities by nonprofit corporations.
 1. A nonprofit corporation may conduct sales or benefit affairs which include athletic or sports events, bazaars, benefits, campaigns, circuses, contests, dances, drives, entertainments, exhibitions, expositions, parties, performances, picnics, sales, social gatherings, theaters, and variety shows;
 2. A nonprofit corporation may operate bingo activities, raffles, and amusement games under requirements regulated by the Washington State Gambling Commission (RCW 9.46); and
 3. A charitable organization involved in sales and benefits grossing over \$5,000 must obtain IRS recognition.

F. When bingo, raffles, and amusement games are conducted, the State Gambling Act ~~controls. These controls. Certain gambling activities, under the State Gambling Act,~~ may be conducted by nonprofit ~~or organizations~~ organizations without a gambling permit under certain conditions ~~specified in law [RCW 9.46.0311]. However,~~ To operate without a gambling permit, a nonprofit organization must obtain be recognized by the IRS recognition as a and/or contributions to the group must be considered tax ex-empt association regardless deductible. In addition, the nonprofit must have been organized and operating for at least 12 months before operating the gambling activity, and be able to prove that it has made significant progress towards accomplishing its stated purposes during the 12 consecutive months before operating the gambling activity.

†: A nonprofit organization may hold an unlimited number of members-only raffles if the combined gross ~~income~~ revenue (money taken in) from these raffles does not exceed \$5,000 during a calendar year. In addition to members-only raffles, a nonprofit may offer two unlicensed raffle, bingo, or amusement game events to the public each year and must notify its local police agency at least five days before conducting the event. RCW 9.46.0321

Adopted Date: 08.15.98;:
Revised Dates: 08.15.98; 10.05; 3.27.12; 05.19

Community Education Program

As a method of extending educational opportunities to the entire community through a fuller utilization of school facilities, a community schools' program may be established. The district is encouraged to include programs for prospective parents, foster parents, and adoptive parents on parenting skills, violence prevention, and the problems of child abuse and prevention of child abuse. The program will be financed primarily by federal or state funds, participation fees, contributions, or some combination these sources.

The superintendent will establish and periodically present to the board for review, an organizational plan and tentative program that will assure that the program is responsive to the varying needs of citizens living in different sections of the community.

Cross References: 3421 - Child Abuse, Neglect and Exploitation Prevention

Legal References: RCW 28A.620.010 Purposes
RCW 28A.620.020 Restrictions — Classes on parenting skills
and child abuse prevention encouraged

Adoption Date: 08.08.94
Classification: Discretionary
Revised: 6.14.11; 05.19

Recruitment and Selection of Staff

Vision

Responsible Governance

Staff are recruited and selected to assure that students grow and meet their full potential in district programs. Staff are highly effective, and have the necessary skills and experience to meet the learning needs of all students. The district works with teacher preparation programs, communicating the teaching skills, competencies, and experiences it considers of primary importance in its staff, and providing field experiences designed to train teachers to be able to improve student learning. Decisions about hiring, assigning, or transferring staff are based on maximizing the effectiveness of that staff member within the district's programs.

Structure

Creating Conditions for Student and Staff Success

Staff positions are established by the board to provide the district's comprehensive program of education. New positions are established by the board as needed. The superintendent establishes the necessary skills, competencies, qualifications, education, experience, and past performance levels for each position, as it relates to the district's comprehensive program of education, and the goal of continued improvement in student learning. Selection of staff is based on which candidate is the most qualified for the position, and is made pursuant to the district's standard screening, interview, and reference check process, and equity requirements.

Accountability

High Expectations for Student Learning

Positions are created within budget parameters, and legal requirements. Part of the district's strategic and short-term planning processes analyzes current and projected staffing requirements. The filling of individual positions is done with consideration to salary issues, budget parameters, and legal requirements. The superintendent regularly evaluates the effectiveness of the district's staff recruitment and selection processes, and reports the findings and recommendations from the evaluation to the board.

Advocacy

Community Engagement

The board and district regularly communicate to staff, professional associations, employee bargaining units, teacher and professional preparation programs in higher education, students, parents, and the larger community the district's commitment to hiring those people best prepared and able to improve student achievement.

