

REGULAR MEETING OF THE BOARD OF DIRECTORS
Tuesday, March 13, 2018 ~ 5:00 p.m.
 Ridgefield High School Room 311
AGENDA

- I. CALL TO ORDER
Our Purpose ~ Ridgefield School District aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.
- II. FLAG SALUTE
- III. CHANGES OR ADDITIONS TO THE AGENDA – Action
- IV. CONSENT AGENDA – Action
 - A. Approve Board Minutes
 - 1) Regular Meeting February 27, 2018
 - 2) Regular Meeting December 13, 2016 Revised
 - B. Approve Personnel Report
 - C. Approve Warrants
 - D. Monthly Donations
- V. PUBLIC HEARING - Information Only / No Action
 - A. Budget Hearing to Discuss Fixing and Adopting the Budget Extension for the 2017-18 Fiscal Year
 - B. Hearing to Discuss the Proposed Changes to Public Records Act Fees
- VI. REPORTS – Information Only / No Action
 - A. Students of the Month – March
 - South Ridge Elementary School – Cash Hueneka – Grade 2
 - Union Ridge Elementary School – Crosby Cody – Grade 1
 - View Ridge Middle School – Elizabeth Farley – Grade 8
 - Ridgefield High School – Leah Dixon – Grade 12
 - B. Employee of the Month – March
 - Jill Guccini – Ridgefield High School
 - C. Ridgefield High School Student Leadership Class – Tyler Lehnertz
 - D. Superintendent – Dr. Nathan McCann
 - 1) Safety Night Open House on March 14th 5:00-7:00 pm at RHS Commons
 - 2) Financial Report – Paula McCoy
 - 3) Information and Condition of Schools - ICOS Update – Neil Brinson
 - E. Board Members
- VII. PUBLIC COMMENT – Agenda / Non Agenda Items
- VIII. OLD BUSINESS – Action
- IX. NEW BUSINESS – Action
 - A. Approve Out of State Travel for Ridgefield High Schools Track 2018 Sports Season
 - B. Approve Resolution No. 2017-2018-008 Fixing and Adopting the Budget Extension for the 2017-2018 Fiscal Year
 - C. Approve Agreement between Ridgefield School District and Swordfern Commercial Appraisal
 - D. Approve Change Order Request for Installation of Portables with Pacific Mobile Structures Job 09-18-004N Ridgefield High School Administration-Media Building and Site Modifications in the amount of \$178,623.31
 - E. Approve Proposed Changes to Public Records Act Fees
- X. ADJOURNMENT



Board Agenda Item

Agenda Item Number:

IV. A. – D.

Meeting Date:

03/13/2018

Item:

Consent Agenda

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

- A. Approve Board Minutes
 - 1) Regular Meeting January 23, 2018
 - 2) Regular Meeting December 13, 2016 Revised
- B. Approve Personnel Report
- C. Approve Warrants
- D. Monthly Donations

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:

[Handwritten Signature]

Superintendent:

[Handwritten Signature]

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Scott Gullickson at 5:00 p.m. on **Tuesday, February 27, 2018** in room 311, at Ridgefield High School, 2630 S. Hillhurst Road, Ridgefield, Washington. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Scott Gullickson, Emily Enquist, Becky Greenwald, and Joe Vance
 Voting Members Absent: Steve Radosevich
 Others Present: Dr. Nathan McCann, Chris Griffith, Dr. Michael Baskette, Paula McCoy, Geoff Varney, Tiffany Gould, Scott Rose, Mike Lee, Terri Cochran, Carolyn Enos, Bonnie Harris, and 6 visitors.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – Action

None

CONSENT AGENDA – Action

Approve Board Minutes

- 1) Special Meeting-Work Study Session on February 8, 2018
- 2) Regular Meeting on February 13, 2018

Approve Personnel Report

Approval of General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants;

The written report was provided as listed:

Fund	Warrant / Micr Numbers			Warrant Date	Issue Amount	Authorization Number
General Fund - #6134						
Payroll						
Warrant Numbers		-				
Micr Numbers		-			\$	
Electronic Transfer:						\$
Total payroll amount: (*includes payroll vendors)						\$0.00
Warrant Numbers	106903	-	106905			
Micr Numbers	126624	-	126626	2/13/2018	\$ 4,876.75	W-02132018-12
Warrant Numbers	106906	-	106913			
Micr Numbers	126635	-	126635	2/14/2018	\$ 20,383.13	W-02142018-5
Warrant Numbers	106914	-	106941			
Micr Numbers	126641	-	126668	2/14/2018	\$ 69,177.26	W-02142018-7
Warrant Numbers	106942	-	106942			
Micr Numbers	126671	-	126671	2/15/2018	\$ 4,110.00	W-02152018-21
Warrant Numbers	106943		107000			
Micr Numbers	126686	-	126743		\$ 190,704.20	W-02282018-3
Electronic transfer for payment of comp tax						\$ 1,430.54

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Sub-Total of Accounts Payable						\$	290,681.88	
ASB - #6158								
Warrant Numbers		19638	-	19638				
Micr Numbers		126627	-	126627	2/14/2018	\$	1,239.70	W-02142018-4
Warrant Numbers		19639	-	19643				
Micr Numbers		126636	-	126640	2/14/2018	\$	6,114.64	W-02142018-6
Warrant Numbers		19644	-	19655				
Micr Numbers		126674	-	126685	2/28/2018	\$	6,032.23	W-02282018-2
	Electronic Transfer for payment of comp tax:					\$	254.56	
Sub-Total of ASB Payable						\$	13,641.13	
Capital Projects - #6135-04 (Bond)						\$	12,579.46	
Capital Projects - #61351 (Impact)						\$	2,792.33	
Capital Projects-#6135						\$		
Warrant Numbers		2276	-	2276				
Micr Numbers		126623	-	126623	2/9/2018	\$	1,500.00	W-02092018-5
Warrant Numbers		2277	-	2278				
Micr Numbers		126669	-	126670	2/15/2018	\$	2,792.33	W-02152018-20
Warrant Numbers		2279	-	2280				
Micr Numbers		126672	-	126673	2/28/2018	\$	11,079.46	W-02282018-1
	Electronic Transfer for payment of comp tax:					\$		
Sub-Total of Capital Projects Payable						\$	15,371.79	
Private Purpose Fund - #6178								
Sub-Total of Private Purpose Payables								
Transportation Vehicle Fund- #6198								

Motion was made by Director Becky Greenwald, Board approve the consent agenda, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

REPORTS – Information

Superintendent – Chris Griffith for Dr. Nathan McCann

- 1) Ridgefield Youth Arts Month – Art Alive on Saturday March 3, 2018
- 2) Bond Project Monthly Update – Scott Rose, R & C Management Group
- 3) School Safety Night on March 14, 2018 - 5:00-7:00 pm
- 4) School Boundary and Start Time Presentation – Chris Griffith

Board Members

Various Board members commented on activities and events taking place in the school district and community. Director Becky Greenwald excused herself from the meeting at 5:43 pm.

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PUBLIC COMMENT – Agenda / Non Agenda Items

- 1) Jeff Vigue, President of the Ridgefield Public Schools Foundation, commented on activities and events taking place in the community.
- 2) Don Stose, Councilor of the City of Ridgefield, provided an update taking place in the City.

OLD BUSINESS – Action

None

NEW BUSINESS – Action

Approve Resolution No. 2017-2018-007 Ridgefield Youth Arts Month March 1-31, 2018

Motion was made by Director Joe Vance, Board approve Resolution No. 2017-2018-007 Ridgefield Youth Arts Month March 1-31, 2018, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Scott Gullickson adjourned the regular meeting at 5:55 p.m.

Scott Gullickson, President
Becky Greenwald, Vice-President

Bonnie Harris, Executive Secretary
to the Superintendent

Approved by the Board of Directors: February 13, 2018

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Scott Gullickson at 5:00 p.m. on **Tuesday, December 13, 2016** in room 311, at Ridgefield High School, 2630 S. Hillhurst Road, Ridgefield, Washington. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Scott Gullickson, Becky Greenwald, Joe Vance, and Jeff Vigue.
Voting Members Absent: Steve Radosevich
Others Present: Dr. Nathan McCann, Chris Griffith, Dr. Michael Baskette, Paula McCoy, Geoff Varney, Tony VanderMaas, Tony Smith, Kelly Macdonald, Todd Graves, Connie Vowels, Bonnie Harris, and 75 visitors.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – Action

None

CONSENT AGENDA – Action

- Approval of Board Minutes;
 - Regular Meeting on November 8, 2016
 - Special Meeting on December 7, 2016
 - Approval of Personnel Report;
 - Approve Monthly Donation Activity;
 - Approval of General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants;
- The written report was provided as listed:

Fund	Warrant / Micr Numbers	Warrant Date	Issue Amount	Authorization Number
General Fund - #6134				
Payroll				
Warrant Numbers	122087 - 122087			
Micr Numbers	122510 - 122510	11/18/2016	\$ 74.52	W-11182016-5
Warrant Numbers	122088 - 122097			
Micr Numbers	122622 - 122631	11/30/2016	\$ 7,085.24	W-11302016-26
	Electronic Transfer:		\$ 750,093.20	
	Total payroll amount: (*includes payroll vendors)	\$758,563.17		
Warrant Numbers	103639 - 103639			
Micr Numbers	122511 - 122511	11/18/2016	\$ 149.04	W-11152016-6
Warrant Numbers	103732 - 103732			payroll vendors
Micr Numbers	122632 - 122632	12/2/2016	\$ 1,161.17	W-12022016-4
Warrant Numbers	103733 - 103761			

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RIDGEFIELD
SCHOOL DISTRICT
unlimited possibilities

SUPERINTENDENT
 DR NATHAN MCCANN

BOARD OF DIRECTORS
 DISTRICT 1 JEFF VIGUE
 DISTRICT 2 JOSEPH VANCE
 DISTRICT 3 STEVE RADOSEVICH
 DISTRICT 4 BECKY GREENWALD
 DISTRICT 5 SCOTT GULLICKSON

Micr Numbers		122633	-	122661	12/7/2016		491,314.66	W-12072016-2	
Accounts Payable									
Warrant Numbers		103577	-	103577				payroll vendors	
Micr Numbers		122442	-	122442	11/7/2016	\$	59,213.54	W-11072016-3	
Warrant Numbers		103578	-	103578					
Micr Numbers		122443	-	122443	11/8/2016	\$	500.00	W-11082016-8	
Warrant Numbers		103579	-	103607					
Micr Numbers		122444	-	122472	11/9/2016	\$	494,261.93	W-11102016-8	
Warrant Numbers		103608	-	103637					
Micr Numbers		122479	-	122508	11/15/2016	\$	32,793.20	W-11152016-26	
Warrant Numbers		103638	-	103638					
Micr Numbers		122509	-	122509	11/16/2016	\$	47.17	W-11162016-2	
Warrant Numbers		103640	-	103728					
Micr Numbers		122525	-	122613	11/22/2016	\$	175,021.91	W-11222016-16	
Warrant Numbers		103729	-	103729					
Micr Numbers		122614	-	122614	11/22/2016	\$	11,250.00	W-11222016-18	
Warrant Numbers		103730	-	103731					
Micr Numbers		122615	-	122616	11/23/2016	\$	4,344.20	W-11232016-6	
Warrant Numbers		103762	-	103844					
Micr Numbers		122675	-	122757	12/14/2016	\$	154,834.26	W-12142016-2	
	Electronic transfer for payment of comp tax						\$	1,162.07	
Sub-Total of Accounts Payable							\$	933,428.28	
ASB - #6158									
Warrant Numbers		19242	-	19242					
Micr Numbers		122441	-	122441	11/7/2016	\$	675.00	W-11072016-2	
Warrant Numbers		19243	-	19247					
Micr Numbers		122474	-	122478	11/15/2016		2,349.30	W-11152016-25	
Warrant Numbers		19248	-	19257					
Micr Numbers		122515	-	122524	11/23/2016	\$	5,715.53	W-11232016-3	
Warrant Numbers		19258	-	19258					
Micr Numbers		122621	-	122621	11/23/2016	\$	300.00	W-11232016-9	
Warrant Numbers		19259	-	19270					
Micr Numbers		122663	-	122674	12/14/2016	\$	7,386.76	W-12142016-1	
	Electronic Transfer for payment of comp tax:						\$	183.86	
Sub-Total of ASB Payable							\$	16,610.45	

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Capital Projects - #6135I (Impact)					\$	428,546.60	
Capital Projects-#6135					\$		
Warrant Numbers	2076	-	2076				
Micr Numbers	122473	-	122473	11/10/2016	\$	126,672.00	W-11102016-9
Warrant Numbers	2077	-	2079				
Micr Numbers	122512	-	122514	11/23/2016	\$	246,734.98	W-11232016-2
Warrant Numbers	2080	-	2083				
Micr Numbers	122617	-	122620	11/23/2016	\$	53,799.28	W-11232016-9
Warrant Numbers	2084	-	2084				
Micr Numbers	122662	-	122662	12/7/2016	\$	1,250.00	W-02072016-9
	Electronic Transfer for payment of comp tax:				\$	90.34	
Sub-Total of Capital Projects Payable					\$	428,546.60	

Motion was made by Director Jeff Vigue, Board approve the consent agenda, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

PUBLIC COMMENT – Agenda / Non-Agenda Items

None

REPORTS – Information

Students of the Month – December

- South Ridge Elementary School – Karizma Mystique - Grade 5
- Union Ridge Elementary School – Nadia Hernandez-Mack - Grade 3
- View Ridge Middle School – Kohana Fukuchi - Grade 8
- Ridgefield High School – Amber Carl - Grade 11

The Board of Directors and Dr. Nathan McCann congratulated each of the Students of the Month and presented them with plaques and Student of the Month yard signs.

Employee of the Month – December – Mary Ford – Ridgefield School District

The Board of Directors and Dr. Nathan McCann congratulated Employee of the Month Mary Ford and presented her with a plaque and Ridgefield School District classic mug. In addition, a gift certificated was provided by Sportsman’s Steak House and Saloon.

Holiday Greeting Card Contest Winners

Dr. McCann thanked the art department and students from all of the schools who participated in the holiday greeting card contest to assist the district in designing artwork for the Ridgefield School District 2016 holiday greeting card. This year’s theme was “Joy”. The Board of Directors and Dr. McCann congratulated 1st Place winner Catalina Hagen, a sixth grader from South Ridge Elementary School and presented her with a \$50 cash award. Runners up Grace Arnold, a seventh grader from View Ridge Middle School, Madelyn Winter, a sixth grader from Union Ridge Elementary, and Eireann Van Natta, an eighth grader from View Ridge Middle School were also congratulated and presented with \$25 cash awards each. Dr. McCann expressed thanks to the Ridgefield Arts Association who sponsored the contest and professional artist judges.

Ridgefield High School Leadership Class –Kevin Miser

Leadership Class Representative Kevin Miser provided a PowerPoint presentation and commented on student academics and activities at Ridgefield High School.

Ridgefield High School Improvement Plan – Tony VanderMaas

Mr. VanderMaas gave a detailed report.

View Ridge Middle School Improvement Plan – Tony Smith

Mr. Smith gave a detailed report.

Financial Update – Budget Status

Superintendent

Dr. Nathan McCann commented on the Union Ridge Elementary School Bazaar and City of Ridgefield Hometown Celebration. He commended the high school Band and Director Charlie Greggerson for an outstanding performance at the Hometown Celebration. Dr. McCann commented on the inclement weather and school closure. Debbie Bentler reported on the Fall & Winter Sports Program.

Board Members

Various Board members commented on activities and events taking place in the school district and community.

OLD BUSINESS – Action

Approve Second Reading for Revision of Policy No. 3115 Homeless Students-Enrollment Rights and Services

Motion was made by Director Jeff Vigue, Board approve adoption of second reading revision of Policy No. 3115 Homeless Students-Enrollment Rights and Services, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

NEW BUSINESS – Action

Approve Out of State Travel for Ridgefield High School Steel Ridge Robotics Team 2016-2017

Motion was made by Director Jeff Vigue, Board approve the Out of State Travel for Ridgefield High School Steel Ridge Robotics Team 2016-2017, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Out of State Travel for Ridgefield High School Athletics Winter Season 2016-2017

Motion was made by Director Jeff Vigue, Board approve the Out of State Travel for Ridgefield High School Athletics Winter Season 2016-2017 School Year, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Revision of District Goals and Planning Blueprint “Pursuing Premier”

Motion was made by Director Jeff Vigue, Board approve revision of District Goals and Planning Blueprint “Pursuing Premier”, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.



Approve Resolution 2016-2017-005 Designating Certain Expenditures for Potential Reimbursement from Bonds or Other Obligations that may be Authorized and Issued by the District in the Future

Motion was made by Director Jeff Vigue, Board approve Resolution 2016-2017-005 Designating Certain Expenditures for Potential Reimbursement from Bonds or Other Obligations that may be Authorized and Issued by the District in the Future, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution 2016-2017-006 Survey of Space Availability in Contiguous Districts

Motion was made by Director Jeff Vigue, Board approve Resolution 2016-2017-006 Survey of Space Availability in Contiguous Districts, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution 2016-2017-007 Adopting the Study and Survey

Motion was made by Director Jeff Vigue, Board approve Resolution 2016-2017-007 Adopting the Study and Survey, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

Hear First Reading for Revision of Board Policy No. 2195 Academic Acceleration

Board heard the first reading of revision of Policy No. 2195 Academic Acceleration. Any revision or changes to the revised policy will be heard on second reading at the regular meeting on January 10, 2017.

Hear First Reading for Revision of Board Policy No. 3416 Medication at School

Board heard the first reading of revision of Policy No. 3416 Medication at School. Administration recommended that the Board approve the revision as presented today.

Approve Revision of Board Policy No. 3416 Medication at School

Motion was made by Director Jeff Vigue, Board approve the Revision of Board Policy No. 3416 Medication at School, seconded by Director Joe Vance. There was no discussion. All members present voted in favor of the motion. Motion carried.

BOARD ELECTION OF OFFICERS – Action

Call for Nominations and Elect President of the Board

Superintendent McCann called for nominations for President. Director Vigue nominated Scott Gullickson. Superintendent McCann called for nominations for a second and third time. There were no other nominations. Nominations were closed.

Superintendent McCann called for a vote: Director District 1 – Jeff Vigue, Yes; Director District 2 Joseph Vance, Yes; Director District 3 – Steve Radosevich, Absent; Director District 4 – Becky Greenwald, Yes; and Director District 5 – Scott Gullickson, Yes. Motion carried 4-0.

Call for Nominations and Elect Vice-President

Superintendent McCann called for nominations for Vice-President. Becky Greenwald was nominated for Vice President. Superintendent McCann called for nominations for a second and third time. There were no other nominations. Nominations were closed.

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Superintendent McCann called for a vote: Director District 1 – Jeff Vigue, Yes; Director District 2 – Joseph Vance, Yes; Director District 3 – Steve Radosevich, Absent; Director District 4 – Becky Greenwald, Yes; and Director District 5 – Scott Gullickson, Yes. Motion carried 4-0.

Legislative Representative

- Reappoint Two-year term: 2017 -2019 Jeff Vigue
Board members agreed and Superintendent McCann noted the reappointed position for the Legislative Representative.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Scott Gullickson adjourned the regular meeting at 6:33 p.m.

Scott Gullickson, President
Jeff Vigue, Vice-President

Bonnie Harris, Executive Secretary
to the Superintendent

Approved by the Board of Directors: January 10, 2017, Revised March 13, 2018



PERSONNEL ACTION

TO: Dr. Nathan McCann, Superintendent
FROM: Jodi Fontyn, Human Resources Specialist
RE: Personnel Action

REVISED DATE: 03/12/2018
BOARD DATE: 03/13/2018

CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:
Kathleen Fias Paraprofessional - Special Ed RHS Resignation Replacement

RESIGNATION/RETIREMENT:
Seleste Bryant Paraprofessional - Special Ed SR Resignation
Allyson Ames Math VRMS Resignation (Currently on LOA)

LEAVE OF ABSENCE:
None

RELEASE FROM CONTRACT:
None

NONRENEWAL OF PROVISIONAL CONTRACT:
None

SUPPLEMENTAL CONTRACTS:
None

EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:
None

RESIGNATION:
Helm, Kyle Asst. Track Coach VRMS Resignation
Ames, Allyson Head Volleyball Coach VRMS Resignation

RIDGEFIELD SCHOOL DISTRICT #122

Warrant Info



Date: 3/13/2018
 To: Ridgfield School District Board of Directors
 From: Lisa McGhee Accounting/Fiscal Clerk
 Subject: Request for Warrant Authorization

Fund	Warrant / Micr Numbers	Warrant Date	Issue Amount	Authorization Number
General Fund - #6134				
Payroll				
Warrant Numbers	122339 - 122355			
Micr Numbers	126745 - 126761	02/28/218	\$ 7,624.38	W-02282018-42
Electronic Transfer:			\$ 964,225.29	
Total payroll amount: (*includes payroll vendors)			\$1,632,264.74	
Warrant Numbers	17008 - 107040			
Micr Numbers	126769 - 126801	2/28/2018	\$ 660,415.07	W-03022018-7
Accounts Payable				
Warrant Numbers	107001 - 107007			
Micr Numbers	126762 - 126768	02/28/218	\$ 52,790.24	W-03012018-3
Warrant Numbers	107041 - 107058			
Micr Numbers	126802 - 126819	3/2/2018	\$ 15,404.09	W-03022018-8
Warrant Numbers	107059 - 107138			
Micr Numbers	126841 - 126920	3/14/2018	\$ 236,501.22	W-03142018-3
Warrant Numbers	107139 - 107146			
Micr Numbers	126924 - 126931	3/8/2018	\$ 3,794.81	W-03082018-8
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Electronic transfer for payment of comp tax			\$	
Sub-Total of Accounts Payable			\$ 308,490.36	
ASB - #6158				
Warrant Numbers	19656 - 19670			
Micr Numbers	126826 - 126840	3/14/2018	\$ 20,237.95	W-03142018-2
Warrant Numbers	19671 - 19672			
Micr Numbers	126922 - 126923	3/8/2018	\$ 498.40	W-03082018-7
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Electronic Transfer for payment of comp tax:			\$	
Sub-Total of ASB Payable			\$ 20,736.35	
Capital Projects - #6135-04 (Bond)			\$ 6,236,875.66	
Capital Projects - #6135I (Impact)			\$ 7,703.26	
Capital Projects-#6135			\$	
Warrant Numbers	2281 - 2281			
Micr Numbers	126744 - 126744	2/23/2018	\$ 1,250.00	W-02232018-4
Warrant Numbers	2282 - 2287			
Micr Numbers	126820 - 126825	3/14/2018	\$ 254,039.61	W-03142018-1
Warrant Numbers	2288 - 2288			
Micr Numbers	126921 - 126921	3/14/2018	\$ 5,989,289.31	03142018-4
Electronic Transfer for payment of comp tax:			\$	
Sub-Total of Capital Projects Payable			\$ 6,244,578.92	
Private Purpose Fund - #6178				
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Sub-Total of Private Purpose Payables			\$	
Transportation Vehicle Fund- #6198				
Warrant Numbers	-		\$	
Micr Numbers	-		\$	

As of this date March 13th, 2018 THE BOARD, by a _____ vote.
 Voted to approve the Funds listed above for payment.

 Secretary, Board of Directors Director

 President, Board of Directors Director

 Vice President, Board of Directors Director

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$660,415.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 107008 through 107040, totaling \$660,415.07

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107008	AMER FAM LIFE ASSU	02/28/2018	20180228ADS0119	Payroll accrual	0	78.10	103.90
			20180228ADS1119	Payroll accrual	0	25.80	
107009	AMERICAN FIDELITY ASSUR. CO.	02/28/2018	20180228ADI0128	Payroll accrual	0	2,626.66	4,768.30
			20180228ADI1128	Payroll accrual	0	2,141.64	
107010	AMERICAN FIDELITY ASSURANCE	02/28/2018	20180228ADL0129	Payroll accrual	0	1,093.85	3,511.95
			20180228ADS0129	Payroll accrual	0	1,815.82	
			20180228ADS1129	Payroll accrual	0	602.28	
107011	AMERICAN FIDELITY HEALTH SERVI	02/28/2018	20180228ADHSAAF	Payroll accrual	0	250.00	250.00
107012	AMERICAN FIDELITY ASSURANCE CO	02/28/2018	20180228ADJ1	ADJ#1 - M. HANKINS	0	119.86	2,202.41
			20180228ADS1140	Payroll accrual	0	2,077.05	
			20180228ADS2140	Payroll accrual	0	5.50	
107013	DEPT OF RETIREMENT SYSTEMS	02/28/2018	20180228AD1ReT3	Payroll accrual	0	47,173.66	47,173.66
107014	DEPT OF RETIREMENT SYSTEMS	02/28/2018	20180228AD1ReE0	Payroll accrual	0	0.00	41,428.89
			20180228AD1ReE2	Payroll accrual	0	7,871.39	
			20180228AF1ReE0	Payroll accrual	0	0.00	
			20180228AF1ReE2	Payroll accrual	0	14,600.54	
			20180228AF1ReE3	Payroll accrual	0	18,956.96	
107015	DEPT OF RETIREMENT SYSTEMS	02/28/2018	20180228AD1ReE3	Payroll accrual	0	10,584.77	10,584.77
107016	ESD #112 / UNEMP	02/28/2018	20180228AF1UC	Payroll accrual	0	2,637.89	2,637.89
107017	ESD112 WORK/COMP	02/28/2018	20180228AD1WC	Payroll accrual	0	2,031.84	14,233.59
			20180228AF1WC	Payroll accrual	0	12,201.75	
107018	IQ CREDIT UNION	02/28/2018	20180228ADJ0115	Payroll accrual	0	2,769.00	2,769.00
107019	KAISER FOUNDATION	02/28/2018	20180228ADM0	Payroll accrual	0	25,841.60	106,840.08
			20180228ADM0111	Payroll accrual	0	0.00	
			20180228ADM0250	Payroll accrual	0	192.80	
			20180228ADM025d	Payroll accrual	0	16.84	
			20180228ADM0500	Payroll accrual	0	1,736.95	
			20180228ADM050d	Payroll accrual	0	32.00	
			20180228ADM0ded	Payroll accrual	0	743.74	
			20180228ADMOEP	Payroll accrual	0	0.00	
			20180228AFMO	Payroll accrual	0	73,825.45	
			20180228AFM0111	Payroll accrual	0	0.00	

Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20180228AFM0250	Payroll accrual	0	1,475.00	
			20180228AFM0500	Payroll accrual	0	2,975.70	
107020	KAISER FOUNDATION	02/28/2018	20180228ADD2	Payroll accrual	0	0.00	8,152.51
			20180228AFD2	Payroll accrual	0	8,002.53	
			20180228COBRA1	COBRA#1 - CRAIG JOHNSON	0	149.98	
107021	METLIFE SBC	02/28/2018	20180228ADD0	Payroll accrual	0	0.00	13,832.56
			20180228AFD0	Payroll accrual	0	13,832.56	
107022	MUTUAL OF OMAHA	02/28/2018	20180228ADL2	Payroll accrual	0	0.00	3,132.66
			20180228ADS0	Payroll accrual	0	0.00	
			20180228ADS01	Payroll accrual	0	0.00	
			20180228ADS02	Payroll accrual	0	0.00	
			20180228ADS03	Payroll accrual	0	0.00	
			20180228AFL1	Payroll accrual	0	41.60	
			20180228AFL2	Payroll accrual	0	199.23	
			20180228AFS01	Payroll accrual	0	2,016.74	
			20180228AFS02	Payroll accrual	0	637.64	
			20180228AFs03	Payroll accrual	0	237.45	
107023	OREGON DEPT OF JUSTICE	02/28/2018	20180228ADMISC2	REMITTANCE ID: 071DAX120841 OBLIGOR: CRAWFORD, EMILY ANNE	0	780.00	780.00
107024	PROVIDENT LIFE & ACCIDENT	02/28/2018	20180228ADS1148	Payroll accrual	0	5.96	5.96
107025	RIDGEFIELD PUBLIC SCHOOLS FOUN	02/28/2018	20180228ADRSDF	Payroll accrual	0	117.49	117.49
107026	RIDGEFIELD BOOSTERS	02/28/2018	20180228ADRSDB	Payroll accrual	0	125.50	125.50
107027	SCHOOL EMPLOYEES CU OF WASH	02/28/2018	20180228ADJ0120	Payroll accrual	0	2,991.00	2,991.00
107028	STATE TREASURER	02/28/2018	20180228ADD1160	Payroll accrual	0	8,511.00	8,511.00
107029	TEACHER RET SYST	02/28/2018	20180228AD1ReT0	Payroll accrual	0	0.00	183,172.85
			20180228AD1ReT1	Payroll accrual	0	399.86	
			20180228AD1ReT2	Payroll accrual	0	27,711.30	
			20180228AF1ReT0	Payroll accrual	0	0.00	
			20180228AF1ReT1	Payroll accrual	0	1,010.44	
			20180228AF1ReT2	Payroll accrual	0	59,814.02	
			20180228AF1ReT3	Payroll accrual	0	94,237.23	
107030	THE OMNI GROUP	02/28/2018	20180228ADA1101	Payroll accrual	0	15,085.00	18,468.00
			20180228ADA2101	Payroll accrual	0	350.00	
			20180228ADA3101	Payroll accrual	0	3,033.00	
107031	THE STANDARD	02/28/2018	20180228ADVIS1	Payroll accrual	0	0.00	2,361.72
			20180228AFVIS1	Payroll accrual	0	2,340.84	
			20180228COBRA2	COBRA#2 - CRAIG JOHNSON	0	20.88	
107032	VEBA TRUST	02/28/2018	20180228ADJ2	ADJ#2 - BRIAN HEIM	0	50.00	6,471.18
			20180228ADV0145	Payroll accrual	0	2,199.04	
			20180228ADV0146	Payroll accrual	0	350.00	
			20180228ADV3145	Payroll accrual	0	3,872.14	
107033	WASHINGTON STATE TREASURER	02/28/2018	20180228AFH1HA	Payroll accrual	0	14,111.42	15,264.67
			20180228AFH1HA2	Payroll accrual	0	384.44	
			20180228AFH1HA3	Payroll accrual	0	752.79	

Check Summary

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check A
			20180228AFH1HA4	Payroll accrual	0	16.02	
107034	Vendor Continued Void	02/28/2018					0.00
107035	WEA Aetna	02/28/2018	20180228ADABPO	Payroll accrual	0	943.74	117,848.19
			20180228ADABPOD	Payroll accrual	0	50.19	
			20180228ADACAO	Payroll accrual	0	3,901.67	
			20180228ADACAOB	Payroll accrual	0	198.12	
			20180228ADACAW	Payroll accrual	0	639.90	
			20180228ADACAWD	Payroll accrual	0	12.64	
			20180228ADACBOD	Payroll accrual	0	3,635.96	
			20180228ADACBOW	Payroll accrual	0	219.63	
			20180228ADACBWD	Payroll accrual	0	0.00	
			20180228ADAE2O	Payroll accrual	0	13.14	
			20180228ADAE2OD	Payroll accrual	0	3,521.72	
			20180228ADAE3O	Payroll accrual	0	155.52	
			20180228ADAE3OD	Payroll accrual	0	2,122.22	
			20180228ADAE3W	Payroll accrual	0	124.72	
			20180228ADAE3WD	Payroll accrual	0	0.00	
			20180228ADAE5O	Payroll accrual	0	16.96	
			20180228ADAE5OD	Payroll accrual	0	1,799.14	
			20180228ADAE5QO	Payroll accrual	0	45.40	
			20180228ADAE5QOD	Payroll accrual	0	638.71	
			20180228ADAE5QW	Payroll accrual	0	25.30	
			20180228ADAE5QWD	Payroll accrual	0	0.00	
			20180228ADAEQW	Payroll accrual	0	4.86	
			20180228AFABPO	Payroll accrual	0	7,201.62	
			20180228AFACAO	Payroll accrual	0	24,870.78	
			20180228AFACAW	Payroll accrual	0	1,354.93	
			20180228AFACBOD	Payroll accrual	0	27,924.14	
			20180228AFACBOW	Payroll accrual	0	1,521.71	
			20180228AFAE2O	Payroll accrual	0	14,494.34	
			20180228AFAE3O	Payroll accrual	0	12,021.39	
			20180228AFAE3W	Payroll accrual	0	1,680.02	
			20180228AFAE5O	Payroll accrual	0	3,925.13	
			20180228AFAE5QO	Payroll accrual	0	3,053.19	
			20180228AFAE5QW	Payroll accrual	0	481.00	
			20180228COBRA3	COBRA#3 - CRAIG JOHNSON	0	1,250.40	
107036	WEA PAYROLL DEDUCTIONS	02/28/2018	20180228ADH0110	Payroll accrual	0	13,250.82	13,532.07
			20180228ADH2110	Payroll accrual	0	281.25	
107037	WEA PAYROLL DEDUCTIONS	02/28/2018	20180228ADH0158	Payroll accrual	0	2,472.23	2,499.23
			20180228ADH2158	Payroll accrual	0	27.00	
107038	WEA UHC	02/28/2018	20180228ADUCAC	Payroll accrual	0	1,176.31	22,166.54
			20180228ADUCACD	Payroll accrual	0	43.08	
			20180228ADUCAN	Payroll accrual	0	21.11	
			20180228ADUCAND	Payroll accrual	0	6.26	
			20180228ADUCBC	Payroll accrual	0	439.14	
			20180228ADUCBCD	Payroll accrual	0	57.60	
			20180228ADUH2C	Payroll accrual	0	1,234.90	
			20180228ADUH2CD	Payroll accrual	0	21.59	
			20180228ADUH3C	Payroll accrual	0	54.65	

Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20180228ADUH3CD	Payroll accrual	0	18.60	
			20180228ADUHBC	Payroll accrual	0	0.00	
			20180228ADUHBCD	Payroll accrual	0	11.60	
			20180228ADUHBN	Payroll accrual	0	103.42	
			20180228ADUHBND	Payroll accrual	0	5.24	
			20180228ADUHQN	Payroll accrual	0	62.03	
			20180228ADUHQND	Payroll accrual	0	9.62	
			20180228AFUCAC	Payroll accrual	0	4,989.18	
			20180228AFUCAN	Payroll accrual	0	807.83	
			20180228AFUCBC	Payroll accrual	0	6,228.46	
			20180228AFUH2C	Payroll accrual	0	1,638.17	
			20180228AFUH3C	Payroll accrual	0	1,786.17	
			20180228AFUHBC	Payroll accrual	0	1,148.04	
			20180228AFUHBN	Payroll accrual	0	854.56	
			20180228AFUHQN	Payroll accrual	0	1,448.98	
107039	WEA Willamette Dental	02/28/2018	20180228ADD3	Payroll accrual	0	0.00	4,472.50
			20180228AFD3	Payroll accrual	0	4,472.50	
107040	WSSRA	02/28/2018	20180228ADH0150	Payroll accrual	0	5.00	5.00