Cross References: 5005 - Employment Disclosures, Certification Requirements,
Assurances and Approval
5610 - Substitute Employment

Legal References: RCW 28A.400.300 Hiring and discharging of employees —
Written leave policies — Seniority and leave benefits of

employees transferring between school districts and other educational employers.

RCW 28A.405.210 Conditions and contracts of employment —
Determination of probable cause for nonrenewal of contracts —
Nonrenewal due to enrollment decline or revenue loss — Notice
— Opportunity for hearing

RCW 43.43.830 Background checks — Access to children or
vulnerable persons — Definitions

RCW 43.43.832 Background checks — Disclosure of
information - Sharing of criminal background information by
health care facilities

[RCW 49.44.200 Personal social networking accounts –
Restrictions on employer access - Definitions](#)

[RCW 49.44.205 Violations of RCW 49.44.200 – Civil action -
Remedies](#)

Chapter 162-12 WAC Preemployment Inquiry Guide (Human
Rights Commission)

P.L. 99-603 (IRCA) Immigration Reform and Control Act of
1986

Title 8 USC, Ch. 12 1324a and 1324b

[WAC 392-190-0591 Public school employment and contract
practices - Nondiscrimination](#)

Management Resources:

[2014 - December Issue](#)

[2012 - February Issue](#)

Adoption Date: 10.23.00

Classification: Encouraged

Revised Dates: 03.08.11

Reviewed: 05.19

Procedure - Recruitment and Selection of Staff

Current and projected staff needs provide the basis for staff recruitment and selection. Once needs are identified, the recruitment and selection process should result in employing a staff member who is the most qualified to fulfill the need based upon the candidate's skill, training, experience and past performance.

Identifying Needs

- A. Collect enrollment projections from each school building (use birth data to estimate -"K" enrollment).
- B. Compare building projections with long-range district projections using the cohort survival ratio.
- C. Establish staffing needs using the lowest projections.
- D. Identify returning staff members, including returns from leave of absence and excluding retirees.
- E. Identify openings, recognizing the new requirements, goals and priorities of the district and including possible co-curricular assignment needs.
- F. Review voluntary transfer requests in relation to the provisions of the collective bargaining agreement.
- G. Identify possible involuntary transfers in relation to provisions of the collective bargaining agreement.

Recruiting

- A. Review affirmative action plan and goals.
- B. Develop job description for each necessary position, including salary range.
- C. Develop job announcement using information from job description; experience, preparation, salary range and other related information.
- D. List vacancies with intention to reach potential applicants from protected employment groups in order to achieve affirmative action goals.

Screening

-

- A. Identify screening and interviewing team with alternates prior to announcing the vacancy.
- B. Review criteria for screening.
- C. Compile a screening summary report for each candidate to be considered, including specific reasons for eliminating candidates.
- D. Select candidates to be interviewed. (Note: Findings should be stated on the screening summary report for each candidate that was considered.)
- E. Notify rejected applicants.

Interviewing

- A. Prepare for interview by:
 - 1. Reviewing all duties and responsibilities of the position;
 - 2. Reviewing the minimum qualifications needed to perform the duties of the position;
 - 3. Developing a series of questions to be used in interviewing candidates, including guidelines for what to look for in response to questions; and
 - 4. Reviewing the candidate's application folder.
- B. Meet with team to review interview questions and evaluation procedure.
- C. - Ask each candidate to respond to a predetermined set of questions.
- D. - Record the responses of each candidate.
- E. - Give the candidate an opportunity to ask any question(s).
- F. - Inform the candidate regarding the time line for hiring.
- G. - Rate the candidate on a scale for each response to each question.
- H. Ask one clear and concise question at a time.
- I. Avoid cross-examination or pressure techniques.
- J. Insure fairness by asking the same questions developed from the established criteria for the position.
-

K. Abide by the Human Rights Commission's published list of fair and unfair questions. For example:

For Personal Information, ASK questions such as:

- 1. What are your specific goals in a job?
- 2. What is your overall career objective?
- 3. What specific job characteristics are important to you? Why?
- 4. What job characteristics would you like to avoid? Why?
- 5. Do you have any commitments which would prevent you from working the scheduled hours for this position?
- 6. Do you have any specific health conditions which would prevent you from performing all the duties of this job?
- 7. Describe the best supervisor you have had.
- 8. Describe the worst supervisor you have had.