33 Computer Check(s) For a Total of 660,415.07

	0	Manual	Checks For a Total of	0
	0	Wire Transfer	Checks For a Total of	0
	0	ACH	Checks For a Total of	0.00
	33	Computer	Checks For a Total of	660,415.07
Total For	33	Manual, Wire Tran, ACH & Computer	Checks	660,415.07
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	660,415.07

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$52,790.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 107001 through 107007, totaling \$52,790.24

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107001	COMMUNITY VISION INC.	02/28/2018	RSD 2-18	Assistive technology training for SpEd staff for the 2017-18 school year	2101700088	281.40	281.40
002	Vendor Continued Void	02/28/2018					0.00
003	ESD 112	02/28/2018	134211	LPN NURSE SERVICES - CONTRACT #18077-019	501700436	26,100.00	49,163.80
			134242	Additional special ed nurse hours	2101700108	4,180.00	
			134256	REGIONAL SPECIAL EDUCATION TRANSITION PROGRAM - STEPS FOR SY 17-18. ESD CONTRACT NUMBER 18005-019	501700072	1,886.11	
			134363	BIRTH TO TWO SERVICES THROUGH SPED COOPERATIVE FOR SY 2017-18. CONTRACT NUMBER 18031-019	501700071	6,908.94	
			134371	BIRTH TO TWO SERVICES THROUGH SPED COOPERATIVE FOR SY 2017-18. CONTRACT NUMBER 18031-019	501700071	6,316.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			134375	REGIONAL SPECIAL EDUCATION TRANSITION PROGRAM - STEPS FOR SY 17-18. ESD CONTRACT NUMBER 18005-019	501700072	1,886.11	
			134376	REGIONAL SPECIAL EDUCATION TRANSITION PROGRAM - STEPS FOR SY 17-18. ESD CONTRACT NUMBER 18005-019	501700072	1,886.11	
107004	NCS PEARSON, INC.	02/28/2018	11479433	KTEA FORM A- RETURNED FORM B	2101700080	61.08	61.08
107005	PRO-ED, INC.	02/28/2018	2697625	Speech therapy materials	2101700097	69.30	69.30
107006	SMIRTHWAITE USA, LLC	02/28/2018	85675	Adjustable changing table	2101700105	3,056.26	3,056.26
107007	WESTERN PSYCHOLOGICAL SERVICES	02/28/2018	WPS-201049	Test protocols	2101700104	158.40	158.40
			7	Computer	Check(s) For a Total of		52,790.2

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	7	Computer	Checks For a Total of	52,790.24
Total For	7	Manual, Wire Tran, ACH & Computer	Checks	52,790.24
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	52,790.24

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$15,404.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 107041 through 107058, totaling \$15,404.09

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107041	ALLIANT SYSTEMS	03/02/2018	176508	Work done at SRES in September 2017	601700167	3,673.51	4,861.66
			180405	Work at South Ridge, HP-07	601700157	1,188.15	
107042	Andringa, Allen G	03/02/2018	TRC- FEB. 2018	TRAVEL TO AWSP WORKSHOP-ASSISTANT PRINCIPAL LEADERSHIP INSTITUTE	0	224.12	224.12
107043	BENNETT PAPER AND SUPPLY, INC.	03/02/2018	2006307	Pallet of TP	601700144	2,290.28	2,290.28
107044	CENTURYLINK	03/02/2018	360-887-2138 703B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	50.63	151.34
			360-887-2144 890B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	100.71	
107045	CLARK COUNTY LAWN & TRACTOR	03/02/2018	184552	Misc. supplies for grounds equipment tune ups	601700158	52.99	52.99
107046	CLARK COUNTY DEPT OF PUBLIC WO	03/02/2018	2017-5	De-icer	601700155	200.00	200.00
107047	CLARK COUNTY TREASURER	03/02/2018	710086284	Alarm permit	601700161	20.00	20.00
107048	COLUMBIA RESOURCE COMPANY INC	03/02/2018	19011	Dump - January bill	601700163	698.26	698.26
107049	COLUMBIA LANGUAGE SERVICES INC	03/02/2018	32684	TRANSLATION AND/OR INTERPRETERS FOR	5001700037	156.77	156.77

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107050 GB MANCHESTER CORPORATION	03/02/2018	306591	TEACHERS AT SCHOOL BUILDING - CONFERENCES/MEETING	601700164	942.00	942.00
107051 Griffith, Christopher Jason	03/02/2018	NTRC- FEB. 2018	HS elevator repair	501700313	12.96	252.46
		TRC- FEB. 2018	Assistant Superintendent meeting supplies	0	239.50	
107052 McCann, Nathan T	03/02/2018	TRC- FEB. 2018	TRAVEL TO NASHVILLE TN FOR AASA CONFERENCE-PER DIEM MEAL	501700515	1,044.50	1,044.50
107053 PERMABOUND BOOKS	03/02/2018	1755276-01	Travel AASA Conference on Education in the Digital Age: 02.14.18-02.16.18, Nashville TN for Nathan McCann.	1051700044	18.86	18.86
107054 SHRED-IT USA LLC	03/02/2018	8124054974	Library books	601700011	150.00	150.00
107055 SONITROL OF SW WASHINGTON, INC	03/02/2018	249195	Annual Shred Pick Up	501700063	584.11	759.34
		249196	SERCURITY AND FIRE MONITORING OF ALL DISTRICT BUILDING	501700063	175.23	
107056 STERLING TECHNOLOGIES	03/02/2018	1503	SERCURITY AND FIRE MONITORING OF ALL DISTRICT BUILDING	601700166	1,280.00	1,280.00
107057 UNITED FIRE HEALTH & SAFETY	03/02/2018	0195452	Water in Lead assessment	601700159	228.78	653.27
		0195457	Fire extinguisher inspections on 12/27/17	601700159	226.61	
		0195458	Fire extinguisher inspections on 12/27/17	601700159	197.88	
107058 US BANK EQUIPMENT FINANCE, INC	03/02/2018	351381629-FEB	Fire extinguisher inspections on 12/27/17	1041700000	264.22	1,648.24
		351381629-MARCH	2017-18 Bldg A Copier Lease Agreement/ID# 4J515 & ID# 4J499	1041700000	264.22	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			351381694-FEB	4J515 & ID# 4J499 Office Copier Lease for 1 B&W Xerox & 1 Color Xerox Copy Machines	1021700046	336.31	
			351381694-MARCH	Office Copier Lease for 1 B&W Xerox & 1 Color Xerox Copy Machines	1021700046	336.31	
			351381751-FEB	Contract payment for copy machines	1051700011	223.59	
			351381751-MARCH	Contract payment for copy machines	1051700011	223.59	
			18	Computer	Check(s) For a Total of		15,404.09

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	18	Computer	Checks For a Total of	15,404.09
Total For	18	Manual, Wire Tran, ACH & Computer	Checks	15,404.09
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	15,404.09

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$236,501.22. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 107059 through 107138, totaling \$236,501.22

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107059	ACADEMICS ARE COOL	03/14/2018	35022094	2017-18 Math is Cool Competition - 4th Grade	1041700139	150.00	200.00
			35022738	2017-18 Math is Cool - 6th Grade Masters	1041700140	50.00	
107060	ADVANCE LIGHTING	03/14/2018	44894	Back up battery	601700160	86.57	86.57
107061	BARNES AND NOBLE	03/14/2018	3615390	PURCHASE OF BOOKS FOR PROFESSIONAL DEVELOPMENT 'BLINDSPOT HIDDEN BIASES OF GOOD PEOPLE"	501700493	58.97	235.97
			3616405	PURCHASE OF BOOKS FOR PROFESSIONAL DEVELOPMENT 'BLINDSPOT HIDDEN BIASES OF GOOD PEOPLE"	501700493	176.91	
107062	Bentler, Debra Rae	03/14/2018	TRC- FEB 2018	TRAVEL ENCUMBRANCE FOR 17-18 SY	501700250	133.72	133.72
107063	Bowhay, Brooke Morgan	03/14/2018	TRC- FEB. 2018	PER DIEM MEALS FOR TRAVEL TO CHICAGO IL FOR NASP ANNUAL CONFERENCE AND LUGGAGE AND TRANSPORTATION COST	0	409.30	409.30
107064	CCC MUSIC VOCAL CLUB	03/14/2018	100	Clackamas Community College - CCC Vocal Jazz	1021700192	250.00	250.00

Vbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107065 CENTURYLINK Z-BILL	03/14/2018	360-211-0222 978B	Festival Registration - Meek ENCUMBRANCE FOR CENTURY LINK Z BILLS FOR PHONE LINES FOR FISCAL YEAR 17-18	501700158	1,662.28	1,662.28
107066 CENTURYLINK	03/14/2018	360-887-2179 550B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	145.54	197.94
		360-887-3615 983B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	52.40	
107067 CHARTWELLS INC	03/14/2018	K6565050	Food Service Renewal Agreement dated 06/28/2017 Billing for Fixed Price Per Meal of \$3.1989.	501700119	53,437.58	53,437.58
107068 Vendor Continued Void	03/14/2018					0.00
107069 CITY OF RIDGEFIELD	03/14/2018	005439-000	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	3,970.84	7,451.17
		005439-001	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	104.01	
		006462-000	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	243.57	
		006534-000	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal	501700136	2,455.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amou
			006550-000	Year Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	531.88	
			006583-000	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	145.22	
107070	CLARK COUNTY TREASURER'S OFFIC	03/14/2018	179392000	CLEAN WATER PROGRAM FULLY YEAR TAX ASSESSMENT	0	3,325.19	3,493.27
			215172000	CLEAN WATER PROGRAM ASSESSMENT AND FEES FOR 2018	0	168.08	
107071	Vendor Continued Void	03/14/2018					0.00
107072	CLARK PUBLIC UTILITIES	03/14/2018	7206-473-6	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,693.68	43,428.67
			7206-474-4	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,386.93	
			7206-597-2	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,515.21	
			7206-599-8	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,488.45	
			7206-621-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	20,662.49	
			7206-640-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	4,816.43	
			7206-649-1	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	490.10	
			7206-650-9	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	6,916.23	
			7206-706-9	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal	501700135	426.95	

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		7206-751-5	Year Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	32.20	
107073 CLARK REGIONAL WASTEWATER DIST	03/14/2018	016345-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	1,007.00	3,178.73
		016346-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	76.00	
		032676-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	666.71	
		032698-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	894.19	
		032753-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	52.64	
		032849-000	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	482.19	
107074 CONSOLIDATED TECHNOLOGY SERVIC	03/14/2018	9011201820003	ENCUMBRANCE FOR LONG DISTANCE CHARGES FOR STAFF FOR FISCAL YEAR 17-18	501700161	172.82	172.82
107075 Vendor Continued Void	03/14/2018					0.00
107076 COPYTRONIX INC	03/14/2018	1528559	Copytronix - Office Copier overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per	1021700047	13.12	2,468.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			1528560	Lisa Copy machine overage	1051700010	338.80	
			1542781	Maint. Dept. Copy Machine	601700012	3.96	
			1542782	2017-18 Open PO for Copier Overages & Maintenance	1041700002	437.39	
			1542783	2017-18 Open PO for Copier Overages & Maintenance	1041700002	195.32	
			1542784	Encumbrance for Copier Agreement Services for 2017-2018 Fiscal Year	501700133	657.38	
			1545297	Copytronix - Office Copier overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per Lisa	1021700047	822.91	
107077	Vendor Continued Void	03/14/2018					0.00
107078	CORWIN BEVERAGE CO	03/14/2018	0452888	Maint. Dept. Water	601700021	5.42	84.59
			0452894	Encumbrance "water" services for district office for 2017-2018 fiscal year not to exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766.	501700073	5.42	
			0456146	Maint. Dept. Water	601700021	39.55	
			0456386	Encumbrance "water" services for district office for 2017-2018 fiscal year not to	501700073	11.83	

Nbr Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		0457871	exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766. Encumbrance "water" services for district office for 2017-2018 fiscal year not to exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766. Encumbrance "water" services for district office for 2017-2018 fiscal year not to exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766.	501700073	5.42	
		0458808	exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766. Encumbrance "water" services for district office for 2017-2018 fiscal year not to exceed \$1500. Customer ID 15173. Corwin Beverage customer service 360-696-0766.	501700073	16.95	
107079 Couch, Derell Marie	03/14/2018	TRC- FEB. 2018	TRAVEL AND MILEAGE FOR RTI CONFERENCE	501700527	236.50	236.50
107080 CUSTOMINK.COM, LLC	03/14/2018	18618315	Steel Ridge Robotics Team Sponsor Shirts - Brink	1021700196	599.86	599.86
107081 DEMCO	03/14/2018	6312802	2017-18 Library Needs	1041700131	69.43	69.43
107082 Vendor Continued Void	03/14/2018					0.00
107083 ESD 112	03/14/2018	134163	STEM MATERIALS COOPERATIVE PER INTERLOCAL AGREEMENT NUMBER 18064-019	501700182	19,768.00	52,380.70
		134189	STEM LEARNING NETWORK PARTNERSHIP PER CONTRACT NUMBER 18106-019	501700180	2,509.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amou
			134272	ENCUMBRANCE OF THE E-RATE CONSULTATION SERVICES FEE FOR YEAR 2018	501700518	3,240.00	
			134393	Encumbrance of Open Doors Enrollment	501700154	3,745.14	
			134601	LPN NURSE SERVICES - CONTRACT #18077-019	501700436	5,220.00	
			134604	SCHOOL NURSING SERVICES CONTRACT NUMBER 18078-019 FOR SCHOOL YEAR 17-18	501700074	6,234.90	
			134625	STEM LEARNING NETWORK PARTNERSHIP PER CONTRACT NUMBER 18106-019	501700180	501.80	
			134649	ESD 112 Contract #18000-019 COOPERATIVE INFORMATION MANAGEMENT SERVICES	501700204	9,311.96	
			134667	LEGAL SERVICES FOR DISTRICT'S CAPITAL FACILITIES PLAN, SCHOOL IMPACT FEES AND CLARK COUNTY COORDINATED LAND USE PLANNING FOR SY 17-18. CONTRACT NUMBER 18047-019	501700078	437.50	
			134684	Teacher of Hearing Impaired services for 2017-18 school year	2101700034	330.70	
			134691	AUDIOLOGY SERVICES FOR SY 2017-18 PER CONTRACT NUMBER 18013-019	501700087	681.70	

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
		134697	HEARING SCREENING SERVICES	501700085	400.00	
107084 Felton, Anja Geerling	03/14/2018	NTRC- JAN. 2018	2017-18 PPGI Reimbursement - Felton	1041700138	249.00	249.00
107085 Ford, Gregg Alan	03/14/2018	NTRC- FEB. 2018	LASPA CLASSROOM GRANT	501700257	92.25	92.25
107086 Ford, Mary T	03/14/2018	TRC- FEB. 2018	MEALS FOR NATIONAL TITLE I CONFERENCE	5001700029	331.00	331.00
107087 FRONTLINE TECHNOLOGIES INC	03/14/2018	74084	MID YEAR ADJUSTMENT FOR NEW EMPLOYEES TO THE DISTRICT	0	1,111.50	1,111.50
107088 GARLIC JIM'S	03/14/2018	GJF0025	XL Garlic Jim's Pizzas for Class Expectation/Commitments - Not to exceed \$250.00 - Hundley	1021700202	161.84	161.84
107089 GOULD, TIFFANY	03/14/2018	TRC- FEB. 2018	MEAL REIMBURSEMENT FOR NATIONAL TITLE I CONFERENCE PHILADELPHIA, PA 2/7/2018 - 2/12/2018	501700251	280.75	280.75
107090 Greggerson, Charles Stephen	03/14/2018	NTRC- FEB. 2018	Greggerson - Personal Reimbursement for Classroom Supplies - Band	1021700206	232.50	301.50
		NTRC- FEB. 2018 CT	Greggerson - Personal Reimbursement for Classroom Supplies - Band	1021700206	69.00	
107091 Gutierrez, Laura Isabel	03/14/2018	TRC- FEB 2018	Mileage reimbursement for school psychologist duties for the 2017-18 school year	2101700054	37.28	426.08
		TRC- FEB 2018 CONF	TRAVEL FOR NASP CONFERENCE IN CHICAGO FEBRUARY 2018	0	23.80	
		TRC- FEB. 2018	TRAVEL TO CHICAGO FOR NASP ANNUAL	0	365.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amou
107092	Harris, Bonnie Sue	03/14/2018	TRC- JAN-FEB. 2018	CONFERENCE 2018 Travel Reimbursement Estimated Superintendent's Office Mileage for 2017-2018	501700100	97.61	194.66
			TRC- SEPT-DEC 2017	Travel Reimbursement Estimated Superintendent's Office Mileage for 2017-2018	501700100	97.05	
107093	Hoodenpyl, Tamara Anne	03/14/2018	NTRC- FEB. 2018	Parts for Peter Pugger Pug Mill - Reimbursement - Hoodenpyl	1021700214	166.70	166.70
107094	HOTEL MURANO	03/14/2018	20070401401	Accommodations for Teresa Vance/Mallory Wilson while attending NW PBIS conference, Feb. 21-23, 2018	2101700051	400.26	400.26
107095	Hundley, Jared S	03/14/2018	00302_RSD	MARKETING SERVICES FOR SY 2017-18	501700089	968.75	968
107096	IMAGINEERING, INC.	03/14/2018	18057	CONFERENCE AND DESIGN FOR RECRUITMENT BROCHURES	501700505	568.75	1,349.32
			18068	YOUTH ARTS MONTH BROCHURES	501700419	241.25	
			18073	GENERAL CLASS SUPPLIES FOR YAM CLASSES AND ACTIVITIES-ART LIVE POSTER	501700419	65.00	
			18074	RYAM Shirts	501700521	474.32	
107097	Jones, Lacey M	03/14/2018	TRC- FEB 2018	TRAVEL EXPENSES FOR ANNUAL NASP CONFERENCE IN CHICAGO FEB. 2018	0	367.76	434.47
			TRC- FEB. 2018	Monthly reimbursement for mileage while performing school psychologist duties for the 2017-18 school	2101700053	66.71	

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107098 JW PEPPER & SON, INC.	03/14/2018	14689603	year Band - Sheet Music - Greggerson	1021700203	21.16	148.22
		14690556	Choir Music	1051700071	127.06	
107099 Kenning JR, Michael D	03/14/2018	TRC- FEB. 2018	Tech Mileage 2017-2018 Fiscal Year	501700126	25.51	25.51
107100 KING COUNTY DIRECTORS ASSOCIAT	03/14/2018	300240708	Gucinni - Library Supplies from KCDA	1021700145	69.02	689.36
		300254969	HP Printer Cartridge for Language Arts Classroom - Santiago/Ochsner	1021700193	113.61	
		300255411	Supplies Estimated for Business Office	501700108	299.04	
		300255778	2017-18 Supplies	1041700137	114.54	
		300256087	Office Supplies - Principal's Office - Petersen	1021700201	93.15	
101 KINGS WAY CHRISTIAN SCHOOL	03/14/2018	108	Kim Simmons - Wrestling - King's Way JV Tournament 1/27/2018, 11 wrestlers @ \$15	4021700175	165.00	165.00
107102 Kuzmenko, Elena V	03/14/2018	TRC- FEB 2018	Monthly mileage reimbursement for school psychologist duties during the 2017-18 school year	2101700065	28.45	539.62
		TRC- FEB. 2018	Monthly mileage reimbursement for school psychologist duties during the 2017-18 school year	0	511.17	
107103 LAKESHORE LEARNING MATERIALS	03/14/2018	3435260218	SENSORY TABLES/TRAYS SOUTH RIDGE KINDERGARTEN	501700512	2,731.24	2,731.24
107104 Lee, William	03/14/2018	TRC- FEB. 2018	MEAL REIMBURSEMENT FOR NATIONAL TITLE I	5001700026	331.00	331.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amo
				CONFERENCE PHILADELPHIA, PA 2/7/2018 - 2/12/2018			
107105	Leger, Dawn	03/14/2018	LIBRARY REFUND	REFUND OF LIBRARY FINE-BOOK	0	5.00	5.00
107106	LYNX GROUP, INC.	03/14/2018	52575	RETURNED BY AZLYN PRINTING OF 2017-18 REPORT TO THE COMMUNITY	501700486	4,036.00	4,036.00
107107	Muir, Erika Lynne	03/14/2018	NTRC- FEB. 2018	Gen Funds 2017/2018 *PTA Grant reimbursement Chk #149 Food for Little Roadrunners	1031700073	26.88	26.88
107108	NCS PEARSON, INC.	03/14/2018	11509496 11539944	CELf Protocols Hi-Cap Supplies Home SIGS and School SIGS	2101700099 5001700044	197.64 395.19	592.83
107109	NORTHWEST NATURAL GAS, INC.	03/14/2018	2857349-1	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	447.69	4,581.95
			814442-0	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	600.78	
			820878-7	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	2,813.27	
			820883-7	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	68.35	
			8742-9	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	651.86	
107110	O'BOYLE, KELLY	03/14/2018	TRC- FEB 2018	TRAVEL AND MILEAGE FOR RTI CONFERENCE	501700526	240.98	240.98
107111	PLEASANT VALLEY MIDDLE SCHOOL	03/14/2018	35564	National History	1051700065	420.00	420

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107112 PORTER FOSTER RORICK	03/14/2018	107198	Day LEGAL SERVICES FOR SY 2017-18	501700432	8,150.00	8,150.00
107113 PPC SOLUTIONS, INC.	03/14/2018	352295	Security Services 2017-2018 Fiscal Year	501700131	4,729.63	4,729.63
107114 PRUFROCK PRESS	03/14/2018	380761	Hi Cap Supplies Home and School SIGS	501700520	660.00	660.00
107115 Rinker, Catherine Yvonne	03/14/2018	NTRC- FEB. 2018	LASPA CLASSROOM GRANT	501700296	100.00	100.00
107116 ROBO PROMO LLC	03/14/2018	3173	Robotics Materials - Steel Ridge Robotics - Brink	1021700197	213.81	213.81
107117 Scheel, Mikaela	03/14/2018	TRC- FEB. 2018	TRAVEL AND MILEAGE FOR RTI CONFERENCE	501700528	217.00	217.00
107118 Simmons, Rachelle Marie	03/14/2018	NTRC- FEB. 2018	LASPA CLASSROOM GRANT	501700276	97.44	110.47
		TRC- FEB. 2018	MILEAGE FOR PLC AND BOUNDARY MEETINGS AT DIFFERENT BUILDINGS	0	13.03	
107119 SIMPLOT PARTNERS	03/14/2018	212065026	Simplot Pesticide Training for Joel and Josh	601700150	90.00	90.00
107120 Smith, Elisa E	03/14/2018	NTRC- JAN. 2018	SUPPLIES PURCHASED WITH BEST GRANT	501700471	65.70	96.00
		TRC- JAN. 2018	MILEAGE TO MEETINGS FOR TOSA AND BEST PROFESSIONAL DEVELOPMENT	0	30.30	
107121 SOUTHPAW ENTERPRISES	03/14/2018	0425974	OT therapy items	2101700106	225.72	225.72
107122 SOUTHWEST OFFICIALS SERVICES I	03/14/2018	8234 CE	Youth Basketball Games	501700458	180.00	180.00
107123 Sprinters	03/14/2018	346	Sprinters - College Tags + Design Time - McKenna	1021700210	18.00	18.00
107124 Taylor, Danielle Lee	03/14/2018	TRC- FEB. 2018	MILEAGE ENCUMBRANCE FOR DANI TAYLOR FOR 17-18 SY	501700315	96.79	96.79
107125 THE HAWN FOUNDATION	03/14/2018	PORTREG-RSD021918	Registration to attend MindUp training workshop	2101700076	350.00	350.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amo
107126	THERAPISTS UNLIMITED	03/14/2018	36478-433019	Contract Physical Therapist services for 2017-18 school year	2101700033	1,208.81	1,208.81
107127	TRI MOUNTAIN GOLF COURSE	03/14/2018	83 GF	Tri-Mountain Golf Course - High School Package #3	1021700179	550.00	550.00
107128	VALLEY ATHLETICS	03/14/2018	15118	turface/triple play and quick dry	601700152	2,254.72	2,254.72
107129	Vance, Teresa	03/14/2018	TRC- FEB. 2018	Monthly mileage for Behavior Intervention Specialist duties 2017-18 school year	2101700052	30.08	30.08
107130	VANCOUVER BOLT & SUPPLY, INC.	03/14/2018	VA-105490	washers	601700165	3.33	3.33
107131	Varney, Geoffrey S	03/14/2018	TRC- FEB. 2018	Tech Mileage 2017-2018 Fiscal Year	501700125	29.87	29.87
107132	VERIZON	03/14/2018	9801895772	Encumbrance for Cell Phone Plan Services for Emergency Usage for 2017-2018 Fiscal Year	501700155	227.29	227.29
107133	WASBO INC	03/14/2018	200007342	WASBO ANNUAL CONFERENCE REGISTRATION FOR PAULA MCCOY	501700516	525.00	525.00
107134	WASHINGTON STATE HOSA	03/14/2018	323	Washington HOSA Conference Advisor Registration - Hemrich	3101700081	65.00	65.00
107135	WASTE CONNECTIONS INC	03/14/2018	14519119	GARBAGE REMOVAL AT THE SCHOOL BUILDINGS	501700067	855.58	855.58
107136	WAVE BUSINESS	03/14/2018	04688738	DARK FIBER LINES FOR SRES AND VRMS SY 2017-2018	501700062	1,800.00	1,800.00
107137	WOODLAND SCHOOL DISTRICT #404	03/14/2018	1099	ENCUMBRANCE FOR MONTHLY UNFUNDED TRANSPORTATION	501700317	22,502.00	22,502.00
107138	WOODLAND AUTO PARTS	03/14/2018	033334	Headlight for flatbed and lock de icer	601700154	32.56	32.56

Vendor Name

Check Date Invoice Number

Invoice Desc

PO Number Invoice Amount

Check Amount

80 Computer Check(s) For a Total of 236,501.22

	0	Manual	Checks For a Total of	0
	0	Wire Transfer	Checks For a Total of	0.
	0	ACH	Checks For a Total of	0.00
	80	Computer	Checks For a Total of	236,501.22
Total For	80	Manual, Wire Tran, ACH & Computer	Checks	236,501.22
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	236,501.22

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$3,794.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 107139 through 107146, totaling \$3,794.81

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107139	AIRGAS USA, INC.	03/08/2018	9951223983	Woods/Industrial Supplies CTE - Supplies not to exceed \$700.00 - Shipp	3101700002	47.70	47.70
107140	CHEVRON & TEXACO CARD SERVICES	03/08/2018	52654491	FUEL FOR THE VANS FOR TECH, ATHLETICS AND SPECIAL ED. MAINTENANCE USING GAS CARDS AS WELL	0	1,347.32	1,347.32
107141	COMCAST CABLE	03/08/2018	8778101080009334	Encumbrance of Internet Services for RHS for 2017-2018 Fiscal Year	501700139	233.94	467.88
			8778101080009334	FEB Encumbrance of Internet Services for RHS for 2017-2018 Fiscal Year	501700139	233.94	
107142	HENDERSON TURF & WEAR INC	03/08/2018	194280	RETURNED CANOPY HUSTLER	0	-319.73	12.90
			197647	BLADE SHARPENING AND SUPPLIES	0	57.58	
			197649	PARTS FOR LAWN MOWER	0	231.69	
			202487	blade sharpening	601700162	43.36	
107143	Johnson, Phillip	03/08/2018	PAM- FEB. 2018	Encumbrance for Auditorium Management Consultant Services for	501700156	306.18	306.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107144	KYOCERA DOCUMENT SOLUTIONS NOR	03/08/2018	55T1032621	2017-2018 Fiscal Year Gen Funds	1031700065	168.65	877.15
			55T1034658	2017/2018 Rizo Materials Open PO for toner and masters *Not to exceed \$1000.00 Gen Funds	1031700025	539.83	
			55T1034682	2017/2018 *Open PO not to exceed \$2500.00 Riso E3471 lease (4) quarterly bill of \$539.83 Contract #SC4939-06 Gen Funds	1031700065	168.67	
107145	US BANK EQUIPMENT FINANCE, INC	03/08/2018	351758073	2017-18 Bldg B Copier Lease Agreement - ID#7J194 (replacement for ID#4E983)	1041700001	206.81	635.57
			351758149	Gen Funds	1031700029	205.47	
			351758248	2017/2018 17/18 School year: lease for Konica 7J193 - lease agreement #1886055 (Replacement for ID #4E941) lease expires 08/25/2019 *Not to exceed \$2500.00 Copier Agreement	501700132	223.29	
107146	US CRYOGENICS, INC.	03/08/2018	19708	2017-2018 Fiscal Year CTE Metals - Shipp - Victor Oxygen Station Regulator	3101700068	100.11	100.11

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			8 Computer	Check(s) For a Total of		3,794.81

	0	Manual	Checks For a Total of	0.
	0	Wire Transfer	Checks For a Total of	0.
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	3,794.81
Total For	8	Manual, Wire Tran, ACH & Computer Checks		3,794.81
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,794.81

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$20,237.95. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 19656 through 19670, totaling \$20,237.95

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19656	Basketball Travelers Inc	03/14/2018	18-1001	Tom Klutz - GBB - Deposit for Surf-n-Slam Tournament For the 2018-19 Season December 26-31, 2018	4021700164	500.00	500.00
657	BSN SPORTS	03/14/2018	901548854	Dusty Anchors - Softball - Equipment for the 2018 season	4021700138	413.12	1,485.21
			901606358	Andrea Kropp - Girls Tennis - Additional uniform Jackets for 2018 season	4021700166	997.29	
			901606360	Tom Klutz - GBB - End of Season Banquet Mini autographed basketballs	4021700174	74.80	
19658	FORT VANCOUVER BOOSTER CLUB	03/14/2018	FV LADY INVITE	Kim Simmons - Wrestling - Lady Trapper Invite Fort Vancouver H.S. 1/27/2018 2 athletes	4021700160	40.00	40.00
19659	MT VIEW HIGH SCHOOL	03/14/2018	01272018	Ken Bisbee - Speech and Debate Mt. View Tournament on January 26 and 27	4021700141	70.00	70.00
660	MUSICIAN'S FRIEND	03/14/2018	39562219	Bob Meek - Choir	1021700057	42.00	917.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Drums			
			39562235	Bob Meek - Choir	1021700057	170.00	
				Drums			
			39768271	Bob Meek - Choir	1021700057	221.96	
				Drums			
			39775104	Bob Meek - Choir	1021700057	330.04	
				Drums			
			39990805	Bob Meek - Choir	1021700057	153.00	
				Drums			
19661	NEFF	03/14/2018	2638242	Debbie Bentler - General Athletics	4021700002	46.52	46.52
				Not to exceed \$1800 Banner updates and purchase for the main gym JV and Varsity Cert			
19662	QUALITY INN	03/14/2018	532022649	Kim Simmons - Wrestling - State	4021700157	258.40	1,033.60
				Rooms Need 4 doubles / two singles max Nights of 2/15 and 2/16/2018			
			532022650	Kim Simmons - Wrestling - State	4021700157	258.40	
				Rooms Need 4 doubles / two singles max Nights of 2/15 and 2/16/2018			
			532022651	Kim Simmons - Wrestling - State	4021700157	258.40	
				Rooms Need 4 doubles / two singles max Nights of 2/15 and 2/16/2018			
			532022877	Kim Simmons - Wrestling - State	4021700157	258.40	
				Rooms Need 4 doubles / two singles max Nights of 2/15 and 2/16/2018			
19663	SIGNS & MORE	03/14/2018	90275	George Black - Girls Bowling Plaques for School and bowling awards	4021700154	157.56	157.56

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19664 SOUTHWEST OFFICIALS SERVICES I	03/14/2018	8112 ASB	Debbie Bentler - Officials - GBB and BBB season 2017/18 Not to Exceed \$2,000	4021700114	371.25	528.00
		8183 ASB	Debbie Bentler - Officials - GBB and BBB season 2017/18 Not to Exceed \$2,000	4021700114	156.75	
19665 Sprinters	03/14/2018	349-DESIGN	Debbie Bentler - Athletic projects RSprinters Not to Exceed 400	4021700024	20.00	20.00
19666 TRI MOUNTAIN GOLF COURSE	03/14/2018	83 ASB	Debbie Bentler - Boys Golf - Greens Fees at Tri Mt for 2017-18 season	4021700139	550.00	550.00
19667 TURSI'S	03/14/2018	5364113	Brian Newman - Boys Soccer - Socks for Fundraiser # 17-36 In and Out - Purchase socks and athletes buy them, also using up inventory from previous year	4021700169	634.79	3,182.73
		5364119	Brian Newman - Boys Soccer - Uniforms	4021700134	2,547.94	
19668 VALLEY ATHLETICS	03/14/2018	15118 asb	Nick Allen - Baseball - Triple Play Red Infield Conditioner	4021700176	509.48	509.48
19669 VARSITY SPIRIT FASHION	03/14/2018	0010366440	Stefanie Foster - Cheer - Deposit for Cheer Camp Great Wolf Lodge August 7-10 2018-19	4021700177	1,800.00	1,800.00
19670 WALSWORTH PUBLISHING COMPANY I	03/14/2018	8-13058-0	Mark Cook - Yearbook - WalsWorth 2nd Deposit for printing of yearbooks for 17-18 FR # 17-14	4021700162	9,397.85	9,397.85

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amou
			15	Computer	Check(s) For a Total of		20,237.95

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	15	Computer	Checks For a Total of	20,237.95
Total For	15	Manual, Wire Tran, ACH & Computer	Checks	20,237.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,237.95

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

As of March 27, 2018, the board, by a _____ vote, approves payments, totaling \$498.40. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 19671 through 19672, totaling \$498.40

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19671	QUALITY INN	03/08/2018	532022276	Richard Samuels - Gymnastics - State Lodging 2 gymnasts will go with 1 coach Nights of Feb 14 and 15 / One Double, One single	4021700156	227.52	455.04
			532023110	Richard Samuels - Gymnastics - State Lodging 2 gymnasts will go with 1 coach Nights of Feb 14 and 15 / One Double, One single	4021700156	227.52	
19672	RIDGEFIELD FLORAL	03/08/2018	128496	Corynn Fiechtner - Leadership - Flowers for School board Member appreciation day	4021700137	43.36	43.36

2 Computer Check(s) For a Total of 498.40

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	498.40
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	498.40
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	498.40

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$1,250.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2281 through 2281, totaling \$1,250.00

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2281	CITY OF RIDGEFIELD	02/23/2018	02222018	PRE APPLICATION CONFERENCE APPLICATION	0	1,250.00	1,250.00

1 Computer Check(s) For a Total of 1,250.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,250.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,250.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,250.00

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$254,039.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2282 through 2287, totaling \$254,039.61

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2282	COLUMBIA WEST ENGINEERING INC.	03/14/2018	16364-17	COLUMBIA WEST ENGINEERING GEOTECHNICAL CONSTRUCTION MONITORING SPECIAL INSPECITON SERVICES	2501600033	18,186.00	30,686.00
			16365-1	GEOTECHNICAL SITE INVESTIGATION - SPECIAL TESTING	2501700015	10,000.00	
			17332-1	PROFESSIONAL SERVICES-PHASE 1 ENVIRONMENTAL SITE ASSESSMENT	2501700011	2,500.00	
2283	KITTELSON & ASSOCIATES, INC.	03/14/2018	093327	PROFESSIONAL SERVICES-PRELIMINARY TRAFFIC ASSESSEMENT	2501700013	1,686.50	1,686.50
2284	LSW ARCHITECTS, INC.	03/14/2018	2016-0073-17	DESIGN AND ENGINEERING SERVICES FOR NEW 5-8 INTERMEDIATE SCHOOL - 2017 BOND PROJECT	2501600017	37,793.76	148,738.35
			2016-0073-17 RORC	RIDGEFIELD OUTDOOR RECREATION COMPLEX-RORC	2501600062	19,525.00	
			2016-0091-6	ARCHITECH AND DESIGN OF THE HIGH SCHOOL REMODEL	2501700002	91,419.59	

Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2285 R&C Management Group	03/14/2018	RSD_17	CONSTRUCTION MANAGEMENT SERVICES - 2017 BOND PROJECTS - 5-8 INTERMEDIATE SCHOOL	2501600015	47,800.00	67,822.00
		RSD_17 RHS	CONSTRUCTION MANAGEMENT SERVICES FOR RIDGEFIELD HIGH SCHOOL ADDITION. 2017 BOND PROJECT	2501600016	16,266.00	
		rsd_17 RORC	CITY OF RIDGEFIELD-RORC MANAGEMENT SERVICES	2501600063	3,756.00	
2286 RAPTOR TECHNOLOGIES, LLC	03/14/2018	86771	RAPTOR VISITOR MANAGEMENT SYSTEM EQUIPMENT 4 SCHOOL SITES.	2501700021	2,840.00	2,840.00
2287 ROBERTSON ENGINEERING, PC	03/14/2018	867	Robertson Engineering High School Modulars Wok	601700101	2,266.76	2,266.76
				6 Computer	Check(s) For a Total of	254,039.61

	0	Manual	Checks For a Total of	0.
	0	Wire Transfer	Checks For a Total of	0.0
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	254,039.61
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	254,039.61
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	254,039.61

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

As of March 13, 2018, the board, by a _____ vote, approves payments, totaling \$5,989,289.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2288 through 2288, totaling \$5,989,289.31

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2288	EMERICK CONSTRUCTION COMPANY	03/14/2018	APPLICATION # 10	GC/CM Agreement with Emerick Construction Co. for 5/6 and 7/8 schools	2501600031	5,779,217.22	5,989,289.31
			APPLICATION #10 RORC	CITY OF RIDGEFIELD-RORC 2 MINI-MACC	2501600064	210,072.09	
			1	Computer	Check(s) For a Total of		5,989,289.31

	0	Manual	Checks For a Total of	0.
	0	Wire Transfer	Checks For a Total of	0.
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,989,289.31
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,989,289.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,989,289.31



Donations Received - February 2018

Building	Donor Name	Purpose	Type of Donation	Value/Amount
District	Miscellaneous	3 Piano's fundraiser	Cash	\$1,000.00
District	Messiah Lutheran Yoga	RFRC	Cash	\$12.00
District	Unknown	RFRC	Cash	\$1.00
RHS	PGE Your Cause	General Supplies	Cash	\$480.00
RHS	Mike & Jackie Schmidt	Special Education	Cash	\$1,000.00
SR	SR PTA	Supplies	Cash	\$26.88
SR	SR PTA	Popcorn Machine - PBIS progrtam	Cash	\$184.27
UR	Benevity Community Impact Fund	General Supplies	Cash	\$45.00



Board Agenda Item

Agenda Item Number:

V. A.-B.

Meeting Date:

03/13/2018

Item:

Public Hearing

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

- A. Budget Hearing to Discuss Fixing and Adopting the Budget Extension for the 2017-18 Fiscal Year
- B. Hearing to Discuss the Proposed Changes to Public Records Act Fees

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Nathan McCann

Superintendent:

Nathan McCann

) ss:
County of Clark)

Columbian

RIDGEFIELD SCHOOL DISTRICT-L
2724 S HILLHURST ROAD
RIDGEFIELD WA 98642

REFERENCE: 72034 BUDGET HEARING
3445021 RIDGEFIELD SCHOOL DI

I, the undersigned say,

That I am over the age of eighteen and not interested in the above entitled matter; that I am now, and at all time embraced in the publication herein mentioned, was, the principal clerk of the printer of The Columbian, a daily newspaper printed, published and circulated in the said county and adjudged a newspaper of general circulation by the Superior Court of the County of Clark, State of Washington, under Proceeding No. 802006715; that the advertisement, of which the annexed is a true printed copy, was published in the above-named newspaper on the following dates, to wit:

**RIDGEFIELD SCHOOL DISTRICT
PUBLIC HEARING NOTICE**
The Board of Directors of the Ridgefield School District will hold a public hearing to discuss a Budget Extension for its General, Associated Student Body, and Transportation Funds at its regular board meeting on March 13, 2018 at 5:00 p.m. in room 311 at Ridgefield High School. A copy of the proposed budget revisions will be on file at the district office on February 21, 2018. For further information, you may call the Executive Director of Business Services at (360) 619-1307.
Feb. 21, 28 601351

PUBLISHED ON: 02/21 02/28

TOTAL COST: 65.97
FILED ON: 02/28/18

I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature Landra Burba

) ss:

County of Clark)

Columbian

RIDGEFIELD SCHOOL DISTRICT-L
2724 S HILLHURST ROAD
RIDGEFIELD WA 98642

REFERENCE: 72034 PUBLIC HEARING REQUE
3445022 RIDGEFIELD SCHOOL DI

I, the undersigned say,

That I am over the age of eighteen and not interested in the above entitled matter; that I am now, and at all time embraced in the publication herein mentioned, was, the principal clerk of the printer of The Columbian, a daily newspaper printed, published and circulated in the said county and adjudged a newspaper of general circulation by the Superior Court of the County of Clark, State of Washington, under Proceeding No. 802006715; that the advertisement, of which the annexed is a true printed copy, was published in the above-named newspaper on the following dates, to wit:

**RIDGEFIELD SCHOOL DISTRICT
PUBLIC HEARING NOTICE**
The Board of Directors of the Ridgefield School District will hold a public hearing on fees for public records requests at its regular board meeting on March 13, 2018 at 5:00 p.m. in room 311 at Ridgefield High School. A copy of the proposed fees will be available at the District office starting February 21, 2018. For further information, you may call the Executive Director of Business Services at (360) 619-1307.
Feb. 21, 28 601352

PUBLISHED ON: 02/21 02/28

TOTAL COST: 57.17
FILED ON: 02/28/18

I Certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature *Sandra Bunt*

Ridgefield School District No.122

FY ENROLLMENT AND STAFF COUNTS

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
A. FTE ENROLLMENT COUNTS 1/ (Calculate to two decimal places)			
1. Kindergarten /2	223.00	23.60	246.60
2. Grade 1	233.00	9.60	242.60
3. Grade 2	217.00	12.10	229.10
4. Grade 3	220.00	16.60	236.60
5. Grade 4	263.00	6.20	269.20
6. Grade 5	230.00	5.10	235.10
7. Grade 6	237.00	-0.40	236.60
8. Grade 7	218.00	-9.10	208.90
9. Grade 8	227.00	13.20	240.20
10. Grade 9	209.00	25.60	234.60
11. Grade 10	215.00	4.00	219.00
12. Grade 11 (excluding Running Start)	200.00	-34.40	165.60
13. Grade 12 (excluding Running Start)	155.30	-2.00	153.30
14. SUBTOTAL	2,847.30	70.10	2,917.40
15. Running Start	77.00	-7.00	70.00
16. Dropout Reengagement Enrollment	0.00	0.00	0.00
17. ALE Enrollment	13.00	-7.00	6.00
18. TOTAL K-12	2,937.30	56.10	2,993.40
B. STAFF COUNTS (calculate to three decimal places)			
1. General Fund FTE Certificated Employees	192.024	-2.861	189.163
2. General Fund FTE Classified Employees	66.273	2.305	68.578

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

Ridgefield School District No.122

SUMMARY OF GENERAL FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
REVENUES AND OTHER FINANCING SOURCES			
1000 Local Taxes	6,256,464	0	6,256,464
2000 Local Nontax Support	1,100,535	-165,300	935,235
3000 State, General Purpose	20,285,323	605,464	20,890,787
4000 State, Special Purpose	4,494,543	57,475	4,552,018
5000 Federal, General Purpose	0	0	0
6000 Federal, Special Purpose	1,069,443	32,000	1,101,443
7000 Revenues from Other School Districts	13,000	0	13,000
8000 Revenues from Other Entities	0	0	0
9000 Other Financing Sources	0	0	0
A. TOTAL REVENUES AND OTHER FINANCING SOURCES	33,219,308	529,639	33,748,947
EXPENDITURES			
00 Regular Instruction	19,652,647	-643,154	19,009,493
10 Federal Stimulus	0	0	0
20 Special Education Instruction	4,109,418	-98,705	4,010,713
30 Vocational Education Instruction	1,159,833	17,500	1,177,333
40 Skill Center Instruction	0	0	0
50 and 60 Compensatory Education Instruction	799,608	46,875	846,483
70 Other Instructional Programs	190,443	23,022	213,465
80 Community Services	168,037	72,150	240,187
90 Support Services	7,253,919	282,312	7,536,231
B. TOTAL EXPENDITURES	33,333,905	-300,000	33,033,905
C. OTHER FINANCING USES--TRANSFERS OUT (G.L.536) 1/	177,000	500,000	677,000
D. OTHER FINANCING USES (G.L.535) 2/	0	0	0
E. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES (A-B-C-D)	-291,597	329,639	38,042
BEGINNING FUND BALANCE			
G.L.810 Restricted for Other Items	100,000	-34,124	65,876
G.L.815 Restricted for Unequalized Deductible Revenue	0	0	0
G.L.821 Restricted for Carryover of Restricted Revenues	0	11,974	11,974
G.L.825 Restricted for Skill Center	0	0	0
G.L.828 Restricted for Carryover of Food Service Revenue	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0

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Ridgefield School District No.122
SUMMARY OF GENERAL FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
G.L.840 Nonspendable Fund Balance-Inventory & Prepaid Items	0	181,204	181,204
G.L.845 Restricted for Self-Insurance	0	0	0
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	500,000	250,000	750,000
G.L.872 Committed to Economic Stabilization	0	0	0
G.L.875 Assigned to Contingencies	0	0	0
G.L.884 Assigned to Other Capital Projects	0	0	0
G.L.888 Assigned to Other Purposes	650,000	394,976	1,044,976
G.L.890 Unassigned Fund Balance	28,859	2,027,353	2,056,212
G.L.891 Unassigned to Minimum Fund Balance Policy	2,345,763	-2,345,763	0
F. TOTAL BEGINNING FUND BALANCE	3,624,622	485,620	4,110,242
G. G.L.898 PRIOR YEAR CORRECTIONS OR RESTATEMENTS(+ OR -)	XXXXX	XXXXX	XXXXX
ENDING FUND BALANCE			
G.L.810 Restricted for Other Items	100,000	-34,124	65,876
G.L.815 Restricted for Unequalized Deductible Revenue	0	0	0
G.L.821 Restricted for Carryover of Restricted Revenues	0	22,645	22,645
G.L.825 Restricted for Skill Center	0	0	0
G.L.828 Restricted for Carryover of Food Service Revenue	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0
G.L.840 Nonspendable Fund Balance-Inventory & Prepaid Items	0	0	0
G.L.845 Restricted for Self-Insurance	0	200,000	200,000
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	0	0	0
G.L.872 Committed to Economic Stabilization	500,000	500,000	1,000,000
G.L.875 Assigned to Contingencies	0	0	0
G.L.884 Assigned to Other Capital Projects	0	0	0
G.L.888 Assigned to Other Purposes	0	0	0
G.L.890 Unassigned Fund Balance	387,262	112,738	500,000
G.L.891 Unassigned to Minimum Fund Balance Policy	0	0	0
H. TOTAL ENDING FUND BALANCE (E+F, +OR-G) 3/	2,345,763	14,000	2,359,763
	3,333,025	815,259	4,148,284

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

Ridgefield Schc District No.122

SUMMARY OF GENERAL FUND BUDGET

2/ G.L.535 is an account that is used to summarize actions for other financing uses such as long-term financing and debt extinguishments. Nonvoted debts may be serviced in the Debt Service Fund (DSF) rather than in the fund that received the debt proceeds. In order to provide the resources to retire the debt, a transfer is used by the General Fund, Capital Projects Fund, or Transportation Vehicle Fund to transfer resources to the DSF. Refer to Page DS4 for detail of estimated outstanding nonvoted bond detail information.

3/ Line H must be equal to or greater than all restricted fund balances.

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Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
LOCAL TAXES			
1100 Local Property Tax	6,256,464	0	6,256,464
1300 Sale of Tax Title Property	0	0	0
1400 Local in lieu of Taxes	0	0	0
1500 Timber Excise Tax	0	0	0
1600 County-Administered Forests	0	0	0
1900 Other Local Taxes	0	0	0
1000 TOTAL LOCAL TAXES	6,256,464	0	6,256,464
LOCAL SUPPORT NONTAX			
2100 Tuitions and Fees, Unassigned	167,160	8,900	176,060
2122 Special Ed-Infants and Toddlers-Tuition and Fees	0	0	0
2131 Secondary Vocational Education Tuition	0	0	0
2145 Skill Center Tuitions and Fees	0	0	0
2171 Traffic Safety Education Fees	0	0	0
2173 Summer School Tuition and Fees	2,000	0	2,000
2186 Community School Tuition and Fees	130,000	10,000	140,000
2188 Childcare Tuitions and Fees	0	0	0
2200 Sales of Goods, Supplies, and Services, Unassigned	349,875	-249,032	100,843
2231 Secondary Voc. Ed., Sales of Goods, Supplies, and Svcs	0	0	0
2245 Skill Center, Sales of Goods, Supplies and Services	0	0	0
2288 Childcare, Sales of Goods, Supplies and Services	0	0	0
2289 Other Community Svcs Sales of Goods, Supplies and Svcs	0	0	0
2298 School Food Services, Sales of Goods, Supplies and Svcs	304,200	25,000	329,200
2300 Investment Earnings	24,000	15,000	39,000
2400 Interfund Loan Interest Earnings	0	0	0
2500 Gifts and Donations	86,350	22,722	109,072
2600 Fines and Damages	1,150	1,990	3,140
2700 Rentals and Leases	1,800	0	1,800
2800 Insurance Recoveries	0	0	0
2900 Local Support Nontax, Unassigned	11,000	120	11,120
2910 E-Rate	23,000	0	23,000
2000 TOTAL LOCAL SUPPORT NONTAX	1,100,535	-165,300	935,235
STATE, GENERAL PURPOSE			
3100 Apportionment	19,830,798	561,225	20,392,023

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Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
3121 Special Education--General Apportionment	454,525	44,239	498,764
3300 Local Effort Assistance	0	0	0
3600 State Forests	0	0	0
3900 Other State General Purpose, Unassigned	0	0	0
3000 TOTAL STATE, GENERAL PURPOSE	20,285,323	605,464	20,890,787
STATE, SPECIAL PURPOSE			
4100 Special Purpose, Unassigned	0	0	0
4121 Special Education	2,212,336	27,697	2,240,033
4122 Special Ed-Infants and Toddlers-State	63,017	0	63,017
4126 State Institutions, Special Education	0	0	0
4155 Learning Assistance	331,585	18,293	349,878
4156 State Institutions, Centers, and Homes, Delinquent	0	0	0
4158 Special and Pilot Programs	101,744	10,000	111,744
4159 Institutions-Juveniles in Adult Jails	0	0	0
4165 Transitional Bilingual	112,494	-815	111,679
4174 Highly Capable	65,237	2,000	67,237
4188 Childcare	0	0	0
4198 School Food Services	8,130	0	8,130
4199 Transportation--Operations	1,600,000	0	1,600,000
4300 Other State Agencies, Unassigned	0	300	300
4321 Special Education--Other State Agencies	0	0	0
4322 Special Education-Infants and Toddlers-State	0	0	0
4326 State Institutions--Special Education--Other State Agcs	0	0	0
4356 State Insts, Ctrs, Homes, Delinquent--Other St. Agcs	0	0	0
4358 Speical and Pilot Programs--Other State Agencies	0	0	0
4365 Transitional Bilingual--Other State Agencies	0	0	0
4388 Childcare--Other State Agencies	0	0	0
4398 School Food Services--Other State Agencies	0	0	0
4399 Transportation--Operations--Other State Agencies	0	0	0
4000 TOTAL STATE, SPECIAL PURPOSE	4,494,543	57,475	4,552,018
FEDERAL, GENERAL PURPOSE			
5200 General Purpose Direct Federal Grants, Unassigned	0	0	0
5300 Impact Aid, Maintenance and Operation	0	0	0
5329 Impact Aid, Special Education Funding	0	0	0

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Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
5400 Federal in lieu of Taxes	0	0	0
5500 Federal Forests	0	0	0
5600 Qualified Bond Interest Credit - Federal	0	0	0
5000 TOTAL FEDERAL, GENERAL PURPOSE	0	0	0
FEDERAL, SPECIAL PURPOSE			
6100 Special Purpose, OSPI, Unassigned	0	0	0
6121 Special Education--Medicaid Reimbursement	0	0	0
6122 Special Ed-Infants and Toddlers-Medicaid Reimbursements	0	0	0
6124 Special Education--Supplemental	435,441	0	435,441
6125 Special Education-Infants and Toddlers-Federal	0	0	0
6138 Secondary Vocational Education	0	0	0
6146 Skill Center	0	0	0
6151 Disadvantaged ESEA Disadvantaged, Fed	200,659	22,000	222,659
6152 School Improve, Fed Other Title Grants under ESEA, Fed	47,000	0	47,000
6153 Migrant ESEA Migrant, Federal	0	0	0
6154 Reading First, Federal	0	0	0
6157 Institutions, Neglected and Delinquent	0	0	0
6161 Head Start	0	0	0
6162 Math & Science--Professional Development	0	0	0
6164 Limited English Proficiency (formerly Bilingual)	11,343	0	11,343
6167 Indian Education JOM	0	0	0
6168 Indian Education, ED	0	0	0
6176 Targeted Assistance	0	0	0
6178 Youth Training Programs	0	0	0
6188 Childcare	0	0	0
6189 Other Community Services	0	0	0
6198 School Food Services	0	0	0
6199 Transportation--Operations	310,000	0	310,000
6200 Direct Special Purpose Grants	0	0	0
6221 Special Education--Medicaid Reimbursement	0	0	0
6222 Special Ed-Infants and Toddlers-Medicaid Reimbursements	0	0	0
6224 Special Education--Supplemental	0	0	0
6225 Special Education-Infants and Toddlers-Federal	0	0	0
6238 Secondary Vocational Education	0	0	0

Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
6246 Skill Center	0	0	0
6251 Disadvantaged ESEA Disadvantaged, Fed	0	0	0
6252 School Improve, Fed Other Title Grants under ESEA, Fed	0	0	0
6253 ESEA Migrant, Federal	0	0	0
6254 Reading First, Federal	0	0	0
6257 Institutions, Neglected and Delinquent	0	0	0
6261 Head Start	0	0	0
6262 Math & Science--Professional Development	0	0	0
6264 Limited English Proficiency (formerly Bilingual)	0	0	0
6267 Indian Education JOM	0	0	0
6268 Indian Education, ED	0	0	0
6276 Targeted Assistance	0	0	0
6278 Youth Training, Direct Grants	0	0	0
6288 Childcare	0	0	0
6289 Other Community Services	0	0	0
6298 School Food Services	0	0	0
6299 Transportation--Operations	0	0	0
6300 Federal Grants Through Other Agencies, Unassigned	0	0	0
6310 Medicaid Administrative Match	0	0	0
6318 Federal Stimulus--Competitive Grants	0	0	0
6321 Special Education--Medicaid Reimbursement	0	0	0
6322 Special Ed-Infants and Toddlers-Medicaid Reimbursements	0	0	0
6324 Special Education--Supplemental	0	10,000	10,000
6325 Special Education-Infants and Toddlers-Federal	0	0	0
6338 Secondary Vocational Education	0	0	0
6346 Skill Center	0	0	0
6351 Disadvantaged ESEA Disadvantaged, Fed	0	0	0
6352 School Improve, Fed Other Title Grants under ESEA, Fed	0	0	0
6353 Migrant ESEA Migrant, Federal	0	0	0
6354 Reading First, Federal	0	0	0
6357 Institutions, Neglected and Delinquent	0	0	0
6361 Head Start	0	0	0
6362 Math & Science--Professional Development	0	0	0
6364 Limited English Proficiency (formerly Bilingual)	0	0	0

Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
6367 Indian Education JOM	0	0	0
6368 Indian Education, ED	0	0	0
6376 Targeted Assistance	0	0	0
6378 Youth Training Programs	0	0	0
6388 Childcare	0	0	0
6389 Other Community Services	0	0	0
6398 School Food Services	0	0	0
6399 Transportation--Operations	0	0	0
6998 USDA Commodities	65,000	0	65,000
6000 TOTAL FEDERAL, SPECIAL PURPOSE	1,069,443	32,000	1,101,443
REVENUES FROM OTHER SCHOOL DISTRICTS			
7100 Program Participation, Unassigned	13,000	0	13,000
7121 Special Education	0	0	0
7122 Special Education-Infants and Toddlers	0	0	0
7131 Vocational Education	0	0	0
7145 Skill Center	0	0	0
7189 Other Community Services	0	0	0
7197 Support Services	0	0	0
7198 School Food Services	0	0	0
7199 Transportation	0	0	0
7301 Nonhigh Participation	0	0	0
7000 TOTAL REVENUES FROM OTHER SCHOOL DISTRICTS	13,000	0	13,000
REVENUES FROM OTHER ENTITIES			
8100 Governmental Entities	0	0	0
8188 Childcare	0	0	0
8189 Community Services	0	0	0
8198 School Food Services	0	0	0
8199 Transportation	0	0	0
8200 Private Foundations	0	0	0
8500 Nonfederal, ESD	0	0	0
8521 Educational Service Districts-Special Education	0	0	0
8522 Ed Service Districts-Special Ed-Infants and Toddlers	0	0	0
8000 TOTAL REVENUES FROM OTHER ENTITIES	0	0	0
OTHER FINANCING SOURCES			

Ridgefield School District No.122

GENERAL FUND BUDGET--REVENUES AND OTHER FINANCING SOURCES

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
9100 Sale of Bonds	0	0	0
9300 Sale of Equipment	0	0	0
9400 Compensated Loss of Fixed Assets	0	0	0
9500 Long-Term Financing	0	0	0
9900 Transfers	0	0	0
9000 TOTAL OTHER FINANCING SOURCES	0	0	0
TOTAL REVENUES AND OTHER FINANCING SOURCES	33,219,308	529,639	33,748,947

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Ridgefield School District No.122

EXPENDITURE BY PROGRAM

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
REGULAR INSTRUCTION			
01 Basic Education	19,542,437	-620,154	18,922,283
02 Alternative Learning Experience	95,210	-36,000	59,210
03 Basic Education - Dropout Reengagement	15,000	13,000	28,000
00 TOTAL REGULAR INSTRUCTION	19,652,647	-643,154	19,009,493
FEDERAL STIMULUS			
18 Federal Stimulus - Competitive Grants	0	0	0
10 TOTAL FEDERAL STIMULUS	0	0	0
SPECIAL EDUCATION INSTRUCTION			
21 Special Education, Supplemental, State	3,618,801	-104,000	3,514,801
22 Special Education, Infants and Toddlers, State	59,866	0	59,866
24 Special Education, Supplemental, Federal	430,751	5,295	436,046
25 Special Education, Infants and Toddlers, Federal	0	0	0
26 Special Education, Institutions, State	0	0	0
29 Special Education, Other, Federal	0	0	0
20 TOTAL SPECIAL EDUCATION INSTRUCTION	4,109,418	-98,705	4,010,713
VOCATIONAL EDUCATION INSTRUCTION			
31 Vocational, Basic, State	740,889	59,500	800,389
34 Middle School Career and Technical Education, State	418,944	-42,000	376,944
38 Vocational, Federal	0	0	0
39 Vocational, Other Categorical	0	0	0
30 TOTAL VOCATIONAL EDUCATION INSTRUCTION	1,159,833	17,500	1,177,333
SKILL CENTER INSTRUCTION			
45 Skill Center, Basic, State	0	0	0
46 Skill Center, Federal	0	0	0
40 TOTAL SKILL CENTER INSTRUCTION	0	0	0
COMPENSATORY EDUCATION INSTRUCTION			
51 Disadvantaged (formerly Remediation) ESEA Disadvantaged, Federal	200,441	32,654	233,095
52 School Improvement, Federal Other Title Grants under ESEA, Federal	43,836	0	43,836
53 Migrant ESEA Migrant, Federal	0	0	0
54 Reading First, Federal	0	0	0
55 Learning Assistance Program (LAP), State	332,846	0	332,846
56 State Institutions, Centers and Homes, Delinquent	0	0	0

Ridgefield Sch. District No.122

EXPENDITURE BY PROGRAM

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
57 State Institutions, Neglected and Delinquent, Federal	0	0	0
58 Special and Pilot Programs, State	99,383	14,797	114,180
59 Institutions - Juveniles in Adult Jails	0	0	0
61 Head Start, Federal	0	0	0
62 Math and Science, Professional Development, Federal	0	0	0
64 Limited English Proficiency, Federal	11,343	-576	10,767
65 Transitional Bilingual, State	111,759	0	111,759
67 Indian Education, Federal, JOM	0	0	0
68 Indian Education, Federal, ED	0	0	0
69 Compensatory, Other	0	0	0
50 and 60 TOTAL COMPENSATORY EDUCATION INSTRUCTION	799,608	46,875	846,483
OTHER INSTRUCTIONAL PROGRAMS			
71 Traffic Safety	0	0	0
73 Summer School	4,116	0	4,116
74 Highly Capable	62,512	0	62,512
75 Professional Development, State	0	0	0
76 Targeted Assistance, Federal	0	0	0
78 Youth Training Programs, Federal	0	0	0
79 Instructional Programs, Other	123,815	23,022	146,837
70 TOTAL OTHER INSTRUCTIONAL PROGRAMS	190,443	23,022	213,465
COMMUNITY SERVICES			
81 Public Radio/Television	0	0	0
86 Community Schools	168,037	0	168,037
88 Childcare	0	0	0
89 Other Community Services	0	72,150	72,150
80 TOTAL COMMUNITY SERVICES	168,037	72,150	240,187
SUPPORT SERVICES			
97 District-wide Support	4,726,589	286,812	5,013,401
98 School Food Services	687,330	-4,500	682,830
99 Pupil Transportation	1,840,000	0	1,840,000
90 TOTAL SUPPORT SERVICES	7,253,919	282,312	7,536,231
TOTAL PROGRAM EXPENDITURES	33,333,905	-300,000	33,033,905

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Ridgefield School District No.122

PROGRAM SUMMARY BY OBJECT OF EXPENDITURE

Program	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
01 Basic Education	18,922,283	0	10,660,835	1,262,028	4,643,219	1,007,713	1,255,405	32,083	61,000
02 ALE	59,210	0	0	10,497	9,713	0	39,000	0	0
03 Basic Education - Dropout Reengagement	28,000	0	0	0	0	0	28,000	0	0
TOTAL REGULAR INSTRUCTION	19,009,493	0	10,660,835	1,272,525	4,652,932	1,007,713	1,322,405	32,083	61,000
18 Federal Stimulus - Competitive Grants	0	0	0	0	0	0	0	0	0
TOTAL FEDERAL STIMULUS	0	0	0	0	0	0	0	0	0
21 Sp Ed, Sup, St	3,514,801	0	1,282,869	855,486	944,824	43,900	375,322	12,400	0
22 Sp Ed, I&T, St	59,866	0	0	0	0	0	59,866	0	0
24 Sp Ed, Sup, Fed	436,046	0	301,005	4,412	130,629	0	0	0	0
25 Sp Ed, I&T, Fed	0	0	0	0	0	0	0	0	0
26 Sp Ed, Inst, St	0	0	0	0	0	0	0	0	0
29 Sp Ed, Oth, Fed	0	0	0	0	0	0	0	0	0
TOTAL SPECIAL EDUCATION INSTRUCTION	4,010,713	0	1,583,874	859,898	1,075,453	43,900	435,188	12,400	0
31 Voc, Basic, St	800,389	0	363,993	5,664	155,521	107,126	141,665	26,420	0
34 MidSchCar/Tec	376,944	0	152,804	23,289	82,901	38,875	18,575	4,500	56,000
38 Voc, Fed	0	0	0	0	0	0	0	0	0
39 Voc, Other	0	0	0	0	0	0	0	0	0

Ridgefield School District No.122

PROGRAM SUMMARY BY OBJECT OF EXPENDITURE

Program	Total Object	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
TOTAL VOCATIONAL EDUCATION INSTRUCTION	1,177,333	0	0	516,797	28,953	238,422	146,001	160,240	30,920	56,000
45 Skill Cnt, Bas, St	0	0	0	0	0	0	0	0	0	0
46 Skill Cntr, Fed	0	0	0	0	0	0	0	0	0	0
TOTAL SKILL CENTER INSTRUCTION	0	0	0	0	0	0	0	0	0	0
51 ESEA Disadvantaged, Federal	233,095	0	0	59,138	71,081	59,055	22,203	7,868	13,750	0
52 Other Title Grants under ESEA, Federal	43,836	0	0	34,444	0	3,392	3,000	3,000	0	0
53 Migrant, Fed	0	0	0	0	0	0	0	0	0	0
54 Read First, Fed	0	0	0	0	0	0	0	0	0	0
55 IAP	332,846	0	0	150,871	66,773	97,622	4,900	9,788	2,892	0
56 St In, Ctr/Hm, D	0	0	0	0	0	0	0	0	0	0
57 St In, N/D, Fed	0	0	0	0	0	0	0	0	0	0
58 Sp/Plt Pgm, St	114,180	0	0	89,596	0	20,519	1,603	1,500	962	0
59 I-JAJ	0	0	0	0	0	0	0	0	0	0
61 Head Start, Fed	0	0	0	0	0	0	0	0	0	0
62 MS, Pro DV, Fed	0	0	0	0	0	0	0	0	0	0
64 LEP, Fed	10,767	0	0	0	0	0	0	10,767	0	0
65 Tran Billing, St	111,759	0	0	40,967	38,250	32,272	0	270	0	0
67 Ind Ed, Fd, JOM	0	0	0	0	0	0	0	0	0	0
68 Ind Ed, Fd, ED	0	0	0	0	0	0	0	0	0	0

Ridgefield School District No.122

PROGRAM SUMMARY BY OBJECT OF EXPENDITURE

Program	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
69 Comp, Othr	0	0	0	0	0	0	0	0	0
TOTAL COMPENSATORY EDUCATION INSTRUCTION	846,483	0	375,016	176,104	212,860	31,706	33,193	17,604	0
71 Traffic Safety	0	0	0	0	0	0	0	0	0
73 Summer School	4,116	0	3,200	0	916	0	0	0	0
74 Highly Capable	62,512	0	16,286	0	6,301	2,000	35,625	2,300	0
75 Prof Dev, State	0	0	0	0	0	0	0	0	0
76 Target Asst, Fed	0	0	0	0	0	0	0	0	0
78 Yth Trg Pm, Fed	0	0	0	0	0	0	0	0	0
79 Inst Pgm, Othr	146,837	0	14,090	29,952	19,348	64,614	17,333	1,500	0
TOTAL OTHER INSTRUCTIONAL PROGRAMS	213,465	0	33,576	29,952	26,565	66,614	52,958	3,800	0
81 Public Radio/TV	0	0	0	0	0	0	0	0	0
86 Comm Schools	168,037	0	0	70,627	26,910	19,500	50,000	1,000	0
88 Childcare	0	0	0	0	0	0	0	0	0
89 Othr Comm Srv	72,150	0	0	11,500	5,650	5,000	0	0	50,000
TOTAL COMMUNITY SERVICES	240,187	0	0	82,127	32,560	24,500	50,000	1,000	50,000
97 Distwide Suppt	5,013,401	0	337,540	1,215,525	629,561	279,138	2,483,462	35,175	33,000
98 Schl Food Serv	682,830	0	0	0	0	8,400	674,430	0	0
99 Pupil Transp	1,840,000	0	0	0	0	0	1,840,000	0	0
TOTAL SUPPORT SERVICES	7,536,231	0	337,540	1,215,525	629,561	287,538	4,997,892	35,175	33,000

Ridgefield School District No. 122

PROGRAM SUMMARY BY OBJECT OF EXPENDITURE

Total Object	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
33,033,905	0	0	13,507,638	3,665,084	6,868,353	1,607,972	7,051,876	132,982	200,000
OBJECT TOTALS									

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Ridgefield School No. 122
 PROGRAM 01 - Basic Education

OBJECTS OF EXPENDITURE

Activity	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	50,185	0	0	33,838	15,347	0	1,000	0	0
22 Lrn Resrc	418,170	0	171,232	78,632	126,141	17,630	24,285	250	0
23 Princ Off	1,748,124	0	845,161	379,862	459,746	21,754	37,822	3,779	0
24 Guid/Coun	567,043	0	379,948	15,000	161,895	1,200	8,400	600	0
25 Pupil M/S	3,000	0	0	0	0	3,000	0	0	0
26 Health	225,891	0	0	80,043	53,771	2,577	89,500	0	0
27 Teaching	13,684,245	0	8,847,231	370,670	3,576,843	217,059	662,307	10,135	0
28 Extracur	1,118,147	0	272,619	303,983	200,109	5,500	266,436	8,500	61,000
29 Pmt to SD	14,500	0	0	0	0	14,500	0	0	0
31 InstProDev	361,881	0	135,244	0	49,025	20,853	148,940	7,819	0
32 Inst Tech	203,324	0	0	0	0	202,324	1,000	0	0
33 Curriculum	527,773	0	9,400	0	342	515,816	1,215	1,000	0
Total	18,922,283	0	10,660,835	1,262,028	4,643,219	1,007,713	1,255,405	32,083	61,000

FTE PROGRAM STAFF

153.377 20.669

Ridgefield School No. 122
 PROGRAM 02 - Alternative Learning Experience

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	20,210	0	0	10,497	9,713	0	0	0	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	39,000	0	0	0	0	0	39,000	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	59,210	0	0	10,497	10,497	9,713	0	39,000	0	0