DO NOT ASK questions such as:

- 1. Is it Miss, Mrs. or Ms? Are you married? Do you have children?
- 2. What does your husband/wife do? Where do you live?
- 3. What is the origin of your name?
- 4. Do you mind working for a female or a minority supervisor?
- 5. Do you have a disability?

For Education Information, ASK questions such as:

- 1. Which subjects did you excel in at school?
- 2. How did you happen to select as your major?
- 3. Did you work at a part-time job while at school?
- 4. Are you interested in continuing your education? Why? When? Where?

5. Do you feel your education prepared you for the job you are seeking with us? In what ways?

6. Were you involved in any extracurricular activities?

DO NOT ASK questions such as:

1. Did you go to school on a scholarship?

2. Where did you live while attending college?

3. What organizations did you belong to in school?

For Military Information, ASK questions such as:

1. What other kinds of training or schooling have you received?

2. In what ways do you feel your training will help you in performing this job?

3. What did you find challenging about your assignment?

DO NOT ASK questions such as:

1. Were you drafted?

2. Where were you stationed?

3. What type of discharge did you receive from the United States military service?

For Employment and Experience Information, ASK questions such as:

1. Tell me about your last job and your major responsibilities.

2. What were some of the more challenging aspects of your job?

3. Describe the training you received on your last job.

4. In what ways do you feel your previous employment will help you in performing this job?

5. If we were to contact your previous employer, what would he/she describe as your strengths? What areas might he/she suggest for improvement?

6. Which of your past jobs did you enjoy the most? Least? Why?

7. What were your reasons for leaving your last job?

8. May we contact your present employer?

DO NOT ASK questions such as:

1. Why have you had so many jobs?

2. Why are you coming back to work after so many years?

3. How do feel about working with younger/older people?

L. DO NOT request, require or otherwise compel or coerce an applicant to: 1) disclose login information for their personal social networking account; or 2) access their personal social networking account in the presence of any district employee; or 3) add a district employee to their personal social networking account's contact list; or 4) alter the settings on their personal social networking account to affect any third party's ability to view it.

The district may not refuse to hire an applicant based on the his/her failure to comply with any of the above-listed requests or requirements regarding their personal social networking account.

Verifying References

- A. Contact candidate's previous supervisor(s). Ask prepared list of job-related questions.
- B. Visit and/or observe candidate on site (when possible).
- C. Contact any personal acquaintances who would know about the qualifications of the candidate.
- D. Rate the candidate on a scale for the response to each question.

Recommending

- A. Review available information:
 1. Credentials - training, experience and recommendations
 2. Letters of application, responses to topics on supplementary application,
 3. Responses to interview questions,
 4. Contact with previous supervisors and personal acquaintances.

- B. Select candidate to be recommended to superintendent.
- C. Prepare supporting statements on behalf of the candidate to be recommended.
- D. Place screening evaluation, interview evaluation, and telephone reference check reports in a file for possible future reference.

Employing

- A. Review the -written recommendation and -supporting information from the interviewer(s).
- B. Inform candidate that he/she will:
 - 1. Be recommended for the position, provided that the records of the Washington State Patrol criminal investigation system reveal that the prospective staff member is free of any convictions of offenses against children and other persons. (RCW 43.43.832);
 - 2. Receive a general statement about the type of contract that will be issued (letter of intent);
 - 3. Be expected to verify in writing his/her willingness to accept a contract if offered;
 - 4. Be expected to present documents, as per P.L. 99-603, which establish his/her identity, and attest, in writing, his/her eligibility to work in this country; and
 - 5. (Classified staff) may be subjected to a background check with the Washington State Patrol in accordance with RCW 43.43.830.

C. Present recommendation for hire to the school board on the personnel report (supervisor may be requested to attend).

~~E~~D. _____ Employ candidate at official board meeting noting the type of contract to be issued.

~~D~~E. _____ Advise unsuccessful candidates.

ISSUING CONTRACTS

Issuing Contracts

- A. Secure official statements regarding the work experience from previous employers.

- B. Evaluate transcript in terms of salary schedule placement criteria.
- C. Issue appropriate contract Replacement, Provisional, Temporary (less than one year), Supplemental.

~~A.D.~~ Issue appropriate business forms and payroll information, and register teaching certificate.