FTE PROGRAM STAFF

0.000 0.275

75

Ridgefield School No. 122
 PROGRAM 03 - Basic Education - Dropout Reengagement

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	0	0	0	0	0	0	0	0	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	15,000							15,000		
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	13,000							13,000		
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	28,000	0	0	0	0	0	0	28,000	0	0

FTE PROGRAM STAFF

0.000 0.000

Ridgefield School No. 122
 PROGRAM 21 - Special Education, Supplemental, State

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	256,656	0	0	103,740	78,000	62,756	500	8,960	2,700	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	1,115,259	0	0	580,521	96,520	269,418	14,000	148,800	6,000	0
27 Teaching	1,949,869	0	0	598,608	680,966	612,650	29,400	24,745	3,500	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	186,317	0	0	0	0	0	0	186,317	0	0
31 InstProDev	6,700	0	0	0	0	0	0	6,500	200	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	3,514,801	0	1,282,869	1,282,869	855,486	944,824	43,900	375,322	12,400	0

FTE PROGRAM STAFF

18.024 19.787

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Ridgefield School No. 122

PROGRAM 22 - Special Education, Infants and Toddlers, State

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	0	0	0	0	0	0	0	0	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	59,866	0	0	0	0	0	0	59,866	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	59,866	0	0	0	0	0	0	59,866	0	0
FTE PROGRAM STAFF		0.000		0.000						

Ridgefield School No. 122
 PROGRAM 24 - Special Education, Supplemental, Federal

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	84,720	0	0	60,104	0	24,616	0	0	0	0
27 Teaching	351,326	0	0	240,901	4,412	106,013	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	436,046	0	0	301,005	4,412	130,629	0	0	0	0
FTE PROGRAM STAFF				5.000	0.138					

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Ridgefield School No. 122
 PROGRAM 31 - Vocational, Basic, State

OBJECTS OF EXPENDITURE

Activity	Total	(0)		(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
		Debit Transfer	Debit Transfer								
21 Supv Inst	53,501	0	0	25,995	5,664	13,237	0	8,105	500	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	28,087	0	0	18,279	0	6,553	0	3,255	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0	0
27 Teaching	666,442	0	0	318,319	0	135,566	89,897	116,740	5,920	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0	0
31 InstProDev	32,130	0	0	1,400	0	165	0	10,565	20,000	0	0
32 Inst Tech	10,440	0	0	0	0	0	7,440	3,000	0	0	0
33 Curriculum	9,789	0	0	0	0	0	9,789	0	0	0	0
Total	800,389	0	0	363,993	5,664	155,521	107,126	141,665	26,420	0	0
FTE PROGRAM STAFF				5.556	0.124						

Ridgefield School No. 122

PROGRAM 34 - Middle School Career and Technical Education, State

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	42,187	0	0	21,836	3,972	11,804	0	2,575	2,000	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	6,126	0	0	3,129	0	1,847	0	1,150	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
27 Teaching	250,631	0	0	127,839	19,317	69,250	23,875	9,850	500	0
28 Extracur	9,000	0	0	0	0	0	5,000	2,000	2,000	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	3,000	0	0	0	0	0	0	3,000	0	0
32 Inst Tech	61,000	0	0	0	0	0	5,000	0	0	56,000
33 Curriculum	5,000	0	0	0	0	0	5,000	0	0	0
Total	376,944	0	0	152,804	23,289	82,901	38,875	18,575	4,500	56,000
FTE PROGRAM STAFF				2.266	0.760					

Ridgefield School No. 122

PROGRAM 51 - Disadvantaged (formerly Remediation) ESEA Disadvantaged, Federal

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
15 Pblc Rltn	0	0	0	0	0	0	0	0	0	0
21 Supv Inst	38,902	0	0	22,876	4,308	10,638	0	330	750	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	152,427	0	0	14,354	66,773	47,619	22,203	1,478	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	41,766	0	0	21,908	0	798	0	6,060	13,000	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
63 Oper Bldg	0	0	0	0	0	0	0	0	0	0
64 Maintnce	0	0	0	0	0	0	0	0	0	0
65 Utilities	0	0	0	0	0	0	0	0	0	0
Total	233,095	0	0	59,138	71,081	59,055	22,203	7,868	13,750	0

FTE PROGRAM STAFF

0.400 1.780

Ridgefield School No. 122

PROGRAM 52 - School Improvement, Federal Other Title Grants under ESEA, Federal

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
15 Pblc Rltn	0	0	0	0	0	0	0	0	0	0
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	0	0	0	0	0	0	0	0	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	43,836	0	0	34,444	0	3,392	3,000	3,000	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
63 Oper Bldg	0	0	0	0	0	0	0	0	0	0
64 Maintnce	0	0	0	0	0	0	0	0	0	0
65 Utilities	0	0	0	0	0	0	0	0	0	0
91 Publ Actv	0	0	0	0	0	0	0	0	0	0
Total	43,836	0	0	34,444	0	3,392	3,000	3,000	0	0
FTE PROGRAM STAFF	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

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Ridgefield School No. 122
 PROGRAM 55 - Learning Assistance Program (LAP), State

OBJECTS OF EXPENDITURE

Activity	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	30,829	0	21,836	0	7,413	500	330	750	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0
27 Teaching	294,317	0	129,035	66,773	90,209	2,000	5,300	1,000	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0
31 InstProDev	6,300	0	0	0	0	1,000	4,158	1,142	0
32 Inst Tech	1,400	0	0	0	0	1,400	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0
Total	332,846	0	150,871	66,773	97,622	4,900	9,788	2,892	0
FTE PROGRAM STAFF			1.830	1.780					

Ridgefield School No. 122
 PROGRAM 58 - Special and Pilot Programs, State

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	105,524	0	82,737	0	19,684	1,603	1,500	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	8,656	0	6,859	0	835	0	0	962	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	114,180	0	89,596	0	20,519	1,603	1,500	962	0	0

FTE PROGRAM STAFF

0.000 0.000

Ridgefield School No. 122
 PROGRAM 64 - Limited English Proficiency, Federal

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
27 Teaching	8,767	0	0	0	0	0	0	8,767	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	2,000	0	0	0	0	0	0	2,000	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	10,767	0	0	0	0	0	0	10,767	0	0
FTE PROGRAM STAFF		0.000		0.000						0

Ridgefield School No. 122
 PROGRAM 65 - Transitional Bilingual, State

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	11,141	0	0	8,318	0	2,823	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
27 Teaching	100,618	0	0	32,649	38,250	29,449	0	270	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	111,759	0	0	40,967	38,250	32,272	0	270	0	0
FTE PROGRAM STAFF				0.480	1.086					

Ridgefield School No. 122
 PROGRAM 73 - Summer School

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	4,116	0	0	3,200	0	916	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
Total	4,116	0	0	3,200	0	916	0	0	0	0
FTE PROGRAM STAFF				0.000	0.000					

Ridgefield School No. 122
 PROGRAM 74 - Highly Capable

OBJECTS OF EXPENDITURE

Activity	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	4,178	0	3,119	0	1,059	0	0	0	0
22 Lrn Resrc	0	0	0	0	0	0	0	0	0
24 Guid/Coun	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0
26 Health	0	0	0	0	0	0	0	0	0
27 Teaching	22,909	0	13,167	0	5,242	2,000	2,000	500	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0
31 InstProDev	35,425	0	0	0	0	0	33,625	1,800	0
32 Inst Tech	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0
Total	62,512	0	16,286	0	6,301	2,000	35,625	2,300	0
FTE PROGRAM STAFF	0.230	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Ridgefield School No. 122
 PROGRAM 79 - Instructional Programs, Other

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
22 Lrn Resrc	500	0	0	0	0	0	500	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0	0
24 Guid/Coun	400	0	0	0	0	0	400	0	0	0
25 Pupil M/S	300	0	0	0	0	0	300	0	0	0
26 Health	0	0	0	0	0	0	0	0	0	0
27 Teaching	61,100	0	0	0	0	0	50,267	10,833	0	0
28 Extracur	8,000	0	0	0	0	0	2,500	5,500	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	22,722	0	14,090	0	0	1,985	4,147	1,000	1,500	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
62 Grnd Mnt	0	0	0	0	0	0	0	0	0	0
63 Oper Bldg	0	0	0	0	0	0	0	0	0	0
64 Maintnce	0	0	0	0	0	0	0	0	0	0
65 Utilities	0	0	0	0	0	0	0	0	0	0
68 Insurance	0	0	0	0	0	0	0	0	0	0
91 Publ Actv	53,815	0	0	29,952	0	17,363	6,500	0	0	0
Total	146,837	0	14,090	29,952	19,348	17,333	64,614	17,333	1,500	0
FTE PROGRAM STAFF			0.000	0.600						

Ridgefield School No. 122
 PROGRAM 86 - Community Schools

OBJECTS OF EXPENDITURE

Activity	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	72,687	0	0	50,627	22,060	0	0	0	0
23 Princ Off	0	0	0	0	0	0	0	0	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0
27 Teaching	95,350	0	0	20,000	4,850	19,500	50,000	1,000	0
28 Extracur	0	0	0	0	0	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0
63 Oper Bldg	0	0	0	0	0	0	0	0	0
65 Utilities	0	0	0	0	0	0	0	0	0
68 Insurance	0	0	0	0	0	0	0	0	0
91 Publ Actv	0	0	0	0	0	0	0	0	0
Total	168,037	0	0	70,627	26,910	19,500	50,000	1,000	0
FTE PROGRAM STAFF	0.000			1.000					0

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Ridgefield School No. 122
 PROGRAM 89 - Other Community Services

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
21 Supv Inst	0	0	0	0	0	0	0	0	0	0
27 Teaching	0	0	0	0	0	0	0	0	0	0
28 Extracur	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
31 InstProDev	0	0	0	0	0	0	0	0	0	0
32 Inst Tech	0	0	0	0	0	0	0	0	0	0
33 Curriculum	0	0	0	0	0	0	0	0	0	0
42 Food	0	0	0	0	0	0	0	0	0	0
44 Operation	0	0	0	0	0	0	0	0	0	0
63 Oper Bldg	72,150	0	0	11,500	5,650	0	5,000	0	0	50,000
65 Utilities	0	0	0	0	0	0	0	0	0	0
68 Insurance	0	0	0	0	0	0	0	0	0	0
91 Publ Actv	0	0	0	0	0	0	0	0	0	0
Total	72,150	0	0	11,500	5,650	0	5,000	0	0	50,000
FTE PROGRAM STAFF		0.000		0.300						

Ridgefield School No. 122
 PROGRAM 97 - District-wide Support

OBJECTS OF EXPENDITURE

Activity	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
11 Bd of Dir	217,518	0		7,000	593	3,050	205,625	1,250	0
12 Supt Off	607,233	0	337,540	57,803	120,463	16,567	58,360	16,500	0
13 Busns Off	538,257	0	0	313,698	130,784	41,700	46,050	6,025	0
14 HR	169,175	0	0	81,557	34,393	5,509	44,566	3,150	0
15 Pblc Rltn	127,700	0	0	58,739	23,861	15,000	28,600	1,500	0
25 Pupil M/S	0	0	0	0	0	0	0	0	0
61 Supv Bldg	170,732	0	0	118,362	49,970	800	700	900	0
62 Grnd Mnt	317,529	0	0	165,103	79,926	41,500	30,850	150	0
63 Oper Bldg	891,273	0	0	6,000	1,473	50,600	833,200	0	0
64 Maintnce	274,316	0	0	122,573	73,221	29,372	48,650	500	0
65 Utilities	686,500	0	0	0	0	6,000	680,500	0	0
67 Bldg Secu	70,200	0	0	0	0	0	68,000	2,200	0
68 Insurance	159,900	0	0	0	0	0	159,900	0	0
72 Info Sys	739,583	0	0	284,690	114,877	64,690	272,326	3,000	0
73 Printing	0	0	0	0	0	0	0	0	0
74 Warehouse	0	0	0	0	0	0	0	0	0
75 Mtr Pool	43,485	0	0	0	0	4,350	6,135	0	33,000
83 Interest	0	0	0	0	0	0	0	0	0
84 Principal	0	0	0	0	0	0	0	0	0
85 Debt Expn	0	0	0	0	0	0	0	0	0
Total	5,013,401	0	337,540	1,215,525	629,561	279,138	2,483,462	35,175	33,000
FTE PROGRAM STAFF			2.000	20.279					

Ridgefield School No. 122
 PROGRAM 98 - School Food Services

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
25 Pupil M/S	0	0		0	0	0	0	0	0	0
29 Pmt to SD	0	0								
41 Supervisn	6,130	0		0	0	0	700	5,430	0	0
42 Food	660,700	0					700	660,000		
44 Operation	16,000	0		0	0	0	7,000	9,000	0	0
49 Transfers	0		0							
Total	682,830	0	0	0	0	0	8,400	674,430	0	0
FTE PROGRAM STAFF				0.000	0.000					

Ridgefield School No. 122
 PROGRAM 99 - Pupil Transportation

OBJECTS OF EXPENDITURE

Activity	Total	(0) Debit Transfer	(1) Credit Transfer	(2) Cert. Salaries	(3) Class. Salaries	(4) Employee Benefits	(5) Supplies / Materials	(7) Purchased Services	(8) Travel	(9) Capital Outlay
25 Pupil M/S	0	0	0	0	0	0	0	0	0	0
29 Pmt to SD	0	0	0	0	0	0	0	0	0	0
51 Supervision	0	0	0	0	0	0	0	0	0	0
52 Operation	1,840,000	0	0	0	0	0	1,840,000	0	0	0
53 Maintenance	0	0	0	0	0	0	0	0	0	0
56 Insurance	0	0	0	0	0	0	0	0	0	0
59 Transfers	0	0	0	0	0	0	0	0	0	0
Total	1,840,000	0	0	0	0	0	1,840,000	0	0	0

FTE PROGRAM STAFF

0.000 0.000

Ridgefield School District No.122

SUMMARY OF GENERAL FUND EXPENDITURES BY OBJECT OF EXPENDITURE

Object of Expenditure	(1) Current Budget	(2) % of Total	(3) Current Year Change	(4) % of Total	(5) Revised Budget	(6) % of Total
(0) Debit Transfers	0	0.00	0	0.00	0	0.00
(1) Credit Transfers	0	0.00	0	0.00	0	0.00
(2) Certificated Salaries	13,920,769	41.76	-413,131	137.71	13,507,638	40.89
(3) Classified Salaries	3,611,775	10.84	53,309	-17.77	3,665,084	11.10
(4) Employee Benefits and Payroll Taxes	6,976,665	20.93	-108,312	36.10	6,868,353	20.79
(5) Supplies and Materials	1,509,935	4.53	98,037	-32.68	1,607,972	4.87
(7) Purchased Services	7,128,714	21.39	-76,838	25.61	7,051,876	21.35
(8) Travel	83,047	0.25	49,935	-16.65	132,982	0.40
(9) Capital Outlay	103,000	0.31	97,000	-32.33	200,000	0.61
TOTAL EXPENDITURES	33,333,905	100.00	-300,000	100.00	33,033,905	100.00

Ridgefield School District No.122

SUMMARY OF GENERAL FUND EXPENDITURES BY ACTIVITY

	(1) Current Budget	(2) % of Total	(3) Current Year Change	(4) % of Total	(5) Revised Budget	(6) % of Total
TEACHING ACTIVITIES						
27 Teaching	18,406,103	55.22	-638,252	212.75	17,767,851	53.79
28 Extracur	1,274,733	3.82	-139,586	46.53	1,135,147	3.44
29 Pmt to SD	380,883	1.14	-66,200	22.07	314,683	0.95
TOTAL TEACHING ACTIVITIES	20,061,719	60.18	-844,038	281.35	19,217,681	58.18
TEACHING SUPPORT						
22 Lrn Resrc	417,970	1.25	700	-0.23	418,670	1.27
24 Guid/Coun	641,586	1.92	-39,930	13.31	601,656	1.82
25 Pupil M/S	0	0.00	3,300	-1.10	3,300	0.01
26 Health	1,509,871	4.53	-84,001	28.00	1,425,870	4.32
31 InstProDev	460,060	1.38	104,356	-34.79	564,416	1.71
32 Inst Tech	255,300	0.77	33,864	-11.29	289,164	0.88
33 Curriculum	364,087	1.09	178,475	-59.49	542,562	1.64
TOTAL TEACHING SUPPORT	3,648,874	10.95	196,764	-65.59	3,845,638	11.64
OTHER SUPPORT ACTIVITIES						
42 Food	665,700	2.00	-5,000	1.67	660,700	2.00
44 Operation	15,500	0.05	500	-0.17	16,000	0.05
49 Transfers	0	0.00	0	0.00	0	0.00
52 Operation	1,840,000	5.52	0	0.00	1,840,000	5.57
53 Maintnce	0	0.00	0	0.00	0	0.00
56 Insurance	0	0.00	0	0.00	0	0.00
59 Transfers	0	0.00	0	0.00	0	0.00
62 Grnd Mnt	317,529	0.95	0	0.00	317,529	0.96
63 Oper Bldg	891,273	2.67	72,150	-24.05	963,423	2.92
64 Maintnce	215,199	0.65	59,117	-19.71	274,316	0.83
65 Utilities	680,500	2.04	6,000	-2.00	686,500	2.08
67 Bldg Secu	70,200	0.21	0	0.00	70,200	0.21
68 Insurance	159,900	0.48	0	0.00	159,900	0.48
72 Info Sys	679,290	2.04	60,293	-20.10	739,583	2.24
73 Printing	0	0.00	0	0.00	0	0.00
74 Warehouse	0	0.00	0	0.00	0	0.00
75 Mtr Pool	10,100	0.03	33,385	-11.13	43,485	0.13
83 Interest	0	0.00	0	0.00	0	0.00
84 Principal	0	0.00	0	0.00	0	0.00

Ridgefield School District No.122

SUMMARY OF GENERAL FUND EXPENDITURES BY ACTIVITY

	(1) Current Budget	(2) % of Total	(3) Current Year Change	(4) % of Total	(5) Revised Budget	(6) % of Total
85 Debt Expn	0	0.00	0	0.00	0	0.00
91 Publ Actv	53,815	0.16	0	0.00	53,815	0.16
TOTAL OTHER SUPPORT ACTIVITIES	5,599,006	16.80	226,445	-75.48	5,825,451	17.63
UNIT ADMINISTRATION						
23 Princ Off	1,751,127	5.25	-3,003	1.00	1,748,124	5.29
TOTAL UNIT ADMINISTRATION	1,751,127	5.25	-3,003	1.00	1,748,124	5.29
CENTRAL ADMINISTRATION						
11 Bd of Dir	166,518	0.50	51,000	-17.00	217,518	0.66
12 Supt Off	610,816	1.83	-3,583	1.19	607,233	1.84
13 Busns Off	470,282	1.41	67,975	-22.66	538,257	1.63
14 HR	156,550	0.47	12,625	-4.21	169,175	0.51
15 Pblc Rltn	127,700	0.38	0	0.00	127,700	0.39
21 Supv Inst	564,451	1.69	-4,185	1.40	560,266	1.70
41 Supervisn	6,130	0.02	0	0.00	6,130	0.02
51 Supervisn	0	0.00	0	0.00	0	0.00
61 Supv Bldg	170,732	0.51	0	0.00	170,732	0.52
TOTAL CENTRAL ADMINISTRATION	2,273,179	6.82	123,832	-41.28	2,397,011	7.26
TOTAL EXPENDITURES	33,333,905	100.00	-300,000	100.00	33,033,905	100.00

Ridgefield School District No.122

REVENUE WORK SHEET--GENERAL FUND--LOCAL EXCESS LEVIES AND TIMBER EXCISE TAX

Local property tax collections (Account 1100) should include revenue anticipated to be received in cash during the fiscal year. Estimation for the Timber Excise Tax collection (Revenue Account 1500) is necessary to estimate the Net Excess Levy Collection. The Net Excess Levy equals the Excess Levy Amount minus the sum of the Timber Levy.

PART I: LOCAL PROPERTY TAX COLLECTIONS

	(1) Excess Levy Amount	(2) Est. Timber Levy	(3) Net Levy Amount (Col.1 - Col.2)	(4) Collection % 1/ Collection %	(5) Amount Budgeted (Col.3 x Col.4)
Fall 2017	5,876,408	0	5,876,408	44.00	2,585,620
Spring 2018	6,674,262	0	6,674,262	55.00	3,670,844
1100 TOTAL LOCAL TAXES:					6,256,464

PART II: TIMBER EXCISE TAX

	(1) Timber Assessed Valuation /3	(2) \$ Per Thousand /2	(3) Est Timber Levy (Col.1 x Col.2)	(4) Collection %	(5) Amount Budgeted (Col.3 x Col.4)
Fall 2017	0	0.000	0	0.00	XXXXX
Spring 2018	0	0.000	0	100.00	0
1500 TIMBER EXCISE TAXES:					0

- 1/ The fall and spring collection percentages should be based on the most recent three-year history of tax collection percentages.
- 2/ Dollars per thousand is same as dollars per thousand used for excess levy (use a three-decimal rate).
- 3/ Use 50% timber assessed valuation or 80% Assessed Valuation of Timber Roll.

Ridgefield School District No.122

GENERAL FUND - LONG-TERM FINANCING - CONDITIONAL SALES CONTRACTS AND NOTES 1/

A.	(1) Assets Purchased by CONDITIONAL SALES CONTRACTS (RCW 28A.335.170) in prior years	(2) Length of Contract (months)	(3) Outstanding Balance at Sept 1, 2017	(4) Principal Payments in FY 2017-2018	(5) Interest Payments in FY 2017-2018	(6) Outstanding Balance at Aug 31, 2018 (Col.3-Col.4)
A.	TOTAL		0	0	0	0
B.	Assets to be purchased by CONDITIONAL SALES CONTRACTS AND NOTES in new FY	Length of Contract (months)	Amount of Contract Purchase less Down Pmts 2/	Prin. Pmts. in FY 2017-2018	Interest Payments in FY 2017-2018	Long-Term Financing Rev. Acct 9500 (Col.3)
B.	TOTAL		0	0	0	0
C.	TOTAL for Both Sections (A+B)		0	0	0 3/	0 4/

- 1/ Please refer to the Accounting Manual for School Districts, Chapter 3, page 24 for further information.
- 2/ Budget expenditure(s) in appropriate program matrix pages.
- 3/ Budget as part of Program 97, Districtwide Support, Activity 83, Other Interest, or Activity 84, Debt Principal, as appropriate.
- 4/ Budget as Other Financing Source in Revenue Account 9500 on page GF4.

Ridgefield School District No.122

SUMMARY OF ASSOCIATED STUDENT BODY FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
REVENUES			
100 General Student Body	192,720	-14,580	178,140
200 Athletics	366,992	3,500	370,492
300 Classes	0	0	0
400 Clubs	153,800	11,080	164,880
600 Private Moneys	37,000	5,000	42,000
A. TOTAL REVENUES	750,512	5,000	755,512
EXPENDITURES			
100 General Student Body	157,365	28,710	186,075
200 Athletics	296,729	3,700	300,429
300 Classes	0	0	0
400 Clubs	112,842	18,290	131,132
600 Private Moneys	37,000	4,300	41,300
B. TOTAL EXPENDITURES	603,936	55,000	658,936
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	146,576	-50,000	96,576
BEGINNING FUND BALANCE			
G.L.810 Restricted for Other Items	0	0	0
G.L.819 Restricted for Fund Purposes	202,803	27,071	229,874
G.L.840 Nonspendable Fund Balance-Inventory & Prepaid Items	0	2,268	2,268
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	0	0	0
G.L.889 Assigned to Fund Purposes	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0
D. TOTAL BEGINNING FUND BALANCE	202,803	29,339	232,142
ENDING FUND BALANCE			
G.L.810 Restricted for Other Items	0	0	0
G.L.819 Restricted for Fund Purposes	349,379	-22,929	326,450
G.L.840 Nonspendable Fund Balance-Inventory & Prepaid Items	0	2,268	2,268
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	0	0	0
G.L.889 Assigned to Fund Purposes	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0
F. TOTAL ENDING FUND BALANCE (C+D) 1/	349,379	-20,661	328,718

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Ridgefield School District No.122
SUMMARY OF ASSOCIATED STUDENT BODY FUND BUDGET

1/ Amount on Line F should be equal to or greater than all restricted fund balances.

Ridgefield Schc District No.122
 SUMMARY OF TRANSPORTATION VEHICLE FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
REVENUES AND OTHER FINANCING SOURCES			
1100 Local Property Tax	0	0	0
1300 Sale of Tax Title Property	0	0	0
1400 Local in lieu of Taxes	0	0	0
1500 Timber Excise Tax	0	0	0
1600 County-Administered Forests	0	0	0
1900 Other Local Taxes	0	0	0
2200 Sales of Goods, Supplies, and Services, Unassigned	0	0	0
2300 Investment Earnings	0	0	0
2500 Gifts and Donations	0	0	0
2600 Fines and Damages	0	0	0
2700 Rentals and Leases	0	0	0
2800 Insurance Recoveries	0	0	0
2900 Local Support Nontax, Unassigned	0	0	0
3600 State Forests	0	0	0
4100 Special Purpose-Unassigned	0	0	0
4300 Other State Agencies-Unassigned	0	0	0
4499 Transportation Reimbursement Depreciation	0	0	0
5200 General Purposes Direct Federal Grants-Unassigned	0	0	0
5300 Impact Aid, Maintenance and Operation	0	0	0
5400 Federal in lieu of Taxes	0	0	0
5600 Qualified Bond Interest Credit-Federal	0	0	0
6100 Special Purpose-OSPI Unassigned	0	0	0
6200 Direct Special Purpose Grants	0	0	0
6300 Federal Grants Through Other Entities-Unassigned	0	0	0
8100 Governmental Entities	0	0	0
8500 NonFederal ESD	0	0	0
9100 Sale of Bonds	0	0	0
9300 Sale of Equipment	0	0	0
9400 Compensated Loss of Fixed Assets	0	0	0
9500 Long-Term Financing	0	0	0
A. TOTAL REVENUES, OTHER FINANCING SOURCES (less transfers)	120,000	500,000	620,000
B. 9900 TRANSFERS IN (from the General Fund)	120,000	500,000	620,000
C. TOTAL REVENUES AND OTHER FINANCING SOURCES	120,000	500,000	620,000

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Ridgefield School District No.122

SUMMARY OF TRANSPORTATION VEHICLE FUND BUDGET

	(1) Current Budget	(2) Current Year Change	(3) Revised Budget
EXPENDITURES			
33 Transportation Equipment Purchases - formerly Act 57 Cash Purchases/Rebuilding of Transportation Equipment	120,000	500,000	620,000
34 Transportation Equipment Major Repair - formerly Act 58 Contract Purchases/Rebuilding of Transportation Equipment	0	0	0
61 Bond/Levy Issuance and/or Election	0	0	0
91 Principal - formerly Act 84	0	0	0
92 Interest 1/ - formerly Act. 83	0	0	0
93 Arbitrage Rebate	0	0	0
D. TOTAL EXPENDITURES	120,000	500,000	620,000
E. OTHER FINANCING USES--TRANSFERS OUT (G.L.536) 2/	0	0	0
F. OTHER FINANCING USES (G.L.535) 3/	0	0	0
G. EXCESS OF REVENUES/OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES (C-D-E-F)	0	0	0
BEGINNING FUND BALANCE			
G.L.810 Restricted for Other Items	0	0	0
G.L.819 Restricted for Fund Purposes	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	0	0	0
G.L.889 Assigned to Fund Purposes	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0
H. TOTAL BEGINNING FUND BALANCE	0	XXXXX	XXXXXX
I. G.L.898 PRIOR YEAR CORRECTIONS OR RESTATEMENTS (+OR-)			
ENDING FUND BALANCE			
G.L.810 Restricted for Other Items	0	0	0
G.L.819 Restricted for Fund Purposes	0	0	0
G.L.830 Restricted for Debt Service	0	0	0
G.L.835 Restricted for Arbitrage Rebate	0	0	0
G.L.850 Restricted for Uninsured Risks	0	0	0
G.L.870 Committed to Other Purposes	0	0	0
G.L.889 Assigned to Fund Purposes	0	0	0
G.L.890 Unassigned Fund Balance	0	0	0
J. TOTAL ENDING FUND BALANCE (G+H, +OR-I) 4/	0	0	0

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Ridgefield Sch. District No.122

SUMMARY OF TRANSPORTATION VEHICLE FUND BUDGET

- 1/ Includes interest portion of purchase contracts.
- 2/ G.L. 536 is an account that is used to summarize actions for other financing uses--transfers out.
- 3/ G.L.535 is an account that is used to summarize actions for other financing uses such as long-term financing and debt extinguishments. Nonvoted debts may be serviced in the Debt Service Fund (DSF) rather than in the fund that received the debt proceeds. In order to provide the resources to retire the debt, a transfer is used by the General Fund, Capital Projects Fund, or Transportation Vehicle Fund to transfer out resources to the DSF.
- 4/ Amount on Line J must be equal to or greater than all restricted fund balances.



Performance Audit

The Effect of Public Records Requests on State and Local Governments

August 29, 2016

Washington's Public Records Act (PRA) guarantees the public broad access to information about government conduct to foster sound governance. Our interactions with state and local governments during this project showed their commitment to the principles of open, accessible and accountable government.

However, a changing public records environment and a PRA that has not kept pace with present-day issues pose challenges to large and small governments alike. Such challenges, if not addressed, may undermine the original intent of public records laws and the provision of essential government services. The state and local governments that responded to our statewide survey reported spending more than \$60 million to fulfill over 285,000 public records requests in the most recent year alone. Because requesters pay only a small portion of the costs involved in fulfilling their requests, governments — and ultimately all taxpayers — bear the costs of the requests.

Providing access to government information in a manner that does not limit the public's access to records or unduly affect government's core services is challenging. Our research shows that a combination of statewide policy and better information management and disclosure practices is needed to keep pace with changing times. We identified policies the Legislature can consider to address public records issues in Washington. We also found practical solutions that can help state and local governments in their continuous efforts to improve their public records management and disclosure processes.



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To request public records

Public Records Officer

360-725-5617, PublicRecords@sao.wa.gov

Executive Summary

Transparency and accountability are essential components of good government. Washington's Public Records Act (PRA) helps foster these principles by giving people broad access to government information. Our interactions with state and local governments during this project revealed their commitment to the principles of open, accessible and accountable government. However, a changing public records environment and a PRA that has not kept pace with present-day issues pose challenges to large and small governments alike. Such challenges, if not addressed, may undermine the original intent of public records laws and the provision of essential government services.

Legislators face complex policy decisions as they consider balancing access to government records without compromising the efficiency of government operations. To inform policy deliberations, the Legislature asked the State Auditor's Office (in Engrossed Substitute Senate Bill 6052) to conduct a study on the cost of responding to public records requests.

Our report identifies information about the nature and volume of public records requests governments receive and the costs they incur fulfilling them. The report also identifies challenges governments face with public records requests, statewide policies other states have adopted to address similar issues, and practices governments can use to effectively manage and disclose public records.

To identify information on the volume, nature and cost to fulfill public records requests, we surveyed Washington's state and local governments. To identify leading practices, we conducted focus groups with governments in Washington, researched and interviewed governments in other states, and reviewed literature on the topic.

Fulfilling public records requests cost state and local governments more than \$60 million in the most recent year

Providing broad access to government records does not come without costs. People today make more and increasingly complex requests for records, which absorb a significant amount of government resources. A wide variety of governments responded to our statewide survey, ranging from small cities and special purpose districts to large state agencies, cities, counties and universities. Respondents reported spending more than \$60 million to fulfill more than 285,000 public records requests in the most recent year alone. Their greatest expense – more than 90 percent of costs – is the staff time needed to locate, review, redact and prepare public records for release.

About our calculation of \$60 million...

This amount:

- **Is for one year only.**
- **Represents costs reported by 541 of the 923 governments responding to our survey.** Not all governments track costs and some were able to provide cost information only for one department, not the entire organization.

Includes some but not all staff costs.

Governments that track costs do so mainly for employees they designate to respond to records requests, not for every employee who collects information to satisfy a request.

The tables below show:

- The total costs incurred by government type, and the average (mean) and maximum costs by individual governments
- The number of requests received by government type, and the average (mean) and maximum number received by individual governments

Washington's governments' costs to fulfill public records requests vary significantly

Most recent year results for the 541 survey respondents that provided cost data

Government type as grouped for analysis	Costs incurred by government type	Costs incurred by individual government	
	Total	Maximum	Average (mean)
State agency, commission, or board	\$22,058,165	\$6,746,268	\$373,867
City/Town	\$16,772,830	\$1,397,343	\$137,482
County	\$11,213,530	\$2,161,123	\$200,242
Special districts	\$4,232,504	\$438,188	\$23,912
School district/ESD	\$2,871,610	\$367,103	\$39,883
Other governments	\$2,089,128	\$334,380	\$49,741
Post-secondary education institution	\$1,752,489	\$921,721	\$134,807

Source: Auditor analysis of survey results.

Note: Most recent year may be calendar or fiscal year, and not necessarily the same year for all governments surveyed. Costs include actuals and estimates. Governments that track costs provided actual cost data. Those that do not track, but had necessary information to estimate, provided estimated costs.

The number of requests governments receive also varies significantly

Most recent year results for the 794 survey respondents that provided data on requests received

Government type as grouped for analysis	Requests received by government type	Requests received by individual government	
	Total	Maximum	Average (mean)
City/Town	114,973	16,157	639
State agency, commission, or Board	74,354	12,366	1,019
County	64,319	7,648	731
Other governments	16,814	9,022	290
Special districts	9,246	977	35
Post-secondary education institution	2,935	1,000	133
School district/ESD	2,541	558	23

Source: Auditor analysis of survey results.

Note: Most recent year may be calendar or fiscal year, and not necessarily the same year for all governments surveyed. Numbers include actuals and estimates. Governments that track requests received provided actual numbers. Those that do not track, but had necessary information to estimate, provided estimated numbers.

The workload and expense of responding to requests affects governments of all types and sizes. Eighty-one percent of survey respondents said they received records requests, from a wide variety of requesters: individuals, law firms, insurers, media, incarcerated persons, current or former employees, governments, and for-profit and nonprofit organizations. Small governments may struggle with responding to requests, even if they receive few of them, because they have limited staff and technological capabilities to complete them. Some larger governments also struggle because they receive a larger volume of requests, many of which require considerable coordination between offices and staff, drawing heavily on resources.

Washington's governments can only recover a small fraction of their costs

Existing public records laws do not permit governments to charge requesters for staff time, which we found was their greatest expense. In the most recent year, respondents to our survey said they recovered less than 1 percent (or \$350,000) of the \$60 million in costs they incurred fulfilling requests for public records.

Because requesters pay only a small portion of the costs involved in fulfilling their requests, governments – and ultimately all taxpayers – bear the costs of the requests.