~~D. Ask one clear and concise question at a time.~~

~~E. Avoid cross examination or pressure techniques.~~

~~F. Insure fairness by asking the same questions developed from the established criteria for the position.~~

~~G. Abide by the Human Rights Commission's published list of fair and unfair questions. For example:~~

~~For Personal Information, ASK questions such as:~~

- ~~1. What are your specific goals in a job?~~
- ~~2. What is your overall career objective?~~
- ~~3. What specific job characteristics are important to you? Why?~~
- ~~4. What job characteristics would you like to avoid? Why?~~
- ~~5. Do you have any commitments, which would prevent you from working the scheduled hours for this position?~~
- ~~6. Do you have any specific health conditions, which would prevent you from performing all the duties of this job?~~
- ~~7. Describe the best supervisor you have had.~~
- ~~8. Describe the worst supervisor you have had.~~

~~DO NOT ASK questions such as:~~

- ~~1. Is it Miss, Mrs. or Ms? Are you married? Do you have children?~~
- ~~2. What does your husband/wife do? Where do you live?~~
- ~~3. What is the origin of your name?~~
- ~~4. Do you mind working for a female or a minority supervisor?~~
- ~~5. Are you handicapped?~~

~~For Education Information, ASK questions such as:~~

- ~~1. Which subjects did you excel in at school?~~
- ~~2. How did you happen to select _____ as your major?~~
- ~~3. Did you work at a part time job while at school?~~
- ~~4. Are you interested in continuing your education? Why? When? Where?~~
- ~~5. Do you feel your education prepared you for the job you are seeking with us? In what ways?~~
- ~~6.1. Were you involved in any extracurricular activities?~~

~~DO NOT ASK questions such as:~~

- ~~1. Did you go to school on a scholarship?~~
- ~~2. Where did you live while attending college?~~
- ~~3. What organizations did you belong to in school?~~

~~For Military Information, ASK questions such as:~~

- ~~1. What other kinds of training or schooling have you received?~~
- ~~2. In what ways do you feel your training will help you in performing this job?~~
- ~~3.1. What did you find challenging about your assignment?~~

~~DO NOT ASK questions such as:~~

- ~~1. Were you drafted?~~
- ~~2. Where were you stationed?~~
- ~~3. What type of discharge did you receive from the United States military service?~~

~~For Employment and Experience Information, ASK questions such as:~~

- ~~1. Tell me about your last job and your major responsibilities.~~
- ~~2. What were some of the more challenging aspects of your job?~~
- ~~3. Describe the training you received on your last job.~~
- ~~4. In what ways do you feel your previous employment will help you in performing this job?~~
- ~~5. If we were to contact your previous employer, what would he/she describe as your strengths? What areas might he/she suggest for improvement?~~
- ~~6. Which of your past jobs did you enjoy the most? Least? Why?~~
- ~~7. What were your reasons for leaving your last job?~~
- ~~8. May we contact your present employer?~~

~~DO NOT ASK questions such as:~~

- ~~1. Why have you had so many jobs?~~
- ~~2. Why are you coming back to work after so many years?~~
- ~~3.1. How do you feel about working with younger/older people?~~

Adoption Date: 10.23.00

Classification:

Revised Dates: 05.19

Substitute Employment

The board authorizes the employment of a certificated substitute in the absence of a certificated staff member. In addition, the district may use a substitute in place of a regularly-contracted staff member when:

- A. Enrollment uncertainties exist at the beginning of a school year; or
- B. Resignations of regular staff do not allow sufficient time for the district to employ an immediate replacement.

On either of the latter occasions the district will employ a contracted staff person within a reasonable time.

The superintendent will be responsible for establishing procedures by which teachers request substitutes and by which substitute teachers are assigned, employed and compensated.

Substitute teachers who have served for 20 full consecutive working days in the same assignment will, from the 21st day of service on, be paid according to the regular salary schedule of certificated staff, pay will be retroactive pay to the first 20 days.

The board authorizes the employment of a spouse of an officer as a substitute teacher when the superintendent deems that there is a shortage of substitute teachers in the district.

Retired teachers or administrators may work up to eight hundred sixty-seven (867) hours of employment.

If the superintendent reasonably anticipates that the list of qualified, willing substitutes will be exhausted, emergency substitute certification may be sought from the Office of the Superintendent of Public Instruction for persons not fully qualified for a teaching or substitute certificate. Substitutes holding emergency certification may only be assigned work when the list of fully-qualified substitutes is exhausted.