Governments' management and disclosure of public records is complicated by the exponential growth of information and changing, complex public records laws

Advances in technology have transformed the way governments conduct their business and increased the amount of digital information they must manage. Citizens' expectations to readily access this information have also changed. Maintaining records today requires investments in information technology to organize, store, secure, search and inventory records, and trained employees to manage them. Many governments told us they do not have sufficient resources to conduct these activities. Reducing inefficiencies in the records management process through technology and better practices could help streamline the records disclosure process to everyone's benefit: governments, requesters and taxpayers.

Changing and complex public records laws have cost implications and add to the workload governments face when responding to requests. Washington's PRA definition of a public record is very broad; it does not specify which information is not disclosable. Instead, hundreds of exemptions generated by state law and case law narrowly define information that is exempt from public disclosure.

As of 2016, there were more than 400 public records exemptions established by state law; the number of additional exemptions set by case law and the federal government is unknown. Understanding and applying exemption laws is difficult for employees without a legal background. Moreover, exemption laws change frequently, making it difficult for employees to keep up-to-date with requirements.

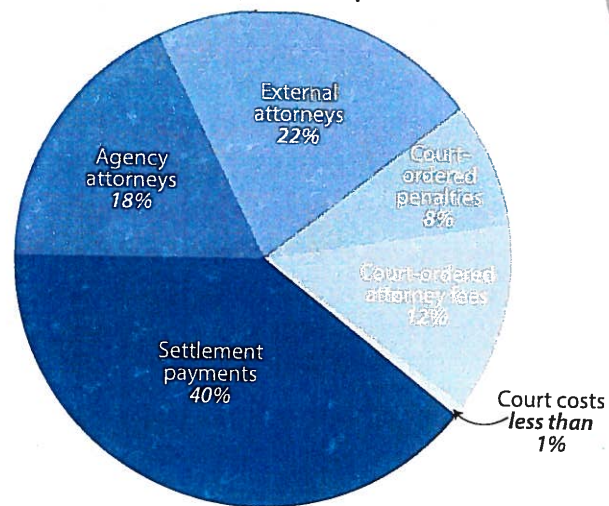
Focus group participants told us they have to rely on the help of expensive, yet necessary, legal counsel to ensure they do not release exempted or protected information or redact information that should be disclosed, and to provide all records that satisfy the request. They fear litigation if they make a mistake, yet this preventive effort – in addition to its high cost – risks delaying responses to requesters.

Public records litigation affects governmental costs and ultimately transparency

Public records litigation can have a severe impact on the financial position of some governments, especially those with small operating budgets. Seventeen percent of the governments responding to our survey – large and small – reported they were involved in public records litigation in the past five years, and spent more than \$10 million in the most recent year alone. As the chart shows, typical litigation expenses incurred include settlement payments, legal review and counsel, and court ordered fees and penalties.

The effect of public records litigation extends beyond monetary costs. As we previously explained, legal review may delay responses to requesters. Moreover, some governments told us they avoid using emerging technologies and approaches to managing information, despite the potential for cost savings and efficiencies. They expressed concerns about the upfront costs in purchasing and implementing such approaches and technologies. Some also said that they fear using them could complicate the disclosure process and expose them to litigation.

Settlement payments and attorney costs account for nearly 80% of litigation expenses



Source: Auditor analysis of survey results.

Statewide policy and practical solutions could benefit the changing public records environment and the records management and disclosure process

Other states we talked to have also faced the challenges posed by the changing landscape of public records and requests. Some made policy changes to promote the original intent of public records laws without compromising core government operations. We identified policies that states have implemented and which the Legislature can consider to address public records issues in Washington.

Governments in Washington and in other states have also realized that increased efficiency is needed in the management and disclosure of records to better meet the needs of the public. We identified practical solutions that can help state and local governments in their continuous efforts to improve their records management and disclosure processes.

Statewide policies to address the changing public records environment

- Differentiate requesters and requests by their purpose
- Recover material and staff costs associated with disclosing public records
- Develop a statewide alternative dispute resolution program
- Address complexities in public records laws

Leading practices to aid public records management and disclosure

- Communicate with requesters thoughtfully and as needed
- Manage request fulfillment to maximize benefits to requesters and minimize disruptions to critical services
- Disclose information before it is asked for
- Develop a coordinated, agency-wide strategy and institutional culture around records management
- Collect and retain only necessary records
- Organize records for easy search and retrieval
- Adopt strategies and organization-wide policies to accommodate complexity of public records laws
- Reduce the potential for litigation and mitigate its impact

Glossary

Term	Definition
Alternative dispute resolution	Using mediation or arbitration, instead of the courts, to resolve a public records dispute.
Cloud-based service	Data storage and processing services made available to users on demand via the internet from a third-party provider's computer servers instead of using the organization's own on-premises servers. Examples include Dropbox, Google Drive, OneDrive and Box.
Complex requests	Records requests that meet any of the following characteristics: they are broad or vague; involve a large number of records; involve records that are not easily identifiable, located, or accessible; require coordination among multiple departments; require legal review; result in significant redaction or withholding of records; require special tools or significant staff resources to fulfill.
Essential government function	Government services that affect the health, safety and general welfare of residents, such as police, fire, emergency medical services, water, sewer and roads.
File Transfer Protocol (FTP) site	File Transfer Protocol is a standard network protocol used to transfer computer files between two users, using an intermediary server on a computer network.
Fulfilling public records requests	The disclosure of requested records, resulting in the closure of a public records request. A request can also be considered 'fulfilled' if the request is withdrawn or abandoned by the requester.
Local government (organization)	For the purpose of this report, "local government" or "local government organization" includes such units of government as cities, counties, school districts and other special purpose districts (see entry below for definition of special purpose districts).
Metadata	A set of data which describes and gives basic information about other data.
Model Rules	Non-binding guidance developed by the Washington State's Office of the Attorney General. The guidance provides advisable records disclosure practices for requesters and governments.
Open government advocates	Individuals and organizations who support citizens' rights to access documents and proceedings of governments to allow for effective public oversight.
Physical media device	A data storage device, such as a CD, DVD or flash drive, used to store information.
Public record	Under the PRA (RCW 42.56.010 (3)): "Any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics..."

Term	Definition
Public records dispute	A disagreement between a public records requester and a government organization, usually regarding the validity of an exemption or time estimate given to respond to a public records request.
Public records exemption	Information that is exempt from release to the public due to confidentiality or privacy concerns. As of 2016, Washington had established more than 400 public records exemptions through state law.
Public Records Officer	A government employee, usually with the following responsibilities: to serve as a point of contact for people requesting public records and to oversee that government's compliance with the Public Records Act's records disclosure requirements.
Records custodian	An individual, government, division or department that is responsible for the creation, management, retention, disclosure and destruction of public records.
Requester	Any individual, public, private or governmental organization, or "any other organization or group of persons, however organized," that requests public records from the government.
Special purpose districts	In Washington, special purpose districts provide an array of services. Types of special purpose districts include, but are not limited to, conservation, air pollution control, fire, transportation, health, public utilities, water, sewer, library, ports, cemetery and mosquito control.
State government	For the purpose of this report, "state government" includes every state agency, office, department, division, bureau, board or commission, as well as state universities and community colleges.

Introduction

Transparency and accountability are essential components of good government. Washington's Public Records Act (PRA) helps foster these principles and so bolsters public confidence in government, by providing people with broad access to government records. Access to public records allows people to know how governments are performing, thereby holding them accountable for their actions and protecting the public interest.

Our interactions with state and local governments during this project revealed their commitment to the principles of open, accessible and accountable government. But over the years, many of them have expressed concerns with the challenges posed by a changing public records environment and a PRA that has not evolved to address present-day issues.

The PRA was established in 1972, when government records were kept in paper format and before the proliferation of the internet and modern technology such as email, cell phones and video cameras. These advances have led to prolific growth in electronic records. They have also led to the use of technology that allows requesters to submit records requests with minimal effort, consequently increasing the volume and complexity of requests and the costs to fulfill them.

The PRA limits the expenses governments can recover from those making requests for records: the law passes the bulk of costs on to government and, ultimately, all taxpayers. Moreover, the broad parameters of the PRA lack safeguards to deter those requests that compromise the efficiency of government operations. With limited resources and legal protections, some focus group participants told us their governments struggle to provide other essential services to the public while efficiently meeting increasing requests for records.

The Legislature asked the State Auditor's Office to help gather information to inform discussions about the PRA

Local and state governments have brought their concerns to the Legislature, prompting various attempts to amend the PRA. Among the ideas proposed are establishing cost recovery mechanisms for electronic records and records sought for commercial purposes, and permitting governments to limit the time devoted to public records requests to prevent excessive interference with the delivery of other essential government services.

Some open government advocates oppose such changes, asserting that they will limit access to public records and impair government transparency. Indeed, some believe the solution to public records requests challenges will be found not just in changes that affect requesters, but in encouraging governments to adopt practices that can help them manage and disclose public records more efficiently.

Legislators face complex policy decisions as they consider balancing access to public records with efficient government operations. To inform policy deliberations, the Legislature asked the State Auditor's Office (in Engrossed Substitute Senate Bill 6052) to "develop a methodology and conduct a study to establish an accurate cost estimate for providing paper and electronic copies of records in response to requests under the Public Records Act."

During our audit planning efforts, we learned that governments generally do not track public records request data in a way that would allow us to estimate the cost of providing public records requests in paper versus electronic format or to calculate cost per page or megabyte. They do not separate the costs associated with paper versus digital request fulfillment, nor do they track the volume of pages and megabytes produced for each request they fulfill. Given these limitations, we designed this audit to identify:

1. The nature and volume of public records requests Washington's state and local governments receive, and the overall costs of responding to them, regardless of form
2. Policies other states have adopted to address public records requests issues and recover costs associated with fulfilling requests
3. Practices state and local governments can use to effectively manage public records, respond to requests, and make public records more accessible

Despite the high percentage of governments that responded to our survey, we did not attempt to extrapolate our results statewide, because we do not know whether the costs, volume and nature of requests at non-responding governments are similar to those of survey respondents. However, the information we gathered can help:

- Inform policy deliberations as the Legislature considers changes to the PRA
- Stakeholders understand challenges posed by the changing public records landscape
- State and local governments in their continuous efforts to improve their records management and disclosure processes

Background

Washington's Public Records Act

The Public Records Act (PRA) was established in 1972. Its purpose is to ensure the disclosure of government information for the benefit of an informed public. To accomplish this mission, the PRA requires that most records maintained by state and local governments be made available to anyone who requests them. To further promote this policy and protect the public interest, the Legislature determined that the PRA should be liberally construed and its exemptions narrowly interpreted to allow the widest possible access to records. Governments are prohibited from denying requests or discriminating based on the identity of requesters or purpose of requests. Generally, anyone can request access to an array of government records without disclosing who they are or why they want the information.

Local governments (such as cities, counties and school districts) and state governments (including agencies, commissions, boards and universities) must fully comply with PRA records disclosure requirements. They may recover the cost of photocopies made in response to requests; photocopy charges cannot exceed \$0.15 a page if the organization has not determined the actual per-page copying cost. The PRA does not specifically allow governments to charge requesters for copies of electronic records delivered through certain electronic media, such as email or online (although they may charge for the cost of a CD, DVD or flash drive). Nor can they recover the cost of staff time spent searching, reviewing, redacting and preparing records for release.

The PRA requirements do not fully apply to the Legislature and the courts. For example, House and Senate emails are not specifically listed as public records under the PRA. Access to court records is governed by court rules and common law, not the PRA, and the courts are now allowed to charge those requesting court administrative records the cost of research and preparation services required to fulfill requests.

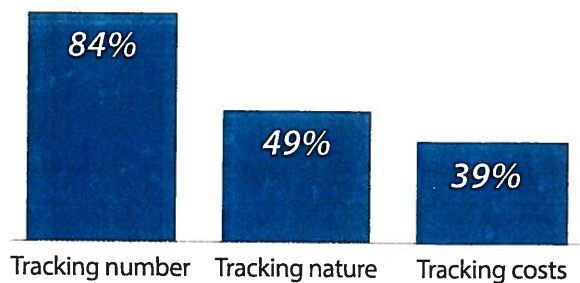
Public records management and disclosure processes are decentralized and vary widely

Although state and local governments must comply with the PRA's requirements, the PRA does not specify a standard process to respond to public records requests, nor does it provide for a unified system to manage public records and track requests. Processes for fulfilling public records requests vary between governments, as do the systems they use for managing records and tracking requests.

While the PRA does not require governments to track data on the number and nature of requests they receive or the cost to fulfill requests, some do so. For example, 818 survey respondents reported receiving public records requests in the last five years. Exhibit 1 shows the percentage of the 818 that said they track the number of requests received, the nature of requests and the cost to fulfill requests.

In the absence of a statewide standard records disclosure process, the Legislature directed the Attorney General's Office to adopt advisory "Model Rules" in 2005. These non-binding rules are intended to establish a culture of compliance among government organizations and a culture of cooperation among requesters by standardizing records disclosure practices throughout the state.

Exhibit 1 – Percentage of survey respondents tracking number, nature and cost of requests



Source: Auditor analysis of survey results.

Note: 816 survey respondents said they track data for the number of requests, 781 for the nature and 781 for costs.

A person can initiate a request for public records in many ways, such as in person, by mail, email, fax or phone. Governments must explain how their records disclosure processes work and offer to help people if they need it. To ensure timely provision of public records, the PRA requires governments to respond to requesters within five business days of receiving a request.

The response to the requester must perform at least one of these actions:

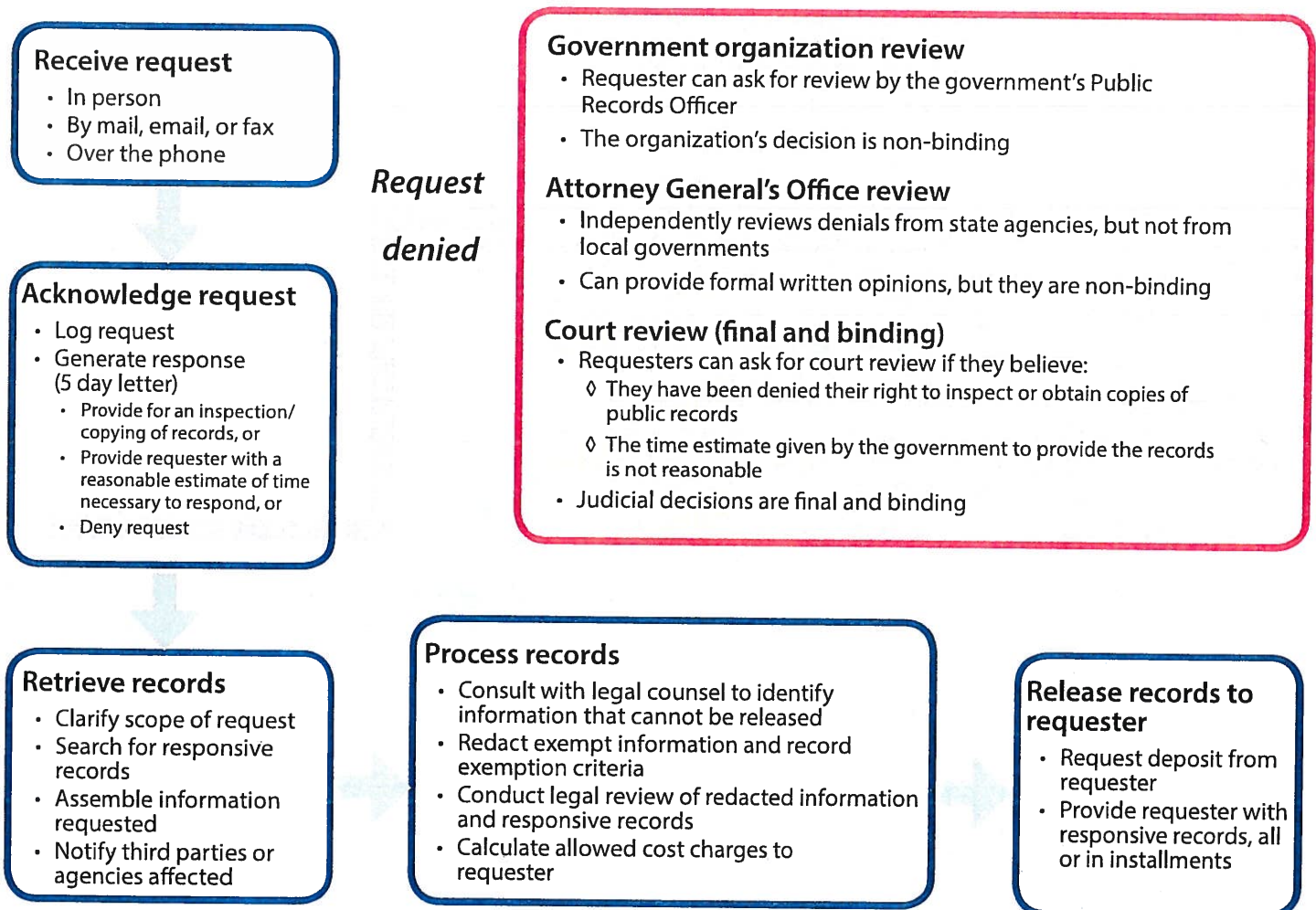
1. Provide for inspection and/or copying of the record.
2. Provide an internet address and link on the organization's website to the specific records requested. If the requester does not have internet access, then the agency must provide copies or allow the requester to view the records using an agency computer.
3. Acknowledge receipt of the request and provide a reasonable estimate of the time necessary to respond.
4. Deny the request. If the request is denied, a written statement detailing the specific reasons must accompany the denial.

Exhibit 2 is a simplified view of key steps governments take to respond to public records requests.

The PRA grants government additional time to respond to a public records request to:

- Clarify the intent of the request
- Locate and assemble the information requested
- Notify third parties or agencies affected by the request
- Determine whether any of the information is exempt and all or part of the request should be denied.

Exhibit 2 – Key steps in responding to public records requests



Source: Auditor analysis of focus groups, interviews with government organizations and research.

Public records exemptions

Governments must provide public records upon request, unless a law exempts or prohibits disclosure of specific information or records. These laws are called “exemptions” and are intended to protect individuals’ privacy rights, investigative functions of law enforcement and other agencies and the legitimate business interests of citizens. As of 2016, there were more than 400 public records exemptions established by state law. The number of additional exemptions set by case law and other statutes is unknown. Many court cases create and interpret public records exemptions and the Legislature creates and modifies exemptions almost every year. Washington’s Public Records Exemptions Accountability Committee (Sunshine Committee) is charged with reviewing exemptions in state law and making recommendations to the Legislature to repeal or amend exemptions.

Enforcement of the PRA

The PRA allows requesters to ask for a court review of their public records request case if they believe they have been denied their right to inspect or obtain copies of public records, or when they believe the time estimate given by the government organization to provide the records is not reasonable. Governments have the burden of proving a requested record is exempt from disclosure or that their time estimate to provide a full response is reasonable. The PRA further encourages disclosure of records by awarding a requester reasonable attorney’s fees, costs and a daily penalty of up to \$100 per record if the government fails to meet its burden of proof.

The PRA does not establish alternative dispute resolution mechanisms. However, requesters and governments alike are encouraged to resolve public records disputes without litigation. The Attorney General’s Office is authorized to review a state agency’s decision to deny a public records request and provide a written opinion, but only the courts can make a final decision on a public records dispute. The Attorney General’s Office is not allowed to formally review denials of requests by local governments; however, it may provide information and technical assistance.

Scope & Methodology

We designed this audit to identify:

1. The nature and volume of public records requests Washington's state and local governments receive, and the costs they incur when responding to them
2. Policies other states have adopted to address issues around public records requests and recover costs associated with fulfilling requests
3. Practices state and local governments can use to effectively manage public records, respond to records requests, and make public records more accessible

Identifying the volume and nature of public records requests and the costs to fulfill them

We surveyed Washington's state and local governments to identify the volume and nature of public records requests they receive and how much it costs them to fulfill those requests. We contacted 2,363 state and local governments and 923 responded to the survey, providing an overall response rate of 39 percent. Because we received responses from many large governments, we captured public records request data from a much larger percentage of the state's total population than the response rate might suggest. For example, cities and towns that responded to the survey represent 79 percent of Washington's city and town residents, while responding counties represent 98 percent of Washington's total population.

Given the magnitude and complexity of this survey effort, we contracted with BERK Consulting, Inc., to help us design and administer the survey, and analyze survey results. BERK partnered with the Municipal Research and Services Center to design the survey and provide consultative support.

To facilitate analysis and reporting of survey results, we grouped governments by type in the following categories: state agencies, boards, commissions; cities/towns; counties; post-secondary education institutions; school districts; other special purpose districts; other. **Figure 1 in Appendix B** list the types of governments included in each category.

It is important to note that this was the first comprehensive effort in Washington dedicated to collecting this type of data from all state and local governments. Participation in the survey was voluntary; survey data is self-reported and cannot be verified because there are no external sources of the data available for comparison. However, we performed data validity checks to ensure that the information which forms the basis of the analysis in this report is sufficiently reliable and provides appropriate evidence to support results and conclusions.

Identifying practices for managing and disclosing public records and recovering costs

To identify practices for managing and disclosing public records and cost recovery methods, we conducted focus groups with entities in Washington, researched and interviewed governments in other states and reviewed relevant literature.

- **Focus groups:** We held five focus group meetings with a variety of state and local governments to identify practices they use to manage public records and fulfill public records requests. We asked how they manage records, respond to requests, provide access to records, and recover their costs. We chose participants based on characteristics such as government type, budget size and geographic location. We also invited some governments that stakeholders knew employed good public records management and disclosure practices.

We met with representatives of 42 governments from across the state

Focus group	Type of government and size	# of governments participating	Participant location
1	Local, Large	8	Northern Puget Sound
2	State agencies, Varying sizes	12	Olympia, WA
3	Local, Medium	10	Southwest/Coastal WA
4	Local, Small	4	Central/Eastern WA
5	Local, Extra small	8	Central/Eastern WA

- **Practices in other states:** We reviewed public records laws and interviewed public records professionals at governments in eight states to identify practices, policies and tools they use for managing and disclosing public records and for recovering costs associated with fulfilling them. We selected states based on any or a combination of the following criteria: recognized as leaders in government transparency, have recently changed their public records laws or have statutory provisions for electronic records. Appendix C contains profiles of the states we researched and interviewed.
- **Literature review** We also reviewed literature on public records management and disclosure to broaden our understanding of leading practices.

We conducted out-of-state interviews with:

- Florida
- Illinois
- Massachusetts
- Minnesota
- Oregon
- Pennsylvania
- Utah
- Vermont

Audit performed to standards

We conducted this performance audit under the authority of state law (RCW 43.09.470), approved as Initiative 900 by Washington voters in 2005, and in accordance with Generally Accepted Government Auditing standards (December 2011 revision) issued by the U.S. Government Accountability Office. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives. Appendix A addresses the I-900 areas covered in the audit. Appendix B contains more information about our methodology.

Next steps

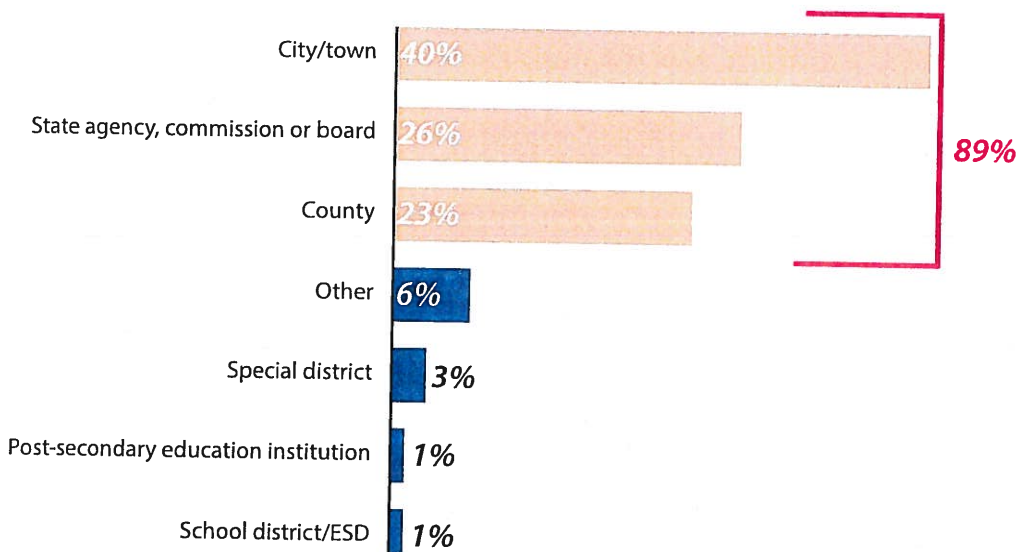
Our performance audits of state programs and services are reviewed by the Joint Legislative Audit and Review Committee (JLARC) and/or by other legislative committees whose members wish to consider findings and recommendations on specific topics. Representatives of the State Auditor’s Office will review this audit with JLARC’s Initiative 900 Subcommittee in Olympia. The public will have the opportunity to comment at this hearing. Please check the JLARC website for the exact date, time, and location (www.leg.wa.gov/JLARC). The State Auditor’s Office conducts periodic follow-up evaluations to assess the status of recommendations and may conduct follow-up audits at its discretion.

Audit Results

Governments of all types and sizes receive public records requests, from a variety of requesters

Most state and local governments, regardless of their size, receive public records requests. A wide variety of governments responded to our survey, ranging from small cities and special purpose districts with few employees to large state agencies, cities, counties and universities with million-dollar budgets. Combined, those that responded received more than 285,000 public records requests in their most recent calendar or fiscal year. As Exhibit 3 shows, three types of governments received the majority (89 percent) of requests: cities and towns, state agencies and counties. (To view the number of survey responses that supplied data for the analyses in this section of the report in one table, see Figure 3 in Appendix B.)

Exhibit 3 – Three types of governments received 89% of the 285,000 public records requests in the most recent year



Source: Auditor analysis of survey results.

Note: Most recent year may be calendar or fiscal year, and not the same year for all survey respondents. 794 survey respondents supplied data for this analysis.

The types of records requested from governments depend on the services they provide, as the list below illustrates.

Typical public records requests

- Agendas and meeting minutes
- Emails
- Police reports and 911 service records
- Video footage
- Purchase orders
- Licensed individuals
- Land development, real estate plots
- Planning and building annexations
- Offender records
- Municipal codes and ordinances
- Employee job titles and salaries
- Budgets and contracts
- Property assessments and taxes
- Litigation
- Water management
- Pesticide use practices
- Subscriber or customer consumption
- Tenant records
- Environmental property
- Public utilities and parks

81%

Of survey respondents said they received public records requests in the last five years

Exhibit 4 illustrates the great range in the number of requests received by Washington's governments, grouped as we categorized them for analysis and reporting purposes. It shows the total requests for each category, as well as the maximum and average (mean) number received by individual governments. These numbers are for one year only and represent requests received by 794 of the 923 survey respondents. Not all governments track requests, and some were able to provide request information only for one department, not the entire organization.

Exhibit 4 – The number of public records requests Washington's governments receive varies significantly

Most recent year results for the 794 survey respondents that provided data on requests received

Government type as grouped for analysis	Requests received by government type	Requests received by individual government	
	Total	Maximum	Average (mean)
City/Town	114,973	16,157	639
State agency, commission, or board	74,354	12,366	1,019
County	64,319	7,648	731
Other governments	16,814	9,022	290
Special districts	9,246	977	35
Post-secondary education institution	2,935	1,000	133
School district/ESD	2,541	558	23

Source: Auditor analysis of survey results.

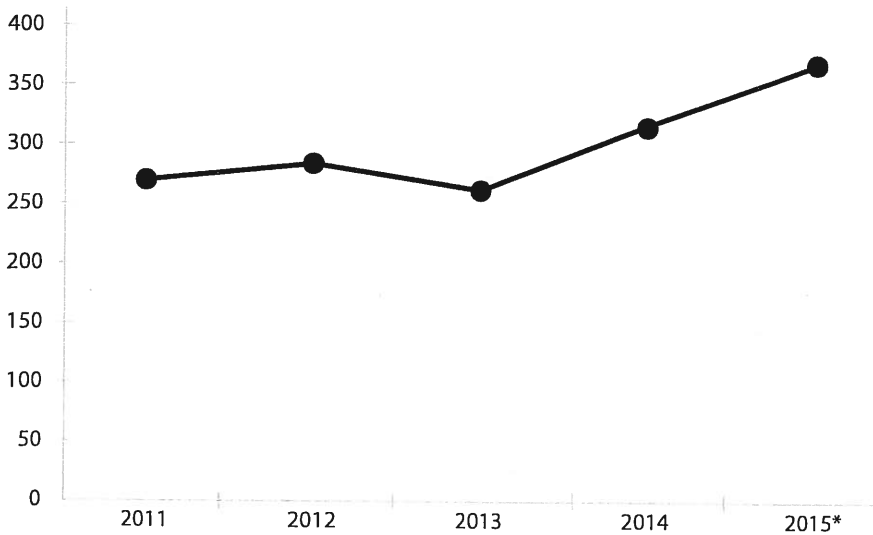
Note: Most recent year may be calendar or fiscal year, and not the same year for all survey respondents. Numbers include actuals and estimates. Governments that track requests received provided actual numbers. Those that do not track, but had the information necessary to estimate, provided estimates.

Requests have increased in number and complexity

People make many more requests for public records than ever before. From 2011 to 2015, the average (mean) number of requests state and local governments received increased by 36 percent (Exhibit 5), with the greatest growth in the last two years.

Exhibit 5 – The average number of public records requests increased by 36% from 2011 through mid-2015

Average annual number of requests



Source: Auditor analysis of survey results.

Notes: * 2015 was a partial year. Data shown is only for those governments that had data for all five years.

434 survey respondents supplied data for this analysis.

Beyond quantity, most governments (81 percent) also reported receiving increasingly complex requests, such as those asking for “any and/or all records” on a topic, without a timeframe, or involving records that are not easily identified, located or accessed. The examples below illustrate such requests.

Examples of complex requests that took a substantial amount of time to fulfill

In 2015, the City of Kirkland received requests for:

1. All records that related to a City Council member without a limit, no matter the location or device containing the record. It took the city 160 business days to complete this request.
2. All written material produced by all volunteers working for the city from January 1, 2013, to the present. The request specifically asked for the records to be provided in electronic format with original metadata. As of July 2016, the city had already spent 285 business days fulfilling this request and more work remains to fully satisfy it.

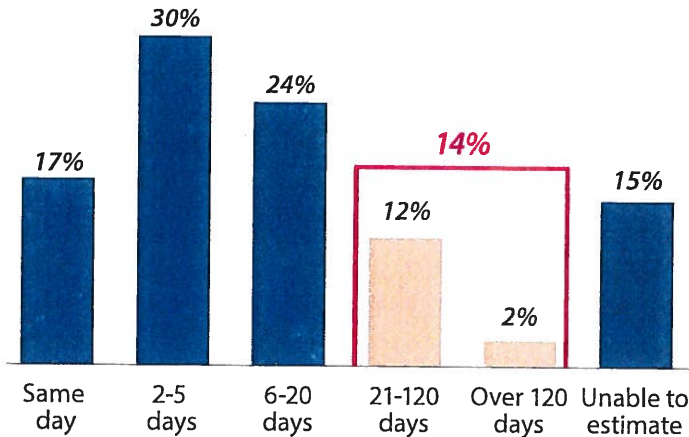
In 2014, the Washington State Patrol received a request for:

- All dash camera videos not involved in litigation. The requester asked that the Patrol upload the videos to YouTube. The Patrol has estimated this request would take 563 years to fulfill.

Complex requests take a substantial amount of staff time to fulfill and the costs are correspondingly higher. The broad and/or vague nature of complex requests requires governments to coordinate among multiple departments and staff to identify, retrieve and redact information exempt from disclosure. These efforts contribute to longer response time. While governments indicated they delivered almost 45 percent of requests within five business days, it took them more than 21 business days to respond to 14 percent of the requests they received in the most recent year (Exhibit 6).

Exhibit 6 – 14% of public records requests took 21 or more business days to fulfill

Percent of requests fulfilled by duration, most recent year results



Source: Auditor analysis of survey results.

Notes: "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

738 survey respondents supplied data for this analysis.

Public records requests can be denied if they do not meet PRA requirements

Under existing public records laws, requesters can make requests that do not meet PRA requirements. In these situations, the government must make its case that the request is unfulfillable.

- In 2015, a requester asked the University of Washington for all university records dating back to "the formation of the Earth 4.54 billion years ago." In its response, the university concluded that the request did not qualify as a proper public records request because it did not ask for specific identifiable records.
- In 2015, a requester asked about 65 state agencies for "all emails with meta-data in the .MSG file format." The requester asked that the agencies provide the records through an FTP server, cloud storage service or agency website at no charge. The State Attorney General's Office could not estimate the time needed to fulfill the request, but did estimate it would involve obtaining about 600 million emails. These emails would have to be reviewed to determine whether redaction was required.

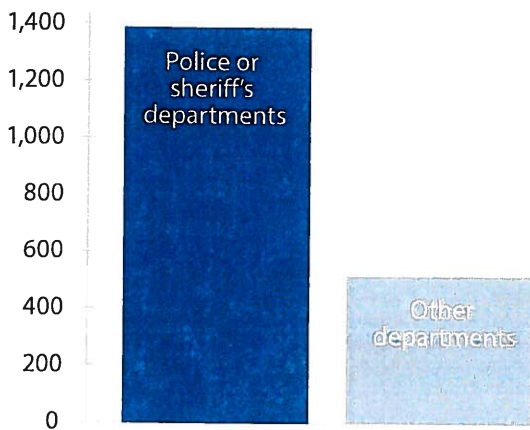
In its response, the Attorney General's Office concluded that the state is under no obligation to respond because the request did not meet two criteria: it was not a request under the PRA and it did not satisfy the PRA's "identifiable record" requirement.

The workload and expense of responding to requests affects governments of all types and sizes

Small governments tend to struggle with fulfilling records requests, even if they receive few of them, because they have limited staff resources and technological capabilities. It is not uncommon for small organizations to depend on the same employee for providing critical services while also handling public records requests. Our survey analysis found that some organizations with few employees receive a high volume of requests and incur high costs in responding to them. Police and sheriff's departments are examples of units of government that due to the nature of their operations receive a large number of requests (Exhibit 7).

Exhibit 7 – Police and sheriff's departments received more than twice the number of requests compared with other departments

Average annual number of requests in the most recent year, for cities/towns and counties



Source: Auditor analysis of survey results.

Note: "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

272 survey respondents supplied data for this analysis.

Some larger governments also find request fulfillment challenging because they receive far more requests. Two percent (20) of the state and local governments responding to our survey accounted for more than half of all requests received and costs incurred in the most recent year. They included many of the largest governments in Washington.

For governments without dedicated staff and resources to automate searches for data and to review and redact information, complex requests can unduly interfere with providing other essential government functions, as employees are pulled away from other duties to help search for, review, redact or copy documents. The larger the volume and the more complex the requests, the more challenging it becomes for governments to provide essential services to the public while meeting requests for records.