The board authorizes the employment of a classified substitute in the absence of a classified staff member when a program will be adversely affected by the regular staff member's absence and when a substitute can perform the duties in a reasonable manner. A classified substitute employee's eligibility to purchase retirement service credit will be determined according to RCW 41.35 and retirement system rules. Substitute classified employee means a classified employee who is employed by the district exclusively as a substitute for an absent employee. The superintendent is authorized to establish procedures relating to the use of substitute classified staff.

By October 1 of each year, the District will report to the office of the superintendent of public instruction: 1) The number of substitute teachers hired per school year; 2) the number of substitute teachers hired under the expedited certification process for out-of-state teachers; 3) the

full daily compensation rate per substitute teacher; and 4) the reason for hiring the substitute teacher.

Cross References: 1610 - Conflicts of Interest 1st Class Districts
 5001 - Hiring of Retired School Employees
 5612 - Temporary Administrators

Legal References: Chapter 28A.300, RCW Superintendent of Public Instruction
 RCW 28A.330.240 Employment Contracts
 RCW 28A.400.300 Hiring and discharging employees —
 Written leave policies — Seniority and leave benefits of
 employees transferring between school districts and other
 educational employers
 RCW 28A.405.900 Certain certificated employees exempt from
 chapter provisions
 RCW 28A.410.010 Certification — Duty of professional
 educator standards board — Rules — Record check — Lapsed
 certificates — Superintendent of Public Instruction as
 administrator
 RCW 41.32.570 Postretirement employment — Reduction or
 suspension of pension payments
 Chapter 41.35 RCW Washington school employees' retirement
 system
 RCW 42.23.030(9) Interest in contracts prohibited —
 Exceptions

Management Resources: 2016 - July Issue
 2011 - August Issue
 Policy News, June 2008 Substitute Employment
 Policy News, August 2001 Legislature Authorizes “Retire-
 Rehire”

Adoption Date: 03.12.01
Classification: Encouraged
Revised Dates: 04.00; 10.00; 10.01; 06.08;
06.14; 10.26.11; 07.11; 09.16; 05.19

WORKPLACE VIOLENCE PREVENTION

The district does not tolerate violence in the workplace and will work to prevent violent incidents from occurring by implementing a workplace violence prevention program. All employees of the district are responsible for implementing and maintaining the violence prevention program. The workplace violence prevention program establishes and requires adherence to work practices that are designed to make the workplace more secure. It also reinforces the ban on verbal threats or physical actions by employees that create a security hazard for others.

Additionally, the district does not tolerate domestic violence, including harassment of any employee or other person while in the district's buildings or vehicles, while on district property, or while engaged in school or work-related activities. The district is committed to working with employees who are victims of domestic violence to prevent abuse and harassment from occurring in the workplace. No employees will be penalized or disciplined solely for being a victim of domestic violence. The district will provide appropriate support and assistance to employees who are victims of domestic violence under current Family and Medical Leave Act Domestic Violence Policy. Any employee who threatens, harasses, or abuses someone in the district or from their workplace using district resources such as work time, district telephones, fax machines, mail, [texting, social media](#) or e-mail shall be subject to disciplinary action up to and including discharge. Corrective action or discharge may also be taken against employees who are arrested, convicted, or permanently enjoined as a result of domestic violence when such action is directly related to their position with the district.

All violent incidents shall be reported and investigated, whether or not a physical injury has occurred. There will be no discrimination against victims of workplace violence. Copies of this policy and support materials are readily available to all employees. The Superintendent or designee is directed to adopt procedures to implement this policy.

Cross Reference: Board Policy 4210 Regulation of Dangerous Weapons on
 School Premises
 Board Policy 5281 Disciplinary Action and Discharge
 Board Policy 6511 Staff Safety

Adoption Date: 04.12.11
Classification: Discretionary
Revised: 3.19; 05.19

Contract Request Form

Non-Federal

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

All contracts require school board approval.