Typical records requested from police or sheriff's departments:

- DUI reports
- Accident reports
- Incident reports
- Internal affairs investigations
- Video and audio tapes

19%

of survey respondents said responding to public records requests results in "excessive interference with other essential functions of the agency"

Abandoned requests accounted for 8 percent of all requests

Governments reported that about 8 percent of the requests they received in the most recent year were abandoned by requesters at different points during the response process. For instance, some requesters:

- Withdrew their request before it was completed
- Did not respond when government asked them to clarify the request
- Did not inspect the requested records
- Did not collect the copies of requested records
- Did not pay the required deposit or final payment for requested records

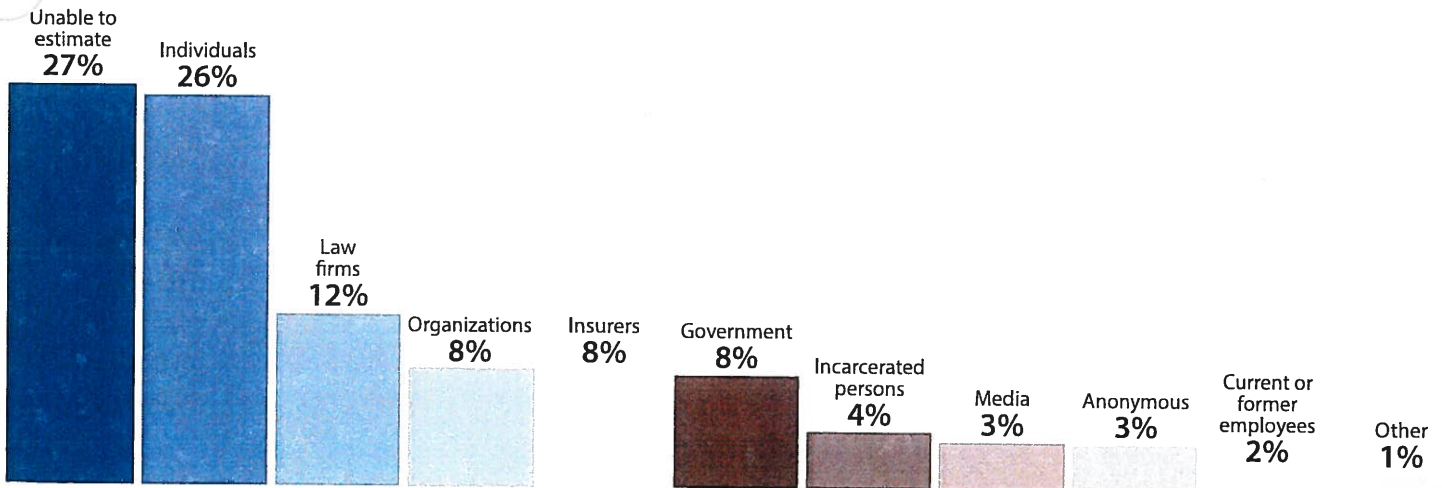
The people requesting public records are as diverse as the governments that serve them

State and local governments receive requests from a variety of requesters. While the PRA generally does not require requesters to identify themselves or say why they want public records, some requesters voluntarily provide this information. Some governments told us they can occasionally identify requesters based on the nature of information they ask for or through face-to-face interactions during inspection of records.

Exhibit 8 illustrates the diversity of requesters: individuals, law firms, governments, insurers, incarcerated persons, media, current or former employees, and for-profit and nonprofit organizations. Survey respondents said they could not draw any conclusions about the identity of around 27 percent of requesters; 3 percent intentionally identified themselves as “anonymous.”

Exhibit 8 – Public records requests come from a variety of requesters

Percent of requests by requester in the most recent year



Source: Auditor analysis of survey results.

Note: The ‘Organizations’ category includes political groups, labor unions, research and advocacy groups, and businesses. ‘Most recent year’ may be calendar or fiscal year, and not the same year for all survey respondents. 781 survey respondents supplied data for this analysis.

Individuals, law firms, and for-profit and nonprofit organizations made nearly half of the total requests in the most recent year. Governments reported that only about 10 percent of requests originate outside Washington.

Contrary to the popular belief that news media make more requests for public records, our analysis found that other groups, such as insurers and people in prison, make more requests than journalists.

Fulfilling public records requests cost Washington’s state and local governments more than \$60 million in the most recent year

Government transparency and the activities related to providing access to public records does not come without cost: Washington’s state and local governments spend millions of dollars annually. Together, governments that responded to our survey reported spending more than \$60 million in the most recent year alone.

Exhibit 9 illustrates the great variability in costs incurred; in addition to totals by government type, it shows the maximum and mean average costs incurred by individual governments. They represent costs incurred by 541 of the 923 survey respondents. Not all governments track costs, and some were able to provide cost information only for one department, not the entire organization.

State agencies, cities/towns, and counties combined accounted for 82 percent of

Exhibit 9 – The cost of fulfilling records requests also varies significantly

Most recent year results for the 541 survey respondents that provided cost data

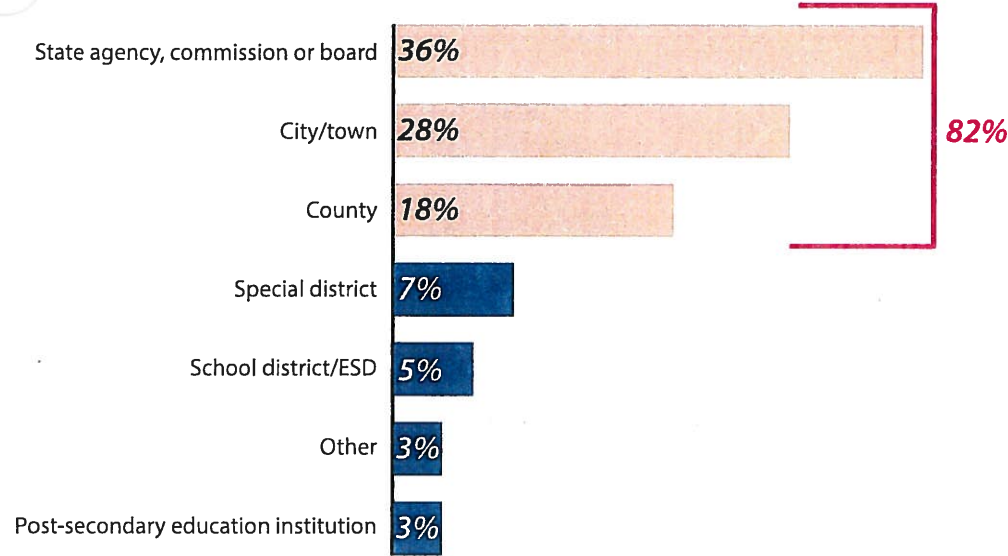
Government type as grouped for analysis	Costs incurred by government type	Costs incurred by individual government	
	Total	Maximum	Average (mean)
State agency, commission, or board	\$22,058,165	\$6,746,268	\$373,867
City/Town	\$16,772,830	\$1,397,343	\$137,482
County	\$11,213,530	\$2,161,123	\$200,242
Special districts	\$4,232,504	\$438,188	\$23,912
School district/ESD	\$2,871,610	\$367,103	\$39,883
Other governments	\$2,089,128	\$334,380	\$49,741
Post-secondary education institution	\$1,752,489	\$921,721	\$134,807

Source: Auditor analysis of survey results.

Note: “Most recent year” may be calendar or fiscal year, and not the same year for all survey respondents. Cost figures include actuals and estimates. Governments that track costs provided actual cost data. Those that don’t track, but had necessary information to estimate, provided estimated costs.

the total spending (Exhibit 10).

Exhibit 10 – Three types of governments spent 82% of the \$60 million costs incurred



Source: Auditor analysis of survey results.

Notes: "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

541 survey respondents supplied data for this analysis.

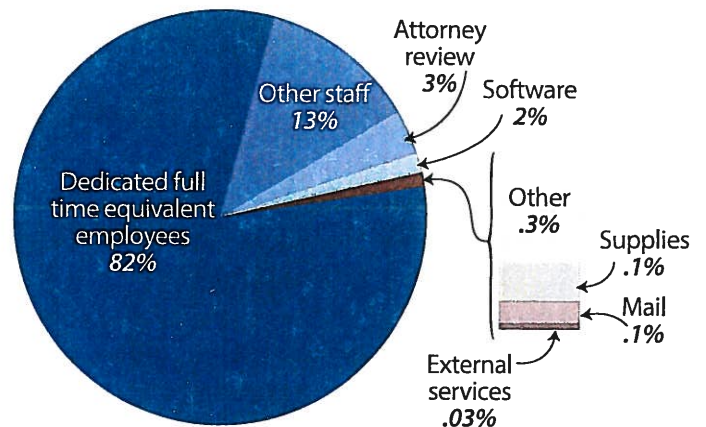
Staff time is the largest cost incurred in fulfilling public records requests

Survey analysis showed that staff time needed to locate, review, redact and prepare public records for release to requestors makes up 98 percent of the expense incurred in responding to requests (Exhibit 11). The remaining miscellaneous costs include software licenses, mail, supplies and external services.

Despite the availability of software and practices that aid in the disclosure of public records, critical aspects of the process cannot be automated. A prime example of an essential step that cannot be automated is the review and redaction of information exempt or prohibited from release to the public, such as social security numbers, medical records or student records. No software can automatically identify exempt or protected information in a paper or electric record. Without the thorough review conducted by staff and/or legal counsel, there is a greater possibility of releasing protected information, which could place individuals at risk for identify theft and governments at risk for cyber-security attacks or lawsuits.

Exhibit 11 – Employee time is the greatest expense in fulfilling records requests

Most recent year results



Source: Auditor analysis of survey results.

Notes: Governments that track costs do so mainly for employees they designate to respond to records requests, not for every employee who collects information to satisfy a request. Reporting most recent year results.

"Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

493 survey respondents supplied data for this analysis.

The distinction between human effort and the remaining expenses is important because the PRA limits the nature and dollar amount of recoverable costs.

Governments can only recover a small fraction of the costs they incur

Existing law does not permit governments to charge requesters for staff time, the greatest expense in providing public records. In the most recent year, survey respondents said they recovered less than 1 percent (or \$350,000) of the \$60 million in costs they incurred. Paper makes up the largest share of recovered costs; Exhibit 12 shows the proportion of other costs recovered, including physical media devices (such as CDs, DVDs and flash drives), postage, copies and scanning.

The greater cost of public records request fulfillment is ultimately borne by governments and taxpayers

Because the PRA does not make those who request public records responsible for most of the costs involved in fulfilling their requests, governments, and ultimately all taxpayers, bear the costs of public records requests.

Most governments surveyed said they try to recover some or all costs allowable under the PRA. But some said they do not pursue cost recovery under certain circumstances: the request takes little time to fulfill, it involves a small number of records, or the cost is minimal (for example, under a self-imposed threshold such as less than \$20).

Participants in focus groups offered insights into cost recovery. Some participants said that for simple requests, the expense of processing a payment is often higher than the amount the PRA allows them to recover. The expense to them outweighs the benefit of recovering costs. However, others believe recovering expenses is worthwhile because it motivates requesters to make reasonable requests; it also alleviates some of the costs on government, especially when responding to labor-intensive requests.

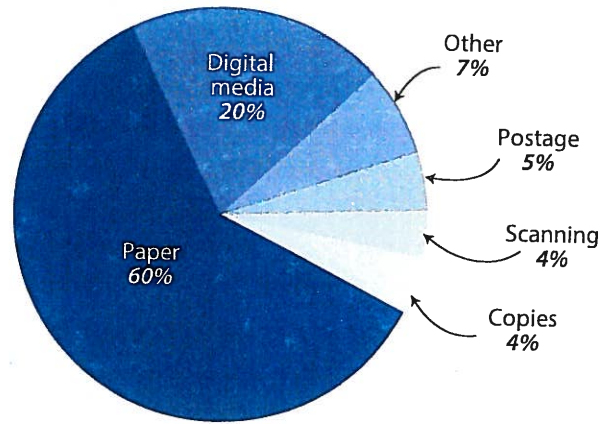
Electronic records: fulfillment, expense and cost recovery

Just as the number of electronic records has increased, the percentage of requests fulfilled through electronic media has also grown. Survey analysis showed governments now fulfill about half of the requests they receive by email or online through their own file transfer protocol (FTP) sites or cloud services like Box and Dropbox (Exhibit 13).

The medium of delivery matters because the PRA refers to charges for copies and photocopies. Many governments have interpreted this language as not permitting cost recovery for electronic records provided through email or online, and only allowing recovery for the cost of physical media devices the document is copied on to such as a CD, DVD or flash drive.

Exhibit 12 – Paper makes up 60% of recovered costs

Most recent year results



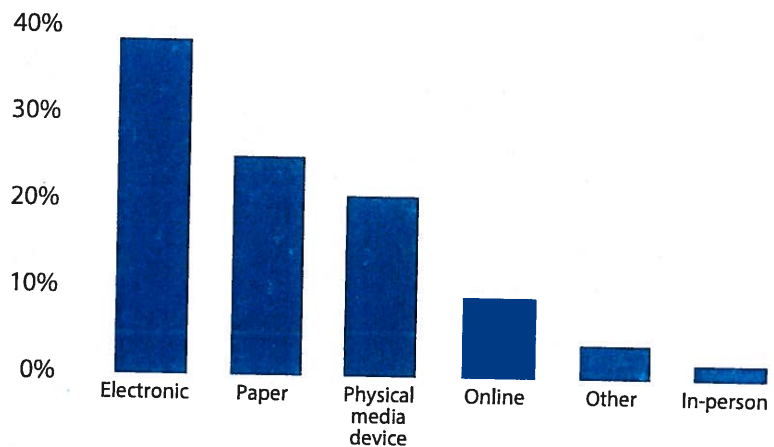
Source: Auditor analysis of survey results.

Notes: "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

47 survey respondents supplied data for this analysis.

Exhibit 13 – Electronic records fulfillment has surpassed paper

Percentage of requests fulfilled by each delivery method, most recent year results



Source: Auditor analysis of survey results.

Note: "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents. 715-718 survey respondents supplied data for this analysis.

The PRA does not establish a uniform definition of what constitutes “an electronic record.” Some governments told us they consider as electronic records “those converted to digital format,” such as scanned paper documents. Others consider as electronic records materials “born digital,” including video, audio, databases, word processing documents, spreadsheets, web content, social media and text messages.

Very few of the governments responding to the survey said they track the cost of providing records electronically separately from providing them on paper or other formats. The expense of delivering electronic records does not differ significantly from other formats. Similar to requests fulfilled in paper format, governments report that the primary cost is the staff time needed to locate, review and redact the electronic records. Other costs include software and hardware to store, retrieve, search, redact and convert records to electronic format, and online delivery services.

The cost of fulfilling public records requests continues to rise

After analyzing the data provided by survey respondents, we found the cost to fulfill public records requests has risen in the last five years, most sharply between 2013 and 2015. Overall, annual average (mean) costs increased by 70 percent in the last five years (Exhibit 14).

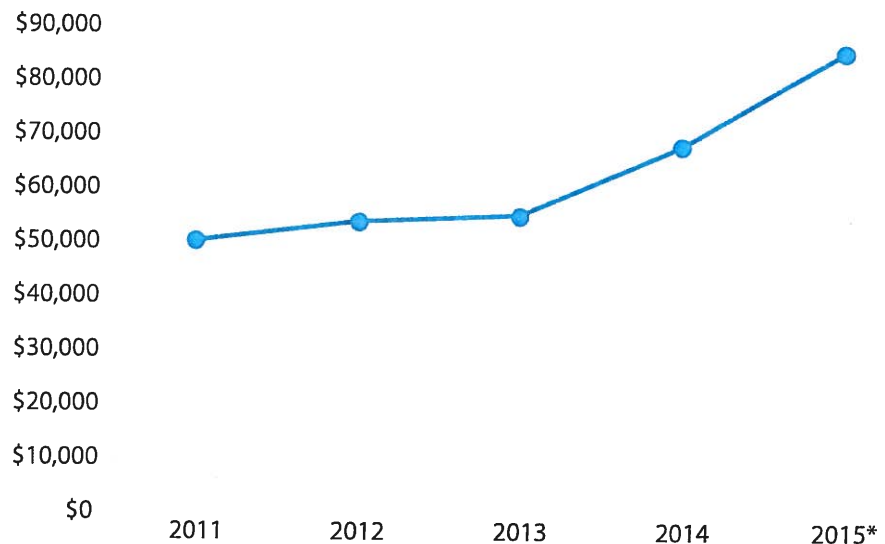
Several factors contribute to the increase in spending, including:

- The public is making more requests
- Requests are more complex, requiring additional staff to fulfill
- Governments are investing in technology that facilitates records management and disclosure

Governments without the resources to invest in IT solutions that facilitate records management and disclosure may devote more personnel time to organize, search and redact records. Although IT solutions may require an initial investment, some governments find that they can help speed up the search, retrieval and redaction of records, consequently expediting the response to requesters.

Exhibit 14 – The average (mean) cost to fulfill public records requests increased by 70% from 2011 to 2015

Annual average costs



Source: Auditor analysis of survey results.

Note: * 2015 was a partial year. Data shown is only for those governments that had data for all five years. 89 survey respondents supplied data for this analysis.

Governments' management and disclosure of public records is complicated by the exponential growth of information and changing, complex public records laws

The volume of information has grown more rapidly than governments' capacity to manage it

Advances in technology – such as email, dashboard cameras, cellphones, complex databases and sophisticated software – have transformed the way government conducts its business. Today's governments must maintain far more material than their counterparts of two generations ago, when the PRA was being formulated. As digitally stored information multiplies and becomes more interconnected (for example, an email containing a link to a document in a network folder and an embedded URL to an agency website), information management, processing, storage, security and disclosure become increasingly complex.

As Washington's state and local governments accumulate data in all its myriad forms, they face commensurate challenges managing it. Unlike the days of paper stored in filing cabinets and marked for destruction in archival boxes, maintaining records today requires investing in personnel and technology for storing and securing digital files and using centralized data management systems and software to search and inventory records. However, many governments cited a lack of sufficient resources to conduct activities that could help the records management and disclosure process be more efficient, such as:

- Providing training
- Setting up centralized databases of records
- Organizing records using an indexing system
- Acquiring technology for searching, retrieving and redacting records

Without the resources, practices and tools that help reduce inefficiencies in the records management process, governments, requesters and taxpayers are all subject to a less efficient and more expensive records disclosure process.

Changing and complex public records laws add to the challenges governments face when responding to requests

Records management and disclosure has been further complicated by changes in case law, driven by court decisions that establish legal precedent regarding what information can and cannot be disclosed. This complexity has cost implications and adds to the workload that governments face when responding to requests.

The Legislature determined that the PRA should be liberally construed and its exemptions narrowly interpreted to allow the widest possible access to records. As a result, the PRA's definition of a public record is very broad; it does not specify which information is not disclosable. Instead, hundreds of exemptions, generated by state law and case law, set boundaries around and narrowly define information that is exempt or prohibited from release to the public.

Changes to public records laws surrounding exemptions are frequent and often piecemeal, requiring that governments stay well-informed. However, keeping up-to-date on these requirements is a challenge. Focus group participants told us many exemptions are narrowly focused, which makes it challenging to apply them and for an employee without a legal background to identify what information can be shared publicly.

This complexity creates legal risks because confidential information may be released exposing the public to harm and the organization to litigation. These risks make governments more hesitant to post information online proactively, fearing the consequences of misinterpreting the scope or applicability of exemptions, which could include litigation and fines.

Government employees often turn to legal counsel to ensure they:

- Provide all responsive records to requesters
- Do not release exempt or protected information
- Do not redact information that should be disclosed

However, this preventive effort often carries the disadvantages of increasing the cost of fulfilling records requests and delaying responses to requesters. Organizations such as the Municipal Research and Services Center (MRSC) offer some guidance and information about exemptions. But governments report they still find the list of exemptions and their applicability to specific situations a challenge as well as a source of legal risk.

Public records litigation affects governmental costs and transparency

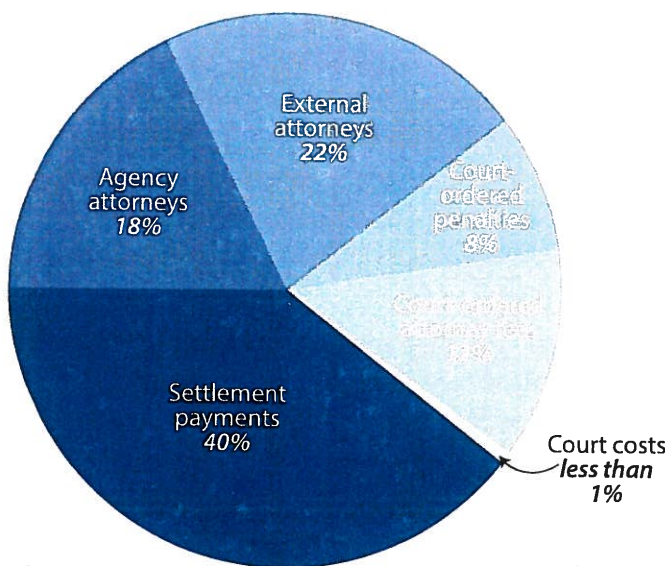
Litigation costs can have a severe impact on the financial position of some organizations, especially those with small operating budgets. Seventeen percent of survey respondents – large and small – indicated they were involved in public records litigation over the past five years, and spent more than \$10 million in the most recent year alone. Typical litigation expenses incurred include settlement payments, legal review, legal counsel, and court-ordered fees and penalties. Attorney costs (both in-house and external counsel) and settlement payments together account for nearly 80 percent of litigation expenses (Exhibit 15).

Public records exemptions

As of 2016, there were more than 400 public records exemptions established by state law. The total number of exemptions set by case law and other statutes is unknown.

Exhibit 15 – Settlement payments and attorney costs account for nearly 80% of litigation expenses

Results for most recent year



Source: Auditor analysis of survey results.

Note: Percentages show a breakdown, by expense type, of the \$10 million in litigation costs governments incurred in the most recent year. "Most recent year" may be calendar or fiscal year, and not the same year for all survey respondents.

130 survey respondents supplied data for this analysis.

Examples of the effect litigation has on governmental budgets

- In 2016, the City of Prosser settled a public records lawsuit for \$175,000. The suit was filed by a Prosser resident who contended the city delayed, ignored or improperly handled 41 of 213 public records requests made in 2006. The City reports it spends an average of 4 percent of its general funds – about \$160,000 annually – to process requests from the same person. The City's attorney said the case was settled because it could have taken years to complete a court trial, which would likely have cost more than \$500,000.
- In 2016, Clallam County negotiated a settlement for \$550,000 with a couple who sued for public records in 2014. The *Peninsula Daily News* reported that the settlement came about after officials discovered thousands of documents in a basement that should have been provided earlier.

The effect of public records litigation extends beyond monetary costs. For example, risk of litigation tends to make governments more cautious in their dealings with the public, inadvertently slowing down the records disclosure process. They may spend more time conferring with legal counsel to ensure they do not release information exempt or protected from disclosure or withhold information that should be released. Such caution is expensive and the delays may further expose governments to legal risk as some requesters may accuse the government of an unreasonable response time.

We also found that the fear of litigation discourages some governments from implementing innovative technology and approaches, despite the potential for cost savings and efficiencies. For example, governments in some states will share software for records management and the associated costs. However, some of Washington's governments said they avoid this practice to prevent unintentionally withholding public records from other agencies that they have been in contact with and which should be provided to requesters. They also expressed concerns about the shared responsibility for review and litigation costs arising from requests.

Some focus group participants and survey respondents said they have discontinued or not adopted innovations that would seem reasonable but which they perceived as exposing them to greater risk. Some technologies would create new records subject to disclosure, such as body, dashboard and video cameras; text and instant messaging; and social media like Twitter and Facebook. Others touch on records management, including data sharing agreements; still others relate to online web portals and records delivery services. Cities and towns were the most likely to report having discontinued or not adopted technology due to the perceived risks associated with producing and retaining new types of public records and using these technologies.

Other states have developed or revised statewide policies to address the changing public records landscape

Washington is not alone in considering changes to its public records laws. Other states have found that because the nature and volume of requests has changed dramatically over recent years, changes in statewide policy are necessary to promote the original intent of open government and public records laws while also ensuring that core government operations are not compromised. Other states have addressed challenges associated with an increasing volume of broad and complex requests through policies that:

1. Differentiate requesters and requests by their purpose
2. Recover material and personnel costs associated with disclosing records
3. Develop a statewide alternative dispute resolution program
4. Address complexities in public records laws

Many of these policies are worthy of consideration as Washington policy makers, in consultation with other stakeholders, explore amendments to the PRA. We mention a few examples of policies already in place in Washington, these are mainly to illustrate alternative approaches and/or to show where Washington has already acted on a leading policy. Appendix C contains profiles of the states we researched and interviewed.

1. Differentiate requesters and requests by their purpose

We found that some states have policies that permit a nuanced consideration of the nature of the request and the requester: these policies distinguish between private citizens and commercial, business or high-volume requests. For example, Illinois has developed a tiered approach that identifies four categories of requests: voluminous, commercial, recurrent and “unduly burdensome.” The law allows governments to recover costs for voluminous records requests based on the actual size of the request, ranging from \$20 for requests larger than 20 megabytes to no more than \$100 for requests over 100 megabytes. The same law grants governments additional time to respond to requests from recurrent requesters – people that submit several requests within a set span of time.

Other states explicitly permit governments to recover costs associated with requests that are commercial in nature, reasoning that using government data to advertise or sell products or services has a weaker link to public interest or benefit than do other requests. Two of the states we examined, Illinois and Massachusetts, as well as the federal government, allow government organizations to recover personnel costs related to commercial requests, sometimes after a certain number of hours have been spent fulfilling the request.

2. Recover material and staff costs associated with disclosing records

A common approach to providing relief to governments is to authorize them to recover costs associated with disclosing records. Doing so permits governments to focus on core functions while being able to add personnel for the disclosure process or tools that can improve efficiency. We found that states differ in the policies they use to allow cost recovery, but the most common areas of recovery are related to the number of pages in a request, the cost of materials and postage, and personnel time used to fulfill a request.

Most states that we studied permit governments to recover the costs associated with personnel time based on a variety of methods. For example: Utah, Massachusetts and Florida allow cost recovery for the hourly rate of the lowest paid employee that can fulfill the request. Others charge for personnel costs based on the type of work being completed – often a higher cost for more complex tasks such as database extraction. Vermont, for instance, allows government organizations to charge personnel time for the following categories:

- **Record duplication:** \$0.33 a minute after the first 30 minutes
- **Data extraction conducted by senior-level staff and IT specialists:** \$0.57 a minute after the first 30 minutes
- **Creating a new public record:** \$0.57 a minute after the first 30 minutes

Most of those states have instituted parameters for when personnel time can be charged. For instance, a Florida court decision determined that if a request requires more than 15 minutes to process, governments can recover personnel costs. The U.S. State Department charges between \$21 an hour and \$76 an hour for the time it takes to search and duplicate records after the first two hours of search time or after the first 100 pages of duplication.

Washington has already determined that, in certain circumstances, it can be acceptable to pass government expenditure back to requesters. As of January 2016, all courts and judicial agencies in Washington are allowed to recover personnel costs at a fee not to exceed \$30 an hour after the first hour of research and preparation services required to fulfill a request. This change to General Court rule is intended to allow access to court administrative records without unduly affecting the business of the judiciary.

Florida allows governments to recover personnel costs after 15 minutes of extensive use of clerical resources, inspection, or information technology used to fulfill a request.

Policy considerations for changes related to charging fees

The approaches previously mentioned, while allowing governments to recover costs and limiting unduly burdensome requests, have policy implications that may affect the public's access to information. The following are policies other states have adopted to prevent limiting access to public records.

Discretion for fee waivers

Many requests for information are easy to fulfill. Giving governments the discretion to waive fees allows the disclosure processes to remain efficient and cost effective because it is typically easier for entities to provide records without charging a fee for small, simple requests.

Fee thresholds

Public records laws in other states often have fee thresholds that limit fees for requests under a certain dollar amount, time limit or page number. For instance, the federal government allows fees to accrue only after two hours of searching and charges by page only after 100 pages of records. In Florida, governments can recover costs only after the first 15 minutes of work towards fulfilling a request.

Differentiate requesters

To advance accessibility to public information, several states have policies that prevent entities from recovering costs from select requesters such as members of the news media and academic organizations.

3. Develop a statewide alternative dispute resolution program

Mediation and alternative dispute resolution options are generally less expensive and more expedient than going to court. Demonstrating willingness to negotiate has the added benefit of improving trust between governments and requesters. Many states offer alternative dispute resolution programs, either voluntary or mandatory, for those who want to appeal a decision about a request for public records. For example, Florida instituted a voluntary mediation program within the Attorney General's Office to mediate disputes; Illinois established a Public Access Counselor that mediates disputes and issues binding and final opinions under administrative law.

Some states, as well as the federal government, use an administrative appeal process rather than directing requesters to petition a court review of their public records case.

4. Address complexities in public records laws

Some states we researched have made efforts to address problems with changing and complex public records laws. Similar to Washington, Vermont's Legislature developed a subcommittee to review and streamline exemptions. Additionally, Vermont's subcommittee compiles exemptions under one section of law. Vermont's Secretary of State also works with and encourages lawmakers to flag records exemptions while creating exemptions through rule, allowing governments to quickly locate and categorize them. Moreover, Vermont's Secretary of State works directly with legislators while exemptions are being created to add time limits on exemptions.

To make it easier for governments to find exemptions applicable to different kinds of information, Vermont's Secretary of State created an online database of exemptions that can be easily searched by different categories of information. Washington employs a similar approach. For instance, Washington's Office of the Code Reviser creates a Word document with a list of exemptions established by state law. This word document is posted on the Sunshine Committee webpage.

The Public Access Counselor in the Office of the Illinois Attorney General has jurisdiction to resolve and mediate public records disputes.

Pennsylvania uses administrative appeals to resolve public records disputes.

Florida uses an informal voluntary mediation process to resolve public records disputes.

Oregon is currently making reforms to better streamline the state's public records laws and exemptions.

Practices that improve records management and disclosure complement statewide policy

Policy decisions guide the state's overall path regarding public records requests and warrant careful consideration and evaluation. In addition to these policies, the changing records environment necessitates increased efficiency and effectiveness in the way that records are managed and provided to requesters. We identified practical actions state and local governments can consider taking to efficiently manage and provide public records without compromising their core business. They include:

1. Communicate with requesters thoughtfully and as needed
2. Manage request fulfillment to maximize benefits to requesters and minimize disruptions to critical services
3. Disclose information before it is asked for
4. Develop a coordinated, agency-wide strategy and institutional culture around records management
5. Collect and retain only necessary records
6. Organize records for easy search and retrieval
7. Adopt strategies and organization-wide policies to accommodate the complexity of public records laws
8. Reduce the potential for litigation and mitigate its impact

It is important to mention that implementing some of these practices may require policy changes and some governments will need funding and other resources. While some of the governments we talked to already use some of these practices, many cited a lack of sufficient resources to put them into practice, even if they would add efficiencies.

1. Communicate with requesters thoughtfully and as needed

A simple and inexpensive way to address challenges associated with complex and broad requests is to clarify the request by communicating directly with requesters. Many focus group participants said they already use this strategy. Clarifying the scope of a request helps the requester receive the records they intended to get – no more, no less – and narrows the search the organization must conduct to find and prepare records. Leading practices also recommend governments give the requester relevant updates throughout the process, either directly or through a website or portal service.

By publically communicating the type of information a government maintains, requesters can make more informed decisions about the records they request. Governments might want to consider additional topics for communications with requesters:

- How the request was interpreted by the organization
- Status of the request
- How the search is being conducted
- Scope of the request
- Anticipated response times
- Any fees or procedural requirements

Good communication practices can generally improve the requester's experience, reduce unnecessary delays, and potentially avoid disputes and unnecessary costs.

Washington's public records laws allow governments to close requests if requesters do not respond to their request for clarification. Vermont recently passed similar legislation to allow governments to better help requesters by refining the scope of requests.

2. Manage request fulfillment to maximize benefits to requesters and minimize disruptions to critical services

Broad, complex requests can exhaust human resources and hamper an organization's ability to fulfill other, simpler requests. People in our focus groups and in other states suggest making an effort to expedite fulfillment of simple requests – without requiring requesters to fill out forms. Making the process simpler and more efficient benefits both the requester and government. However, expediting fulfillment of simpler requests may require policy changes.

We found broad consensus among federal guidelines, other states and focus group participants for the practice of providing records as they are processed, in installments, rather than waiting to assemble everything needed for a large request. The benefits include more timely disclosure, increased usefulness of the records to the requester, and improved resource allocation for governments, as they can budget time for fulfilling requests while delivering core services.

3. Disclose information before it is asked for

Leading practices suggest that governments have a public service obligation to promptly disclose records that would be of public interest, without waiting for a records request. By identifying particular records that may be of interest to the public – or that they know from experience will be frequently requested – and posting them online, governments might reduce entire streams of records requests. During a highly publicized controversy, for example, Oregon's governor released over 94,000 emails at once, rather than responding to individual requests for emails as they arrived. These emails are now searchable by subject, date, sender and recipient.

Actively sharing public records, based on frequently requested information or current events, may help lower costs by reducing time personnel spend answering multiple requests for the same information.

An emerging tool for sharing information is the public records portal. Many state and local governments across the country have established websites, or open records portals, to publish the records requests they receive and the responses to those requests, among many other things. Survey respondents and focus group participants said they found software such as GovQA and Next Request especially helpful; these tools have public-facing features that allow people to search for information without the need for a formal request.

Leading practices recommend that proactively disclosing records should not be a one-time effort. Governments should develop an ongoing process for identifying records of public interest and suitable for publication and posting them online regularly. The guidelines recommend that decisions to identify records appropriate for online posting be made by a team of people that include records professionals, IT personnel, and program specialists. Although proactively disclosing information online has its costs, actively sharing public records, based on frequently requested information or current events may help lower costs in the long run by reducing the time employees spend answering multiple requests for the same information.

Governments in Washington use a variety of tools to help search for records and/or manage requests including: GovQA, Enterprise Content Management (ECM), e-discovery, Access databases and Excel workbooks.

Washington's public records laws allow governments to produce records in installments and close the remainder of a request if an installment is not claimed or reviewed by the requester.

Several governments in Washington, such as Clark County and City of Kirkland, have a public records portal where information seekers can search public records, submit requests, and view past published requests.

Utah has a statewide, centralized open records portal where record seekers can view information released as a result of public records requests.

4. Develop a coordinated, agency-wide strategy and institutional culture around records management

Our conversations with other states and research on leading practices suggest that taking a strategic approach to records management is a key step to better disclosure of government information.

Garner buy-in and support from executive leadership

Governments we spoke with and literature we reviewed describe the importance of support, collaboration and buy-in from executive leadership and others throughout the agency. Coordinated efforts help ensure that the records management and records disclosure process is made a priority across the organization.

Establish a cross-division steering committee for records management

Successfully implementing a records management program requires a coordinated effort with the right individuals across organizational departments, including business professionals, managers and executive leadership and technology professionals. Some leading practices recommend assembling a cross-division executive steering committee comprised of senior management, the organization's records management officer and other records management staff, IT professionals, legal staff, and records custodians. Committees can be tasked with the following:

- Staying abreast of changes in public records laws
- Updating policies, templates, guidelines, and procedures for public records requests including how records are organized, preserved, and disposed of
- Ensuring that staff receive needed guidance, training and tools for effectively handling file management, records requests, and related duties

Actively collaborate with technology professionals

In this electronic age, one of the most important internal partners in establishing a records management strategy is the organization's IT department. Actively collaborating with technology professionals is vital to maintaining electronic records: they create and maintain the infrastructure within which records reside. IT professionals can also help identify available tools that can be used to better manage the types of records an organization generates and easily search for information in the event of a records request.

Coordination between different parts of the government can help set clear expectations for what is needed in technology tools. It enables both records managers and technology professionals to understand their role in the records disclosure process, including proper use and support for IT solutions.

5. Collect and retain only necessary information

Strategically collect only necessary information

Gathering only that information which is necessary to conduct agency business reduces the later need and cost for redaction when records are requested. One focus group participant told us her organization regularly reviews all forms to ensure staff do not collect confidential or sensitive information. The organization purposely excludes social security numbers from personnel files to reduce the need for redaction if a requester asks for personnel records.

If it is necessary to gather confidential or sensitive information, federal guidelines recommend separating releasable data from exempt data in order to make the disclosure process easier.

King County Executive Branch reported that to foster an institutional culture around records management, it holds periodic file-a-thons where records custodians manage their records.

For easier coordination of request response efforts, Minnesota manages requests by having main points of contact for each division in an agency and makes an inventory of data available.

Systematically retain only necessary records

Formalized records destruction practices and policies help organizations locate and retrieve documents for requests and legal discovery, control the costs of information storage, and make it easier to dispose of records at the end of their business life or retention period. A significant number of documents and emails are transitory in nature and could be disposed of early, eliminating the need for search and review in the event of a request.

Records retention schedules are set in state law. Leading practices advise, when possible, applying a single records retention schedule supported by records management policies and procedures, and implementing it consistently across departments. They also suggest integrating retention schedules into file and email management processes as well. Several governments we spoke with use formal records retention schedules that apply across divisions and functions to ensure records are kept only as long as legally required and operationally necessary.

6. Organize records for easy search and retrieval

Managing electronic files can be overwhelming without an organized method for naming and storing files. Once a government decides what to keep and puts policies in place to implement records management, it must organize the data and documents so they can be quickly and easily found if requested – and destroyed on the schedule that applies to each.

Literature suggests governments can improve their access to and retrieval of records by cataloging or indexing their records using electronic filing systems, or making use of each file’s embedded metadata. Leading practices suggest that records custodians can make it easier to locate and identify records if they carefully apply filing processes and tools. Governments manage and organize their records using a variety of tools, such as databases that catalog their records, systematic filing, email archiving systems, electronic filing systems with integrated records retention schedules, and software programs that can search an entire network of information.

Exhibit 16 sets out four areas of records management and IT solutions for governments that were mentioned in focus groups.

Exhibit 16 – Examples of IT solutions that facilitate public records management and disclosure

Task needed	What the software does	Product examples
Requests management	Organizes records, tracks and responds to public records requests	GovQA, WebQA, Next Request
Records management	Consolidates emails and builds automated records retention schedules into email folders. It also archives emails in the cloud.	Vault, Smarsh
	Help capture, manage, store, preserve, and deliver information.	ECM Solutions
Email searching	Speeds complex email searches	Discovery Accelerator
Document redaction	After review by a person, efficiently redacts information exempt from disclosure from documents requested by requesters	Adobe Acrobat Pro

Source: Auditor analysis of focus group results.

Some governments in Washington use:

- Records retention checklist
- Software systems that have integrated records retention schedules

Utah’s Davis County inventories records with their title, purpose, type, and retention period to better manage and locate records.

Similar to other states, Washington requires governments to index records.

Systematic filing

Electronic filing practices, such as indexing records, developing consistent naming conventions and considering file formats, help ensure that files can be retrieved quickly. Selecting formats that are common, open-sourced, easily convertible and that include documentation about the content, context, and/or structure of the record, reduces the likelihood someone must convert files into a different format for requesters.

7. Adopt strategies and organization-wide policies to accommodate complexity of public records laws

Washington governments employ some strategies to address the changing nature and complexity of public records laws by creating summary lists that simplify and clarify exemptions applicable to the records the specific agency manages and providing training to staff on applicable laws.

Governments in other states, such as the City of Philadelphia, allow police departments to handle their own public records requests to accommodate the differences in exemptions and non-disclosable information, the types of records they generate and the business practices they follow.

8. Reduce the potential for litigation and mitigate its impact

Many of the practices and policies mentioned throughout this report can help reduce the potential for litigation. However, lawsuits may not always be preventable. This section discusses some approaches governments have taken to mitigate the impact of litigation.

Provide a user-friendly dispute process

Providing a user-friendly process for disputing government decisions on records requests can help address requesters' concerns that might otherwise result in costly litigation. Leading practices recommend that governments provide an accessible dispute resolution process in both regulations and other communication. Allowing requesters to submit appeals by email or on a website may be faster, cheaper and more convenient for both requesters and the agency processing the appeals.

Document decisions, rationale and search processes

Make it clear to requesters why certain information was not released, as required by the PRA. Governments reported documenting search processes, using exemptions logs, and other tools that track information to help prove the adequacy of search processes and avoid litigation. Logs contain the nature of material withheld or redacted from a public record and cite the exemption and the rationale for its applicability. Focus group participants said they provide a copy of the exemption log to the requester when the request is fulfilled, as required by the PRA. They also suggest carefully documenting correspondence with requesters and maintaining organized records of responses to avoid future lawsuits.

Rely on legal counsel when necessary

Engaging legal expertise to determine if a record is releasable can reassure governments that the decisions they make regarding disclosure are legally sound. However, there are tradeoffs with involving legal counsel: increased costs and the time added to the records disclosure process.

Yakima Regional Clean Air Agency said it organizes files in an Access database it developed. Entries have hyperlinks to any associated files on a network server.

Illinois' Attorney General's Office developed a structured legal advice hotline for governments and requesters. The hotline is staffed with several attorneys and has many phone lines to provide greater accessibility. While the hotline does not offer formal legal advice, it provides general information about public records laws and how to apply laws in similar situations.

In Washington, the Open Government Ombudsman at the Attorney General's Office provides similar assistance to governments and requesters.

Conclusion

Washington's PRA guarantees the public broad access to information about government conduct to foster sound governance. Our interactions with state and local governments showed their commitment to foster an open, accessible and accountable government. However, government transparency does not come without cost. A changing public records environment and a broad PRA that has not kept pace with present-day issues has contributed to a government that is more expensive, overburdened and ultimately less accessible.

Unlike other states we studied, Washington's public records laws do not distinguish between types of requesters, do not limit the number of records or requests a person can make, and lack boundaries to prevent requesters from compromising the efficiency of government operations. This liberal access contributes to an increasing volume of broad and complex requests that absorb more staff time to fulfill, consequently interfering with other essential government functions and increasing costs to taxpayers. Insufficient resources and limited ability to recover costs, coupled with a fear of potential litigation, means governments find it more challenging to fulfill increasingly complex requests, thereby slowing the disclosure process for all requesters. Amid the deluge of requests and insufficient resources, governments may be hesitant or unable to adopt innovative practices and tools that could make the disclosure process more efficient.

But even governments with limited resources have opportunities to incorporate efficient information management and disclosure practices. We found several strategies that can help, noted in the report and appendices. Even so, other states have found that practices and tools alone are limited in their effectiveness to address public records challenges. They have implemented statutory or regulatory changes to promote the original intent of public records laws while also ensuring that core government operations are not compromised.

Providing access to government records in a manner that does not limit the public's access to information or unduly affect government operations is challenging. The responsibility to find this balance is shared among the Legislature, governments and the public. Our research shows that a combination of statewide policy changes and better information management and disclosure practices are needed to keep pace with changing times.

This report can help inform the Legislature and stakeholders about the existing state of Washington's public records environment and how other states are managing similar challenges. It also provides information on practices and tools that governments can consider as they continue to improve their records management and disclosure processes.

Appendix A: Initiative 900

Initiative 900, approved by Washington voters in 2005 and enacted into state law in 2006, authorized the State Auditor's Office to conduct independent, comprehensive performance audits of state and local governments. Specifically, the law directs the Auditor's Office to "review and analyze the economy, efficiency, and effectiveness of the policies, management, fiscal affairs, and operations of state and local governments, agencies, programs, and accounts." Performance audits are to be conducted according to U.S. Government Accountability Office government auditing standards.

In addition, the law identifies nine elements that are to be considered within the scope of each performance audit. The State Auditor's Office evaluates the relevance of all nine elements to each audit. The table below indicates which elements are addressed in the audit. Specific issues are discussed in the Audit Results section of this report.

I-900 element	Addressed in the audit
1. Identify cost savings	No. The objectives did not include identification of cost savings. However, we identified the costs state and local governments incur to respond to public records requests and practices for recovering such costs. We also found practices for effectively managing and disclosing public records that may help governments recover costs and achieve efficiencies that result in cost savings.
2. Identify services that can be reduced or eliminated	No. Washington's public records laws promote government transparency by providing the public with access to government records. Therefore, we did not consider a reduction or elimination of this service.
3. Identify programs or services that can be transferred to the private sector	No. The objectives did not include examining whether any of the processes or services involved in the management and disclosure of public records could be transferred to the private sector.
4. Analyze gaps or overlaps in programs or services and provide recommendations to correct them	No. The objectives did not include an analysis of gaps or overlaps in the processes, programs, or services involved in the management and disclosure of public records.
5. Assess feasibility of pooling information technology systems within the department	No. The objectives did not assess the feasibility of pooling information technology systems within governments or departments.
6. Analyze departmental roles and functions, and provide recommendations to change or eliminate them	No. The objectives did not include analyzing department roles or functions.
7. Provide recommendations for statutory or regulatory changes that may be necessary for the department to properly carry out its functions	No. We did not make specific recommendations, but implementation of the practices we identified to recover costs associated with responding to public records requests and to address other public records issues will likely require statutory or regulatory changes.
8. Analyze departmental performance, data performance measures, and self-assessment systems	No. The objectives did not include analyzing department roles or functions.
9. Identify relevant best practices	Yes. We identified policies for addressing issues associated with responding to public records requests; we also identified practices for managing records, responding to public records requests and making information more accessible to the public.

Appendix B: Methodology

Survey of Washington’s state and local governments

We surveyed Washington’s state and local governments to collect relevant Public Records Act (PRA) requests information, including, but not limited to:

- The volume and nature of public records requests governments receive
- The costs they incur in fulfilling those requests
- Practices, policies and tools they use to manage public records and respond to requests

Given the magnitude and complexity of this survey effort, we contracted with BERK Consulting, Inc., to help us design and administer the survey, and analyze survey results. BERK partnered with the Municipal Research and Services Center (MRSC) to design the survey and provide consultative support. BERK’s consultants have expertise in data collection, cost studies, survey design, administration and analysis. MRSC’s staff have expertise in matters around the PRA, public records request issues and local governments.

Survey population

We wanted to survey all state and local governments that are subject to the PRA and for which we could obtain contact information. We asked the Washington Association of Public Records Officers (WAPRO) and several local government associations to help us find those contacts not already in our internal database, and verified that we had correct information with the governments themselves. We were able to obtain contacts for and send the survey to 2,363 governments across the state. Figure 1 shows the types of governments we surveyed, grouped as they were for our analysis.

Figure 1 – The types of governments we surveyed, grouped by category

Category	Type of entities included in category	
Agency, commission or board	State agencies, commissions or boards	
City/Town	Cities and towns	
School district/ESD	School districts, Educational Service Districts (ESD)	
County	Counties	
Post-secondary education institution	Universities and four-year colleges Community and technical colleges	
Special districts	Air Pollution District Cemetery District Conservation District Diking/Drainage District Fire Protection District Flood Control District Health District Hospital District Irrigation and Reclamation District Library District	Mosquito/Pest/Weed District Park and Recreation District Port/Airport District Public Facilities District Public Utility District (PUD) TV Reception District Transportation Benefit District Water/Sewer District
Other governments	Economic/Industrial Development Authority Emergency Management Service Government Association Housing Authority Insurance Pool/Risk Management	Local/Regional Trauma Care Councils Public Development Authority Regional Planning Council Regional Support/Community Network Transportation Authority Water Conservancy Board

Survey development

We spoke to a variety of stakeholders to hear their perspectives as we assembled possible survey questions, and convened an expert panel of public records officers from various state and local governments to review and discuss the draft survey. Finally, we asked several people from a mix of governments to test the survey and accompanying cost estimation tool. This group gave us feedback on question clarity, phrasing, the amount of time needed to respond to the survey, and the likelihood that survey respondents would be able to provide certain types of information. If you would like to view survey questions, you can download a PDF copy of the 48-page survey on our website (www.sao.wa.gov).

Survey promotion

To raise awareness about the survey and encourage participation before launching it, we:

- Sent governments pre-survey notices explaining the survey's intent, topics and anticipated delivery date
- Collaborated with WAPRO and local government associations to encourage participation
- Gave an overview of our objectives and approach to the House Local Government Committee and to more than 400 public records officers at the 2015 annual WAPRO conference
- Created a page on the State Auditor's Office website to keep people informed about our progress

Survey administration

The survey was administered through Survey Monkey. We sent the survey to the public records officer or specific staff that each government organization designated as the appropriate person to respond. The survey was officially open from November 2 through December 15, 2015. During the survey administration period, we sent reminders to those who had not responded, hosted a webinar to answer questions about the survey, and offered technical assistance via a dedicated email address and telephone number.

Survey responses

Of the 2,363 unique governments contacted, 923 responded to the survey, providing an overall response rate of 39 percent (see Figure 2 for response rate by government type). Respondents ranged from small special purpose districts to large state agencies, from counties to universities. The 39 percent response rate understates the breadth of data we received because the response rate was significantly higher for governments that represent a large percentage of the state's total population. For example,

- 58 percent of cities and towns responded to the survey; they represent 79 percent of Washington's city and town residents
- 82 percent of counties provided at least one departmental response; they represent 98 percent of Washington's total population

Despite the high level of representation in the survey, we did not attempt to extrapolate our results statewide, because we do not know how similar non-responding governments are to survey respondents.

Figure 2: Survey response rate by government type

Type of government	Contacted	Responded	Rate
State government (state agency, commission or board)	141	80	57%
Local governments (all)	2,222	842	38%
County	39	32	82%
Post-secondary education institution	37	22	59%
City/Town	283	165	58%
School district/ESD	283	115	41%
Special district	1,311	431	33%
Other governments	269	78	29%
Total state and local governments	2,363	923	39%

Although 923 governments responded to the survey, we received 1,016 survey responses because some decentralized governments provided separate responses from distinct departments. Figure 3 shows the number of responses to survey questions used as the basis for exhibits in this report. The number of responses for each question varied for several reasons, including:

- Respondents were not expected to answer every survey question. The survey employed skip logic to ensure they were asked only relevant questions
- Not all governments track the data we asked for. For example, 818 survey respondents reported receiving public records requests in the last five years. While 84 percent said they tracked the number of requests received, only 49 percent of them collected information on the nature of requests received, and only 39 percent tracked data on the costs they incurred fulfilling requests.

Governments that track information on the number, nature and costs to fulfill public records requests provided actual data. Those that do not track, but had the necessary information to estimate, provided estimates. Analyses in this report include both actual and estimated data.

Figure 3: Number of survey responses for select analyses in report

Exhibit number	Exhibit title	Number of responses
1	Percentage of survey respondents tracking information on number and nature of requests received and cost to fulfill them	Number = 816 Nature = 781 Cost = 781
3	Three types of government received 89% of the total 285,000 public records requests in the most recent year	794
4	The number of public records requests Washington's governments receive varies significantly	794
5	The average number of public records requests increased by 36% from 2011 through mid-2015	434
6	14% of public records requests took 21 or more business days to fulfill	738
7	Police and sheriff's departments receive a large share of requests compared to other departments	272
8	Public records requests come from a variety of requesters	781
9	The cost of fulfilling records requests also varies significantly	541
10	Three types of governments spent 82% of the \$60 million in costs incurred	541
11	Employee time is the greatest expense in fulfilling records requests	493
12	Paper makes up 60% of cost recovered	47
13	Electronic records fulfillment has surpassed paper	715-718
14	Cost to fulfill public records requests increased by 70% from 2011-2015	89
15	Settlement payments and attorney costs account for nearly 80% of litigation expenses	130

Survey analysis

We conducted qualitative and quantitative analyses. Quantitative responses were analyzed using descriptive statistics, such as frequency distribution, averages, medians, minimums and maximums. Participation in the survey was voluntary.

Given the self-reported nature of the data, we conducted validity testing to ensure that the information which forms the basis of the analysis in this report is sufficiently reliable and provides appropriate evidence to support results and conclusions. For example, we reviewed the data for outliers and internal consistency to ensure that answers did not contradict one another, and followed up with additional questions for clarification when necessary. Other data validation tests conducted included looking for duplicates, missing data, incorrect values, and significant increases and decreases in values from year to year.

Appendix C: State Profiles

The following summaries of public records laws in eight states and the federal government illustrate the variety of ways other states have developed or updated their laws to address the challenges associated with providing access to public records to ensure a transparent yet efficient government.

FLORIDA.....	43
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FEDERAL	53

A snapshot of other states' public records laws

Feature addressed	WA	FL	IL	MA	MN	OR	PA	UT	VT	Federal
Recoverable costs										
Copies, materials and other	\$0.15 / page	\$0.15/page one-sided, \$0.20/page double-sided copies	\$0.15/page after 50 pages	\$0.20/ page, \$0.50/ computer printout	\$0.25/page	Yes	Up to \$0.25/page	Yes	Yes	\$0.03 - \$0.25 / page
Personnel and labor (May include searching, inspecting, reviewing, redacting, or copying)	No	hourly rate of lowest paid capable employee	Yes	hourly rate of lowest paid capable employee	after 100 pages	Yes	No	hourly rate of lowest paid capable employee	Yes, if time >30m; if new record generated	after 100 pages
Provisions specific to electronic information	No	Yes	Yes	No	Yes	No	Yes	No	No	No
Extra charges for commercial purposes	No	No	Yes	Yes	Yes	No	No	No	No	Yes
Requesters and disputes										
Limits certain requesters	No	No	Recurrent requesters	No	No	No	Legal residents of United States	No	No	No
Restricts purpose or use	No	No	No	No	No	No	No	Yes	No	No
Dispute resolution	Attorney General's Office	Mediation with Attorney General's Office	Mediation with Attorney General's Office	Sec. of State	Commr. of Admin.; Admin. appeal	Attorney General's Office	Open records office; Admin. appeal	Head of agency; Records Committee	Head of agency	FOIA Liaison; Mediation Services; Advisory Opinions
Branches of governments subject to public records laws										
Covers all branches of government	No (not legis/ judicial)	Yes	No (not judicial)	No (not legis)	No (not legis/ judicial)	No (not legis/ judicial)	Yes	Yes	Yes	No (not legis/ judicial)
Non-governmental entities supported by public funds	Not stated	Yes	Yes	Not stated	Yes	Yes	Yes	Yes	Not stated	No

FLORIDA

Florida's public records laws allow any person to inspect and copy records at reasonable times and under reasonable conditions. Laws do not differentiate between different types of requests by their purpose (such as between commercial and noncommercial). Requesters are entitled to view the records of all state, county or municipal governments, as well as any other public or private organization acting on behalf of one of these governments.

Recoverable costs

Governments may charge requesters for certain costs and require them to pay the charge in full before duplicating requested documents.

Copies, materials and other costs

Government may charge \$0.15 per page for one-sided copies, \$0.20 for two-sided copies and \$1.00 for certified copies. They may also charge for the actual cost of duplication – including physical materials and supplies given to the requester (such as disks, tapes or CDs).

Personnel costs

Governments may charge requesters a special service fee for inspecting public records when the nature or volume of those records require “extensive” use of IT resources or clerical or supervisory assistance. Charges must be based on the actual labor (including both salary and benefits of an employee) or computer costs the government incurred. “Extensive” has been defined by Florida's courts as material that takes more than 15 minutes to locate, review, copy and refile.

Electronic records

Governments can give requesters remote access to public records and charge them a fee for this access, which may include direct and indirect costs.

Dispute resolution

The Florida Legislature has created a voluntary mediation program within the Attorney General's Office to mediate disputes involving access to public records. The Attorney General's Office is required to:

- Employ mediators to resolve public records disputes
- Recommend legislation regarding access to public records, and
- Assist the Department of State in preparing training seminars on access to public records

Proposals to limit attorney fees

In 2016, Florida's House and Senate proposed – but did not pass – legislation that would have eliminated the award of attorney fees to requesters when governments wrongfully denied access to public records.

The Illinois Freedom of Information Act gives any person, including corporations, firms, associations, partnerships and other organizations, the right to request public records. Requesters are not required to tell governments the purpose of their request, except to clarify if the request is for commercial purposes or to obtain a fee waiver. Public records laws apply to all legislative, executive and administrative or advisory bodies of the state. Application to the legislative branch is limited and does not include drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies or actions are formulated by the Legislature. The Act does not apply to the judiciary branch, as determined by case law and an opinion of the Attorney General.

Recoverable costs

Illinois' public records laws give governments the flexibility to impose, reduce or waive fees, but they must provide requesters with an accounting of all fees, costs and personnel hours in connection with a request. Governments must also give requesters an estimate of fees to be charged and may require that requesters pay in full before duplicating requested documents.

Copies, materials and other costs

The only costs that are recoverable are those related to physical materials given to the requester (copies, disks, tapes or CDs). The first 50 pages of a request fulfilled with paper copies are free. Governments can charge \$0.15 page for requests exceeding 50 pages, but they have the option to charge less.

Personnel costs

Public records laws allow governments to recover personnel costs for commercial requests. They may recover up to \$10 per hour for search, review and redaction of records. Commercial requests are defined as those used for sale, resale, solicitation or advertisement.

Electronic records

Laws enacted in 2014 allow governments to charge requesters by the volume of records they receive. The voluminous records provision of the law sets out a fee schedule by megabyte as illustrated in **Figure 4**. Governments may charge the fee even if the requester fails to accept or collect records. The provision does not apply to the following requesters: members of the news media and non-profit, scientific, or academic organizations.

Notable changes in public records laws

In 2014, Illinois' General Assembly instituted several revisions to public records laws. It declared that the public policy of Illinois is to promote the transparency and accountability of public bodies partly by providing all persons with full and complete information about government affairs. This principle, coupled with ensuring that requests do not unduly burden public resources or disrupt the work of public bodies, led the state to establish provisions in public records laws to give governments authority to recover costs from requests that are considered "unduly burdensome." The Illinois Freedom of Information Act now distinguishes different types of requests including: commercial requests, repeat requests, and voluminous requests as shown in **Figure 4** on the following page.

While these provisions give Illinois' governments greater protection, they have also come under criticism. Opponents of these laws state that while it is unlikely that governments are trying to hide information, these protections are a disincentive for governments to provide user-friendly records that could benefit the public.

Figure 4 – Brief summary of 2014 changes to Illinois public records laws

Request type	Definition	How the law addresses bottlenecks												
Voluminous	<ul style="list-style-type: none"> • Five or more requests for five or more different categories of records • Requests for five or more categories in 20 business days • A compilation of 500 or more pages • Charges do not apply to requests made by the news media, nonprofit, scientific, or academic organizations 	<ul style="list-style-type: none"> • Governments receive an additional five days to respond to requests. • Fees are charged by megabyte (MB) for electronic records <table border="1"> <thead> <tr> <th>PDF document</th> <th>Non-PDF</th> <th>Maximum charge</th> </tr> </thead> <tbody> <tr> <td>Under 80 mb</td> <td>Under 2 mb</td> <td>\$20</td> </tr> <tr> <td>80-160 mb</td> <td>2-4 mb</td> <td>\$40</td> </tr> <tr> <td>Over 160 mb</td> <td>Over 4 mb</td> <td>\$100</td> </tr> </tbody> </table>	PDF document	Non-PDF	Maximum charge	Under 80 mb	Under 2 mb	\$20	80-160 mb	2-4 mb	\$40	Over 160 mb	Over 4 mb	\$100
PDF document	Non-PDF	Maximum charge												
Under 80 mb	Under 2 mb	\$20												
80-160 mb	2-4 mb	\$40												
Over 160 mb	Over 4 mb	\$100												
Recurrent	<p>A recurrent requester is a person who submits any of these:</p> <ul style="list-style-type: none"> • 50 requests in a year • 15 requests in 30 days, or • 7 requests in 7 days 	Governments receive additional time to respond to requests (21 business days)												
Commercial	Requests used for sale, resale, solicitation or advertisement	<ul style="list-style-type: none"> • Requesters must disclose any commercial purpose • Entities receive additional time to respond to requests (total of 21 business days) • Entities can recover up to \$10/hour for search, review, and redactions 												
Unduly burdensome	Repeated requests asking for records that are unchanged or identical to records previously provided or denied	Before denying the request, governments must inform requesters and give them an opportunity to adjust the request. Governments have the option to require that requesters pay an estimate of fees to be charged before fulfilling the request.												

Dispute Resolution

The Public Access Counselor established in the Office of the Illinois Attorney General has jurisdiction to resolve and mediate public records disputes and may issue binding opinions, which are considered final decisions under administrative law. Alternatively, any person denied access to records may file suit in circuit courts.

MASSACHUSETTS

Massachusetts' public records laws allow any person to request government records and does not discriminate based on the purpose of the request. Requesters can inspect the public records of any Commonwealth agency, executive office, department, board, commission, bureau, division or authority, any of their political subdivisions, and any authority established by the general court to serve a public purpose. However, the Public Records Law does not apply to the Massachusetts State Legislature and its committees or to the state courts.

The cost recovery mechanisms listed below were in place during the period of our research.

Recoverable costs

For any request expected to cost more than \$10.00, the records custodian is required to provide an estimate of the anticipated cost. Governments may waive fees where disclosure would benefit the public interest.

Copies, materials and other costs

Governments can charge \$0.20 per page for photocopies, \$0.25 per page for microfilm copies, and \$0.50 per page for computer printouts. Records custodians may also charge the actual cost of reproducing a copy of a record that is not susceptible to ordinary means of reproduction, such as large computer records or over-sized plans.

Personnel costs

Governments may charge a fee for the time spent searching, redacting, photocopying and refiling a record. The hourly rate may not be greater than the prorated hourly wage of the lowest paid employee capable of performing the task.

Dispute resolution

Requesters can petition denied requests with the Supervisor of Records in the Secretary of State's Office which handles public records appeals for the state and can hold hearings on the appeal. If the government fails to comply with decisions made in an administrative order, an appeal may be filed in Superior Court or with the Supreme Judicial Court.

Notable changes in public records law

During the 2016 legislative session, Massachusetts lawmakers enacted a bill to overhaul the state's public records process. When the legislation takes effect on January 1, 2017, it will:

- Provide free educational materials and guides to government entities
- Provide guidance on communicating and working with requesters to modify the scope of requests
- Require governments to track and document requests, including the time to fulfill the request, fees charged, appeals and final adjudication of any court proceedings
- Extend response time for "frivolous" requests made with the intent to intimidate or harass

The changes establish and further define the state's cost recovery structure as noted below.

Recoverable costs

Copies, materials and other costs

In order to better reflect the actual cost of reproducing documents with current technology, lawmakers reduced the price of copies to \$0.05 a page.

Other costs

If the request has a commercial purpose (sale or resale of any portion of the record or use of information to advance business interests), entities may charge no more than \$25 per hour for segregating or redacting information.

Personnel costs

Agencies can charge employee time to search for, compile, segregate, redact or copy records:

- After four hours for state agencies
- After two hours for municipalities with a population of more than 20,000 people
- For the lowest paid employee who has the necessary skill required to complete the request
- At no more than \$25 an hour

Dispute resolution

The new legislation allows the Superior Court to award attorney fees and punitive damages against the defending government of between \$1,000 and \$5,000.

MINNESOTA

Minnesota's Government Data Practices Act allows anyone to request access to public records, including any individual, partnership, corporation, association, business trust, or a legal representative of an organization. Requesters are not required to state the purpose for their requests.

The Act applies to information created and maintained by state and local governments. It does not apply to the legislature or the courts, but other laws make certain records from these public bodies available for disclosure. Non-governmental bodies are subject to public records laws if they qualify for public funds or if they perform services under contract for the government.

Recoverable costs

Governments can charge fees to recover costs for providing public data. Requesters are required to pay the actual costs of searching and retrieving government data, unless the requester is the subject of the data. Governments may also charge an additional "reasonable fee" if the requested data "has commercial value and is a substantial and discrete portion of or an entire formula, pattern, compilation, program, device, method, technique, process, database, or system developed with a significant expenditure of public funds by the government entity."

Copies, materials and other costs

Governments may charge no more than \$0.25 a page if the request is for 100 or more pages of black and white, letter or legal size paper. Other recoverable costs include:

- Cost of media (CD ROMs, DVDs, etc.)
- Mailing costs
- Costs of reproduction that the government cannot do such as photographs

Personnel costs

Governments can recover personnel costs. These are calculated based on the wages and benefits of the lowest-paid employee who could complete the task. Recoverable activities include searching, retrieving and copying records.

Electronic records costs

Governments may charge a reasonable fee based on actual costs for remote access to data where either the data or the access is enhanced at the request of the person seeking access. However, governments we researched said they find it difficult to define the actual costs.

Dispute resolution

Requesters who believe they were wrongly denied access to data may ask the Commissioner of Administration to issue an opinion with respect to the nature of the data sought. These opinions are not binding on a public agency, but must be given deference during court proceedings regarding the data. Requesters and governments may also seek a hearing with the Office of Administrative Hearings.

Minnesota governments encouraged to publish information online

Minnesota's Information Policy Analysis Division (IPAD) encourages governments to upload commonly requested information online as a means to preemptively address requests. IPAD also recommends that governments prioritize requests based on size, volume and complexity.

OREGON

Oregon's Public Records Law states that every person has a right to inspect any public record not expressly exempt from disclosure, regardless of purpose. Public records laws broadly apply to state and local governments and the courts. The state Legislative Assembly is not subject to the Public Records Law.

The court established a six-part test to determine if non-governmental organizations which are supported by public funds are subject to the Public Records Law. This test examines factors such as:

- Did government create the organization?
- Does the organization performs traditionally governmental or private functions?
- Does the organization make binding resolutions or merely recommendations?

Recoverable costs

State and local governments can charge fees for the actual costs of providing records. But they must demonstrate and support the reasonableness of the charges. They must also provide an estimate of fees to requesters prior to proceeding with fulfilling the request if fees exceed \$25.

Copies, materials and other costs

Governments may independently establish charges for copies of public records, but the charge must reasonably reflect the actual cost.

Personnel costs

Governments may charge for copies including the employee time spent locating, reviewing, compiling, separating exempt material, summarizing, tailoring and copying the record and administrative overhead.

They may also charge for attorney time in redacting and segregating exempt and non-exempt records, but they may not charge for any attorney time spent to determine the applicability of exemptions.

Stable changes in public records law

In 2016, a task force led by the Oregon Attorney General's Office began reviewing current laws to recommend improvements to Oregon's Public Records Act. Some changes being considered include:

- Establishing a time frame in which governments are required to respond to requests
- Establishing an independent third-party position to mediate public records disputes
- Reducing the number of exemptions in the law

Dispute resolution

Any person denied access to inspect or receive copies of public records may ask the Attorney General for a review of their case. If records are still withheld, or if the Attorney General's decision is unsatisfactory, the government or the requester can seek relief in relevant circuit courts.

Lake Oswego's Cost Sharing
The Lake Oswego Police Department (LOPD) partnered with neighboring law enforcement departments and used cost sharing to purchase a records management system called Versaterm, saving money for all participants.

PENNSYLVANIA

Pennsylvania's Right-To-Know Law allows legal residents of the United States to access public information. Public records laws apply to all commonwealth, local, state, executive, legislative and judicial governments. Laws also apply to any non-governmental organization that performs or is intended to perform an essential government function.

Recoverable costs

Governments may be able to charge reasonable fees that cover the costs of duplication, postage, and certification.

Copies, materials and other costs

Governments can charge reasonable fees based on prevailing costs for comparable copying services provided by local businesses. The Office of Open Records establishes fees for copying records belonging to local and commonwealth governments. Postage fees cannot exceed the actual cost of mailing records.

Electronic records

Governments may charge fees for "enhanced electronic access." Fees may be a flat rate, a subscription fee for a period of time, a per-transaction fee, based on the cumulative time of system access, or any other reasonable method. User fees for enhanced electronic access must be reasonable and pre-approved by the Office of Open Records.

Dispute resolution

If government denies a written request for access to public records, the requester may file an appeal with the Office of Open Records or appeals officer of the judicial, legislative or other body. The Office of Open Records employs attorneys to serve as appeals officers to review appeals and assigns appeals officers to review decisions.

City of Philadelphia Provides All Records Electronically

The City of Philadelphia developed a policy to scan and digitize any requested information that is not already electronic.

UTAH

Utah's Government Records Access and Management Act provides "every person the right to inspect a public record free of charge, and the right to take a copy of a public record during normal working hours". However, requesters cannot remain anonymous and must provide their name, mailing address and telephone number.

The Act generally covers all executive, legislative and judicial branches government, except in the following circumstances:

- Deliberative process within the Office of the Governor
- Political parties, groups, caucuses, rules or committees of the Legislature

The Act does not explicitly cover all nongovernmental bodies that receive public funds or benefits. However, certain records which private organizations create or maintain regarding contracts with governments may be subject to disclosure.

Recoverable costs

Utah's public records laws state that fees must be "reasonable" and only sufficient to cover the "actual cost of providing a record."

Copies, materials and other costs

Utah's public records laws allow governments to charge for the "actual cost of providing a record." But they may not charge a fee for inspecting a record.

Personnel costs

Governments may charge an hourly labor rate that does not exceed the salary of the lowest paid employee who has the necessary skill and training to fulfill the request. But they may not charge for the first quarter hour of staff time. Governments may charge for:

- Searching for and retrieving information
- Formatting, compiling and tailoring records
- Any other direct administrative costs incurred in complying with the request

Dispute resolution

If government denies a request for records, the requester may appeal to the Chief Administrative Officer of a government or local board records committee. The requester can also ask for a judicial review. Additionally, the state's Ombudsman can informally mediate disagreements between the government and the requester.