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

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

Contract is scheduled to begin: Date of Execution <input type="checkbox"/> or Specific Date: <u>8/21/19</u>	Contract is scheduled to end: Active until terminated <input type="checkbox"/> or Specific Date: <u>6/12/20</u>
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Contract Details: Brief Description/Purpose (If this is a revision what changed:)	Membership renewal to the WIAA for Wenatchee High School, Foothills Middle School, Orchard Middle School and Pioneer Middle School.
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Agency Contact Information (to whom & where contract needs to be mailed)

Agency Name Washington Interscholastic Activities Association
 Attention: _____
 Street address or PO Box 435 Main Ave. South
 City, State, Zip Code Renton, WA 98057
 Email Address _____
 Phone Number 425-687-8585

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

Contract Requested By: <u>Jim Beeson</u> <small>Print/Type Name</small>	Signature: _____
----------------------------------------------------------------------------	------------------

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

Reviewed by: _____ (District Office) <small>Print/Type Name</small>	Signature: _____
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WIAA MEMBERSHIP RENEWAL FORM

Electronic form available at: wiaa.com/membership.aspx
Return by the second Friday in June annually.

WASHINGTON INTERSCHOLASTIC
ACTIVITIES ASSOCIATION

School District Type (select one): Public Private Charter Tribal

Name of School District		Wenatchee			
Address	235 Sunset Avenue	City	Wenatchee	Zip	98801
Phone	509-663-8161	Fax	509-663-5929	WIAA District (1-9)	6

District Superintendent/Head of School Information

Name	Paul Gordon	Phone	509-663-8162 ext 33223	E-mail	gordon.paul@wenatcheeschools.org
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Superintendent's Secretary Information

Name	Kim White	Phone	509-663-8162 ext 33223	E-mail	white.k@wenatcheeschools.org
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School Board Contact Information (School Board Members Only)

To improve the flow of information each School Board may select a **SCHOOL DIRECTOR** to be the WIAA School Board Contact. The WIAA School Board Contact receives the following WIAA mailings: Newsletters, Executive Board Summary of Action, Amendments, and the Annual Report. The WIAA School Board contact is expected to serve as the liaison between the member school's activities programs and the other school Board Members.

Name	Laura Jaecks	Phone	509-662-6131	E-mail	jaecks.l@wenatcheeschools.org
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By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

Please list each school below renewing WIAA Membership for the upcoming school year from the school district/private school(s).

Member high schools and middle level schools will be billed in September according to total student enrollment in the school and the number of sports/activities as indicated on the spring Participation Survey. A Labor and Industries (L&I) fee will also be sent to each member school at that time.

Schools Renewing WIAA Membership	MS/JH/HS	Schools Renewing WIAA Membership	MS/JH/HS
Wenatchee High School	HS	Type school name here	Type level here
Pioneer Middle School	MS	Type school name here	Type level here
Orchard Middle School	MS	Type school name here	Type level here
Foothills Middel School	MS	Type school name here	Type level here
Type school name here	Type level here	Type school name here	Type level here

435 Main Ave. S. | Renton, WA 98057 | (425) 687-8585 phone | (425) 687-9476 fax | www.wiaa.com | facebook.com/wiaawa | twitter.com/wiaawa



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PREPARING YOUTH FOR LIFE, FROM ONE GENERATION TO THE NEXT.



SCHOOL BOARD RESOLUTION

Electronic form available at: wiaa.com/resolution.aspx
Return by the second Friday in June annually.

School District Type (select one): Public Private Charter Tribal

School District Name: Wenatchee School District Resolution # (optional): T 01-19 Date: 5/28/19

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local SCHOOL BOARD PRESIDENT and SUPERINTENDENT must sign this resolution form to indicate that the School Board has approved the Public School District's or Private School's membership with the Washington Interscholastic Activities Association (WIAA) and as members, these schools will follow the WIAA Rules and Regulations.

DELEGATING AUTHORITY TO WIAA

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board Of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of directors of the following School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the following School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.

By signing below the School District Superintendent/Head of School, School Board President (for Public School Districts), and school board members agree to the information above for the public school district or private school listed above, on or before the date listed above.

Superintendent/Head of School: Paul Gordon Signature: _____

School Board President (if applicable): Sunny Hemphill Signature: _____

School Board Members (list WIAA Contact as first school board member):

1. Laura Jaecks Signature: _____

2. Michele Sandberg Signature: _____

3. Sunny Hemphill Signature: _____

4. Sarah Knox Signature: _____

5. Karina Vega-Villa Signature: _____