Utah's public records laws require inventories

Utah's public records laws require that governments inventory their records. Four years ago, Davis County conducted an extensive inventory effort to better manage their records. Records custodians reviewed and identified the following areas for categorizing records:

1. Title of the record
2. Purpose of the record
3. Retention requirements for the record
4. The classification or type of record

While developing this inventory, custodians also removed any sensitive information that would require redaction before disclosure.

Utah's Statewide Records Portal

In 2015, Utah instituted a statewide online portal to help governments be more efficient at managing requests. The portal has a centralized platform which allows requesters to submit records requests to governments. The portal also identifies the individual responsible for responding to the request.

VERMONT

Vermont's public records law allows any person to request public records and does not discriminate based on purpose or use. The law applies to all branches, departments, agencies and subdivisions of the state. However, the courts adopt their own rules regarding open records practices. The law specifically excludes records or materials prepared for deliberations of any government organization acting in a judicial or quasi-judicial capacity and does not explicitly cover organizations receiving or spending public funds, multi-state, regional bodies, boards or commissions.

Recoverable costs

Copies, materials and other costs

Vermont's public records law establishes the actual cost for the following items:

- Photocopies (\$0.05 for a single-sided page, \$0.09 per double-sided page, \$1.00 per single-sided color photocopies)
- Computer-generated paper copies (\$0.02 per page)
- Computer diskette (\$0.28 per diskette)
- CD (\$0.86 for writeable, \$2.31 for re-writeable)
- DVD (\$2.00 for writeable, \$4.00 for rewriteable)
- Audio tapes (\$0.81)
- Video tapes (\$1.69)

Personnel costs

Governments may charge for the cost of staff time associated with fulfilling a request for public records if: 1) the time directly involved in complying with the request exceeds 30 minutes, 2) the agency agrees to create a public record, or 3) the agency agrees to provide the record in a nonstandard format and the time directly involved in complying with the request exceeds 30 minutes. The following rates apply:

- Staff time involved in physically duplicating a record (\$0.33 per minute after first 30 minutes)
- Senior-level staff and IT specialist time spent extracting data from databases (\$0.57 per minute)
- Creating a new public record (\$0.57 per minute)
- Other staff time allowed under the law (\$0.45 per minute)

Notable changes in law

Recent concerns regarding governments' responses to requests, denied access to records and excessive charges prompted the Legislature to institute the following changes to statute:

- Executive branch bodies must report request turnaround time, information about withholding records, charges, and information that is made public in Vermont's Data Portal
- The Office of the Legislative Council must compile a list of all public records exemptions found in statute

Dispute resolution

Requesters may appeal a government's denial of access to public records to the head of the agency. If they have exhausted other options, the requester may appeal to Superior Court.

FEDERAL

The Federal Freedom of Information Act (FOIA) allows any person to make a request for public records. FOIA applies to the executive branch of government, including: military departments, government and government controlled corporations, and any independent regulatory agency. However, the FOIA does not cover Congress, the judiciary, or all organizations that receive federal funding.

Recoverable costs

The FOIA outlines fees that can be charged in response to: search, review and duplication of public records. FOIA outlines the following categories of requesters and types of fees that can be charged to them:

	Search fees	Duplication fees	Review fees
Commercial requesters	Yes	Yes	Yes
Educational institutions		Yes	
All other requesters	Yes	Yes	

Copies, materials and other costs

There is usually no charge for the first 100 pages of duplication. After the first 100 pages, copying costs are generally between \$0.03 and \$0.25 a page.

Personnel costs

There is usually no charge for the first two hours of search time. Search fees are based on the salary and benefits of the employee conducting the work and generally range from \$11 to \$28 an hour.

The FOIA allows agencies to waive or reduce fees if disclosing information is in the public interest. It considers public interest to be “likely contributing to public understanding of the operations or activities of the government and not primarily in the commercial interest of the requester.”

Dispute resolution

Each agency has a FOIA Public Liaison who helps resolve disputes between the requester and the agency. As an alternative to litigation, the Office of Government Information Services offers mediation services to resolve disputes. If mediation does not resolve the dispute, the office may issue advisory opinions.

Appendix D: Records Management and Disclosure Tools

This appendix lists records management and disclosure tools we identified in our literature review and in discussions with governments in Washington and other states.

Multi-function, integrated tools

GovQA and WebQA offer a range of options to facilitate records management and respond to requests such as automated emails, web-facing customer portals and more.

<http://govqa.com/oursolutions/foia-and-open-records-management/>

<http://webqa.com/index.php/oursolutions/custom-contact-center-software/>

Spillman Ally is designed primarily for law enforcement applications. It offers useful features that allow for records management as well as collecting data about usage and performance.

<https://www.spillman.com/products/ally/>

Managing Records

Effective records management makes it easier for entities to find sought-after information, and to retain documents for the period required. The following tools help users organize, store, search for and dispose of records.

Enterprise Content Management Solutions

Enterprise content management (ECM) solutions can help organizations to effectively and efficiently capture, manage, store, preserve and deliver information. Washington's Department of Enterprise Services recently signed a master contract with several ECM vendors, including OPENTEXT, EMC2, Lexmark and Laserfiche. State and local governments can now use the master contracts to purchase products and services directly from these vendors.

<http://www.opentext.com/what-we-do>

<http://www.emc.com/en-us/products-solutions/index>

http://www.lexmark.com/en_us/products/software.html

<https://www.laserfiche.com/products/>

Search software

Smarsh offers a range of search and archiving capabilities, as well as text message and social media retrieval.

<http://www.smarsh.com/archiving-and-compliance/>

Exterro helps with project management for e-discovery processes, data mapping, automating legal hold process, and data management.

<http://www.exterro.com/resources/foia-public-records-response/>

Discovery Accelerator can help search, store and review email and other electronic information.

https://www.veritas.com/support/en_US/article.HOWTO77131

Archiving and storage

Archiving applications can provide more efficient email storage, enhanced electronic search capability for subpoenas, public records requests, e-discovery requests, and back-up and disaster recovery features. These systems can be customized to incorporate records retention schedules and can be applied to various folders and sub-folders as needed. Governments have found the archiving and storage tools below helpful.

Google Vault offers email archiving features.

<https://apps.google.com/products/vault/>

Enterprise Vault offers email archiving features.

<https://www.veritas.com/product/information-governance/enterprise-vault>

Airwatch is a mobile management solutions software for filing and archiving text messages on work phones

<http://www.air-watch.com/solutions/mobile-device-management/>

AV CaptureAll can be used for storing meeting proceedings

<http://www.avcaptureall.net/>

Responding to Requests

The following tools (such as tracking systems and redaction) facilitate processes for responding to requests.

Tracking systems – logs, trackers, and integrated online systems

RecordTrac is a centralized, user-friendly site with public platform to view and request records.

<http://records.oaklandnet.com/>

Next Request is a free tool with request tracking capabilities and public interface features.

<https://www.nextrequest.com/>

Redaction tools

The following tools redact information from documents. However, people are needed to review documents and choose what information the software will redact.

OpenText Redact-It offers automated document redaction features.

<http://www.opentext.com/what-we-do/products/enterprise-content-management/content-centric-applications/opentext-redact-it>

Adobe Acrobat Pro offers automated document redaction features.

<https://helpx.adobe.com/acrobat/using/removing-sensitive-content-pdfs.html>

Providing access to information

FTP sites and similar open-data portals allow governments to send or provide records online, eliminating the need to make paper copies or use portable storage devices such as CDs and DVDs.

Online portal, FTP sites

OneDrive is helpful for large requests; it offers a single location where multiple users can place requested files for pick up by the requester.

<https://onedrive.live.com/about/en-GB/>

DropBox offers online cloud-based options for storing and tracking records.

<https://www.dropbox.com/home>

Liquidfiles allows read receipts for documents once the requester has downloaded them.

<http://www.liquidfiles.net/>

Box is a web-based platform that helps store, manage and share records.

<https://www.box.com/business/>



Board Agenda Item

Agenda Item Number:

VI. A.-B.

Meeting Date:

03/13/2018

Item:

Reports: Students of the Month and Employee of the Month Recognition

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

- A. Students of the Month – March
 - South Ridge Elementary School – Cash Hueneka – Grade 2
 - Union Ridge Elementary School – Crosby Cody – Grade 1
 - View Ridge Middle School – Elizabeth Farley – Grade 8
 - Ridgefield High School – Leah Dixon – Grade 12
- B. Employee of the Month – March
 - Jill Guccini – Ridgefield High School

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

[Handwritten Signature]

Superintendent:

[Handwritten Signature]



Board Agenda Item

Agenda Item Number:

VI. C.

Meeting Date:

03/13/2018

Item:

Reports: Ridgefield High School Student Leadership Class

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

C. Ridgefield High School Student Leadership Class – Tyler Lehnertz

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



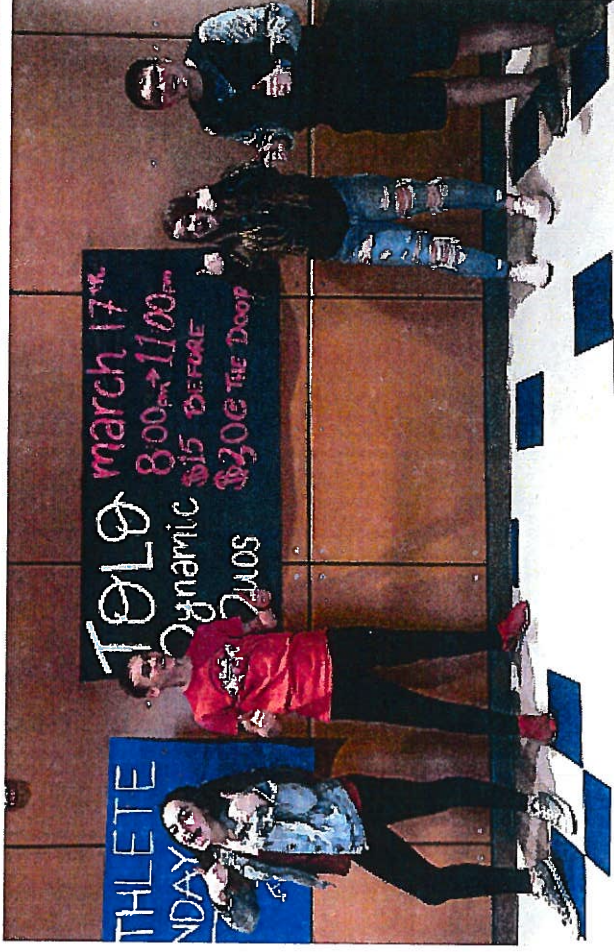
Ridgefield High ASB

Presentation to the Board of Directors

unlimited possibilities

IN CLASS HAPPENINGS

- PROM
- STUDBALL – RFRC
- TOLO
- SPRING FLING



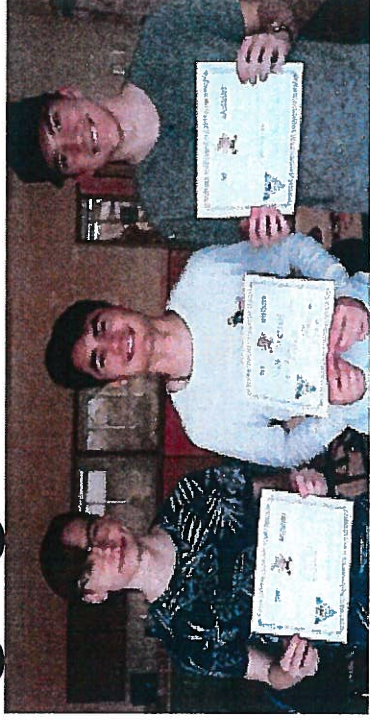
- Spirit Days to engage student body
- Lunch Time Activities

unlimited possibilities



FUN CLASS HAPPENINGS

- Advertising Techniques – Flyers, Posters, Spring Fling Video
- Red Robin Luncheon
- “The Spuddies” - Supporting and acknowledging student achievement



unlimited possibilities





Board Agenda Item

Agenda Item Number: VI. D. Meeting Date: 03/13/2018

Item: Reports: Superintendent Update

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

Dr. McCann will provide an update of activities and events around the school district and community.

D. Superintendent – Dr. Nathan McCann

- 1) Safety Night Open House - March 14th at 5:00-7:00 RHS Commons
- 2) Financial Report – Paula McCoy
- 3) Information and Condition of Schools – ICOS Update – Neil Brinson

Approve	Disapprove	Table	No Action Required XXX

Department Head: Superintendent:



RIDGEFIELD
SCHOOL DISTRICT
unlimited possibilities

FAMILIES WELCOME!

Bring the family • Grab a bite • Learn together
Activities for the Kids • Steak Burger + Concessions • Loads of Info

SAFETY NIGHT OPEN HOUSE

WEDNESDAY, MARCH 14TH

5:00-7:00pm High School Commons

Please join us to learn, discuss and share concerns about school safety.

- Standard Response Protocols (SRPs)
 - Safety measures in new schools and HS expansion
- Safety improvements to Union Ridge and South Ridge
- Watch DOGS and how parents can improve safety now
 - PBIS and our approach to behavior expectations
- Bully Prevention and how to report troubling behavior
- Signs of depression and what resources are available
 - Gun safety at home with Ridgefield police

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of January, 2018

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 LOCAL TAXES	6,257,464	19,026.97	2,498,847.43		3,758,616.57	39.93
2000 LOCAL SUPPORT NONTAX	892,820	82,057.81	443,382.33		449,437.67	49.66
3000 STATE, GENERAL PURPOSE	20,446,323	2,068,104.03	8,659,870.74		11,786,452.26	42.35
4000 STATE, SPECIAL PURPOSE	4,505,843	440,867.14	1,802,725.20		2,703,117.80	40.01
5000 FEDERAL, GENERAL PURPOSE	0	.00	.00		.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,103,858	74,491.14	351,286.35		752,571.65	31.82
7000 REVENUES FR OTH SCH DIST	13,000	1,300.00	5,200.00		7,800.00	40.00
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	33,219,308	2,685,847.09	13,761,312.05		19,457,995.95	41.43
B. EXPENDITURES						
00 Regular Instruction	18,946,584	1,360,236.99	7,241,605.62	9,541,478.00	2,163,500.38	88.58
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	4,010,711	294,165.91	1,522,561.71	2,169,167.98	318,981.31	92.05
30 Voc. Ed Instruction	1,177,333	86,694.90	387,115.33	466,866.70	323,350.97	72.54
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	857,395	45,743.87	271,547.82	361,123.71	224,723.47	73.79
70 Other Instructional Pgms	214,465	6,376.70	67,519.44	27,767.97	119,177.59	44.43
80 Community Services	240,187	13,557.16	53,569.56	48,226.38	138,391.06	42.38
90 Support Services	7,587,231	531,238.35	2,823,228.45	3,930,567.31	833,435.24	89.02
Total EXPENDITURES	33,033,906	2,338,013.88	12,367,147.93	16,545,198.05	4,121,560.02	87.52
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	477,000	.00	159,128.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)						
	291,598-	347,833.21	1,235,036.12		1,526,634.12	523.54-
F. TOTAL BEGINNING FUND BALANCE						
	3,624,622		4,110,241.90			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		357.35-			
H. TOTAL ENDING FUND BALANCE (E+F + OR -)						
	3,333,024		5,344,920.67			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of January, 2018

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	1,814,000	101,071.11	778,879.39		1,035,120.61	42.94
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	10,000,000	.00	.00		10,000,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	5,000,000	342,891.43	1,685,900.76		3,314,099.24	33.72
9000 Other Financing Sources	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	16,814,000	443,962.54	2,464,780.15		14,349,219.85	14.66
B. EXPENDITURES						
10 Sites	695,000	7,950.00	9,450.00	17,730.00	667,820.00	3.91
20 Buildings	68,204,625	4,966,206.66	21,240,785.42	34,478,767.81	12,485,071.77	81.69
30 Equipment	3,100,375	.00	64,780.68	2,206.04	3,037,800.36	2.02
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	72,000,000	4,974,156.66	21,315,016.10	34,494,291.77	16,190,692.13	77.51
C. OTHER FIN. USES TRANS. OUT (GL 536)	300,000	.00	104,172.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER)EXP/OTH FIN USES(A-B-C-D)	55,486,000-	4,530,194.12-	18,954,407.95-		36,531,592.05	65.84-
F. TOTAL BEGINNING FUND BALANCE	73,000,000		72,123,277.75			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	17,514,000		53,168,869.80			
(E+F + OR - G)						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of January, 2018

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	4,862,950	11,441.51	1,354,259.86		3,508,690.14	27.85
2000 Local Support Nontax	5,000	407.72	10,782.94		5,782.94	215.66
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	2,000	.00	.00		2,000.00	0.00
9000 Other Financing Sources	357,000	.00	156,499.00		200,501.00	43.84
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>5,226,950</u>	<u>11,849.23</u>	<u>1,521,541.80</u>		<u>3,705,408.20</u>	<u>29.11</u>
B. EXPENDITURES						
Matured Bond Expenditures	1,523,300	.00	1,523,260.14	0.00	39.86	100.00
Interest On Bonds	4,781,451	.00	2,430,716.81	0.00	2,350,734.19	50.84
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	.00	.00	0.00	500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>6,305,251</u>	<u>.00</u>	<u>3,953,976.95</u>	<u>0.00</u>	<u>2,351,274.05</u>	<u>62.71</u>
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	1,078,301-	11,849.23	2,432,435.15-		1,354,134.15-	125.58
F. TOTAL BEGINNING FUND BALANCE						
	2,873,459		2,945,842.21			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-) XXXXXXXXX						
			.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	1,795,158		513,407.06			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of January, 2018

A. REVENUES	ANNUAL BUDGET	ACTUAL		ENCUMBRANCES	BALANCE	PERCENT
		FOR MONTH	FOR YEAR			
1000 GENERAL STUDENT BODY	178,140	4,428.46	58,372.39	119,767.61	32.77	
2000 ATHLETICS	370,492	13,105.45	90,115.57	280,376.43	24.32	
3000 CLASSES	0	.00	.00	.00	0.00	
4000 CLUBS	164,880	816.00	17,563.93	147,316.07	10.65	
6000 PRIVATE MONEYS	37,000	.00	1,282.00	35,718.00	3.46	
<u>Total REVENUES</u>	750,512	18,349.91	167,333.89	583,178.11	22.30	
B. EXPENDITURES						
1000 GENERAL STUDENT BOD	136,075	849.41	17,015.26	112,809.54	17.10	
2000 ATHLETICS	300,429	7,958.16	78,547.55	180,928.72	39.78	
3000 CLASSES	0	.00	.00	.00	0.00	
4000 CLUBS	131,132	545.17	16,807.77	105,784.25	19.33	
6000 PRIVATE MONEYS	36,300	.00	.00	36,300.00	0.00	
<u>Total EXPENDITURES</u>	603,936	9,352.74	112,370.58	435,822.51	27.84	
C. EXCESS OF REVENUES						
OVER(UNDER) EXPENDITURES (A-B)	146,576	8,997.17	54,963.31	91,612.69	62.50-	
D. TOTAL BEGINNING FUND BALANCE						
	202,803		232,142.34			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
C+D + OR - E)	349,379		287,105.65			

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90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of January, 2018

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	0	.01	6.41		6.41-	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	0	.01	6.41		6.41-	0.00
B. 9900 TRANSFERS IN FROM GF	120,000	.00	106,801.00		13,199.00	89.00
C. Total REV./OTHER FIN. SOURCES	120,000	.01	106,807.41		13,192.59	89.01
D. EXPENDITURES						
Type 30 Equipment	120,000	.00	106,801.00	0.00	13,199.00	89.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	120,000	.00	106,801.00	0.00	13,199.00	89.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)	0	.01	6.41		6.41	0.00
H. TOTAL BEGINNING FUND BALANCE	0		.00			
I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	0		6.41			

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**Ridgefield School District
Cashflow Analysis for 2017-18**

	September	October	November	December	January	February	March
	2,918.81	2,936.41	2,931.81	2,909.81	2,913.21	2,908.68	2,907.74
	(Estimated)	(Estimated)	(Estimated)	(Estimated)	(Estimated)	(Estimated)	(Estimated)
Enrollment (FTE)	\$ 4,109,884.55	\$ 4,283,395.37	\$ 6,344,214.70	\$ 5,394,824.26	\$ 4,957,087.46	\$ 5,344,851.76	\$ 5,256,614.40
Beginning Fund Balance	\$ 1,784,421.84	\$ 1,784,590.99	\$ 1,090,531.69	\$ 1,784,506.42	\$ 2,008,832.66	\$ 1,828,386.58	\$ 1,828,386.58
Revenues	\$ 175,727.75	\$ 175,746.29	\$ 107,394.84	\$ 175,737.02	\$ 241,057.87	\$ 203,945.22	\$ 203,945.22
3100 Apportionment	\$ 40,903.76	\$ 40,908.05	\$ 24,998.06	\$ 40,905.90	\$ 59,271.37	\$ 46,777.60	\$ 46,777.60
4121 SPED (2100)	\$ 5,671.10	\$ 5,671.70	\$ 3,465.86	\$ 5,671.40	\$ 16,720.72	\$ 6,260.86	\$ 6,260.86
4122 SPED (2200)	\$ 31,105.81	\$ 31,105.81	\$ 19,009.11	\$ 31,105.81	\$ 32,787.90	\$ 31,502.17	\$ 31,502.17
4155 LAP (5500)	\$ 782.42	\$ -	\$ -	\$ 497.19	\$ -	\$ -	\$ -
4158 OTHER (58XX)	\$ 10,124.49	\$ 10,124.50	\$ 6,187.19	\$ 10,124.49	\$ 9,964.80	\$ 10,208.62	\$ 10,208.62
4165 ELL (6500)	\$ 5,871.38	\$ 5,871.37	\$ 3,588.07	\$ 5,871.37	\$ 6,723.16	\$ 6,058.65	\$ 6,058.65
4174 Highly Capable (7400)	\$ -	\$ -	\$ 709.77	\$ 644.49	\$ 481.45	\$ 637.66	\$ 700.00
4198 Food Services State (98XX)	\$ -	\$ 28,183.05	\$ 29,697.42	\$ 53,946.31	\$ 38,934.56	\$ 41,262.58	\$ 38,000.00
6124 SPED (2411)	\$ 15,000.00	\$ -	\$ 37,250.23	\$ 15,822.07	\$ 14,513.06	\$ 1,312.15	\$ 15,700.00
6151 Title I (5100)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,071.62	\$ -
6152 Title II (5200)	\$ -	\$ -	\$ -	\$ 10,515.00	\$ -	\$ -	\$ -
6164 TITLE III (6400)	\$ -	\$ 30,182.29	\$ 29,069.29	\$ 27,129.55	\$ 21,043.52	\$ 27,367.70	\$ 30,000.00
6198 Food Services Federal (98XX)	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33
Transportation Pass-through	\$ 80,262.52	\$ 2,130,130.16	\$ 243,921.85	\$ 24,488.68	\$ 19,026.97	\$ 47,917.03	\$ 535,000.00
Tax Receipts	\$ 3,984.31	\$ 4,211.56	\$ 5,848.84	\$ 4,425.92	\$ 4,401.01	\$ 4,392.35	\$ 4,500.00
Investment Interest	\$ 128,526.94	\$ 77,845.39	\$ 85,678.23	\$ 55,720.58	\$ 79,283.00	\$ 88,000.00	\$ 100,000.00
Local Receipts	\$ 2,415,715.65	\$ 4,458,620.00	\$ 1,820,683.78	\$ 2,380,445.53	\$ 2,686,375.38	\$ 2,480,434.12	\$ 2,990,373.03
Total Receipts	\$ 33,219,308.00	\$ 33,219,308.00	\$ 33,219,308.00	\$ 33,219,308.00	\$ 33,219,308.00	\$ 33,219,308.00	\$ 33,219,308.00
Budgeted Revenues	7.3%	20.7%	26.2%	33.3%	41.4%	48.9%	57.9%
% of Budget Collected							
Expenditures	\$ 179,093.23	\$ 328,392.58	\$ 590,992.57	\$ 700,177.89	\$ 318,500.00	\$ 506,000.00	\$ 525,000.00
Accounts Payable	\$ 1,822,977.27	\$ 1,936,074.76	\$ 1,993,421.32	\$ 1,944,671.11	\$ 1,886,777.75	\$ 1,929,338.15	\$ 1,980,000.00
Payroll	\$ 240,134.33	\$ 133,333.33	\$ 185,660.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33	\$ 133,333.33
Other	\$ 2,242,204.83	\$ 2,397,800.67	\$ 2,770,074.22	\$ 2,778,182.33	\$ 2,338,611.08	\$ 2,568,671.48	\$ 2,638,333.33
Total Expenditures	\$ 33,510,904.00	\$ 33,510,904.00	\$ 33,510,904.00	\$ 33,510,904.00	\$ 33,510,904.00	\$ 33,510,904.00	\$ 33,510,904.00
Budgeted Expenditures	6.7%	13.8%	22.1%	30.4%	37.4%	45.0%	52.9%
% of Budget Expended							
Ending Cash Balance	\$ 4,283,395.37	\$ 6,344,214.70	\$ 5,394,824.26	\$ 4,957,087.46	\$ 5,344,851.76	\$ 5,256,614.40	\$ 5,608,654.10
Restricted Fund Balance (subtotal)	224,150.17	273,871.74	255,160.31	249,305.31	258,806.31	261,090.31	246,172.31
Non-Spendable - Prepaid Expenses	-	-	-	-	-	-	-
Committed for Maintenance	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00
Assigned - Curriculum	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
Assigned - Build/Dept Carryover	-	-	-	-	-	-	-
Assigned - Technology	76,581.00	76,581.00	76,581.00	76,581.00	76,581.00	76,581.00	76,581.00
Minimum Fund Balance Policy (7%)	2,359,763.00	2,345,763.28	2,345,763.28	2,345,763.28	2,345,763.28	2,345,763.28	2,359,763.00
Residual Unassigned, Unrestricted	148,751.03	2,124,126.94	1,212,159.36	826,132.56	1,154,894.86	1,062,089.50	1,429,965.48
Net Ending Cash Balance	\$ 4,283,395.37	\$ 6,344,214.70	\$ 5,394,824.26	\$ 4,957,087.46	\$ 5,344,851.76	\$ 5,256,614.40	\$ 5,608,654.10



School Facilities and Organization
 INFORMATION AND CONDITION OF SCHOOLS
 Asset Preservation Program Annual Board Report (Ridgefield School District)

-----2017-2018-----

FACILITY	BUILDING NAME	BUILDING BOARD ACCEPTANCE DATE	APP YEAR	BUILDING CONDITION ASSESSMENT %	ANNUAL REVIEW COMPLETED BY	NEXT CERTIFIED BCA DUE
South Ridge Elementary School	New Building	2/10/2015	3	98.18	District	2023
Union Ridge Elementary School	New Building	2/10/2015	3	98.85	District	2023



Union Ridge Elementary School - New Building

Building Details

PROFILE TYPE Classroom Building - Multi-Story
 NUMBER OF FLOORS 2
 BOARD ACCEPTANCE DATE 2/10/2015
 CHARACTERISTICS Occupied
 ANNUAL REVIEW COMPLETED BY District
 COMMENTS Sq ft shown is based on report for SCAP Project No. 4613. Verify at next Study & Survey.

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2017-2018	3	98.85	District	3/13/2018
2016-2017	2	98.85	Consultant	4/25/2017
2015-2016	1	Not Reviewed	Incomplete	Not Reported
2014-2015	0		District	Not Reported

The next certified BCA is due: 2023

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2014	Main Area	37,814	37,814	37,814		2/10/2015
Building Totals		37,814	37,814	37,814		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010	Low	100.00% Excellent
Subgrade Enclosures	Walls for Subgrade Enclosures	A2010	Low	100.00% Excellent
Water and Gas Mitigation	Building Subdrainage	A6010	Low	100.00% Excellent
Superstructure	Floor Construction	B1010	Low	100.00% Excellent
	Roof Construction	B1020	Low	100.00% Excellent
	Stairs	B1080	Low	90.00% Good
Exterior Vertical Enclosures	Exterior Walls	B2010	Low	100.00% Excellent
	Exterior Windows	B2020	Low	100.00% Excellent



School Facilities and Organization
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Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Exterior Vertical Enclosures	Exterior Doors and Grilles	B2050	Low	100.00% Excellent
	Exterior Louvers and Vents	B2070	Low	100.00% Excellent
Exterior Horizontal Enclosures	Roofing	B3010	Low	90.00% Good
	Roof Appurtenances	B3020	Low	100.00% Excellent
	Horizontal Openings	B3060	Low	100.00% Excellent
	Overhead Exterior Enclosures	B3080	Low	100.00% Excellent
	Interior Partitions	C1010	Low	90.00% Good
Interior Construction	Interior Windows	C1020	Low	100.00% Excellent
	Interior Doors	C1030	Low	100.00% Excellent
	Suspended Ceiling Construction	C1070	Low	100.00% Excellent
	Wall Finishes	C2010	Low	100.00% Excellent
	Interior Fabrications	C2020	Low	100.00% Excellent
	Flooring	C2030	Low	100.00% Excellent
	Stair Finishes	C2040	Low	100.00% Excellent
Conveying	Ceiling Finishes	C2050	Low	100.00% Excellent
	Vertical Conveying Systems	D1010	Low	100.00% Excellent
Plumbing	Domestic Water Distribution	D2010	Low	100.00% Excellent
	Sanitary Drainage	D2020	Low	100.00% Excellent
	Building Support Plumbing Systems	D2030	Low	100.00% Excellent
	Heating Systems	D3020	Low	100.00% Excellent
HVAC	Facility HVAC Distribution Systems	D3050	Low	100.00% Excellent
	Ventilation	D3060	Low	100.00% Excellent



School Facilities and Organization
 INFORMATION AND CONDITION OF SCHOOLS
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Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Fire Protection	Fire Suppression	D4010	Low	100.00% Excellent
	Fire Protection Specialties	D4030	Low	100.00% Excellent
	Facility Power Generation	D5010	Low	100.00% Excellent
	Electrical Services and Distribution	D5020	Low	100.00% Excellent
Electrical	General Purpose Electrical Power	D5030	Low	100.00% Excellent
	Lighting	D5040	Low	100.00% Excellent
	Data Communications	D6010	Low	100.00% Excellent
	Voice Communications	D6020	Low	100.00% Excellent
Communications	Audio-Video Communications	D6030	Low	100.00% Excellent
	Distributed Communications and Monitoring	D6060	Low	100.00% Excellent
	Access Control and Intrusion Detection	D7010	Low	100.00% Excellent
	Electronic Surveillance	D7030	Low	100.00% Excellent
Electronic Safety and Security	Detection and Alarm	D7050	Low	100.00% Excellent
	Integrated Automation Facility Controls	D8010	Low	90.00% Good
Integrated Automation	Fixed Furnishings	E2010	Low	100.00% Excellent
	Movable Furnishings	E2050	Low	100.00% Excellent
Furnishings				



South Ridge Elementary School - New Building

Building Details

PROFILE TYPE Classroom Building - Slabs On Grade
NUMBER OF FLOORS 1
BOARD ACCEPTANCE DATE 2/10/2015
CHARACTERISTICS Occupied
ANNUAL REVIEW COMPLETED BY District
COMMENTS Sq ft shown is based on report for SCAP Project No. 4612.

This building is required to comply with the Asset Preservation Program

REPORTING YEAR	APP YEAR	BUILDING CONDITION ASSESSMENT	ANNUAL REVIEW COMPLETED BY	BOARD REPORT PRESENT DATE
2017-2018	3	98.18	District	3/13/2018
2016-2017	2	98.18	Consultant	4/25/2017
2015-2016	1	Not Reviewed	Incomplete	Not Reported
2014-2015	0	98.18	District	Not Reported

The next certified BCA is due: **2023**

Building Inventory

AREA YEAR BUILT	DISTRICT ASSIGNED AREA	GROSS BUILDING SQ FT	GROSS INSTRUCTIONAL SQ FT	SCAP RECOGNIZED SQ FT	ORIGINAL OCCUPANCY DATE	ORIGINAL BOARD ACCEPTANCE DATE
2014	Main Area	19,561	19,561	19,561	9/10/2014	2/10/2015
Building Totals		19,561	19,561	19,561		

Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Foundations	Standard Foundation	A1010	Low	100.00% Excellent
Slabs on Grade	Standard Slabs on Grade	A4010	Low	100.00% Excellent
Water and Gas Mitigation	Building Subdrainage	A6010	Low	100.00% Excellent
Superstructure	Roof Construction	B1020	Low	90.00% Good
Exterior Vertical Enclosures	Exterior Walls	B2010	Low	100.00% Excellent
	Exterior Windows	B2020	Low	100.00% Excellent
	Exterior Doors and Grilles	B2050	Low	100.00% Excellent
	Exterior Louvers and Vents	B2070	Low	100.00% Excellent



School Facilities and Organization
 INFORMATION AND CONDITION OF SCHOOLS
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<u>Building Components</u>	SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Exterior Horizontal Enclosures	Roofing		B3010	Low	90.00% Good
	Roof Appurtenances		B3020	Low	100.00% Excellent
	Horizontal Openings		B3060	Low	100.00% Excellent
	Overhead Exterior Enclosures		B3080	Low	100.00% Excellent
Interior Construction	Interior Partitions		C1010	Low	90.00% Good
	Interior Windows		C1020	Low	100.00% Excellent
	Interior Doors		C1030	Low	100.00% Excellent
	Suspended Ceiling Construction		C1070	Low	100.00% Excellent
Interior Finishes	Wall Finishes		C2010	Low	90.00% Good
	Interior Fabrications		C2020	Low	100.00% Excellent
	Flooring		C2030	Low	100.00% Excellent
	Ceiling Finishes		C2050	Low	100.00% Excellent
Plumbing	Domestic Water Distribution		D2010	Low	100.00% Excellent
	Sanitary Drainage		D2020	Low	100.00% Excellent
	Building Support Plumbing Systems		D2030	Low	100.00% Excellent
	Facility Fuel Systems		D3010	Low	100.00% Excellent
HVAC	Heating Systems		D3020	Low	100.00% Excellent
	Facility HVAC Distribution Systems		D3050	Low	100.00% Excellent
	Ventilation		D3060	Low	100.00% Excellent
	Fire Protection		D4010	Low	100.00% Excellent
Fire Protection	Fire Protection Specialties		D4030	Low	100.00% Excellent



School Facilities and Organization
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Building Components

SUB-ASSEMBLY	COMPONENT	COMPONENT CODE	MAINTENANCE PRIORITY	CONDITION RATING
Electrical	Electrical Services and Distribution	D5020	Low	100.00% Excellent
	General Purpose Electrical Power	D5030	Low	100.00% Excellent
	Lighting	D5040	Low	100.00% Excellent
Communications	Data Communications	D6010	Low	100.00% Excellent
	Voice Communications	D6020	Low	100.00% Excellent
	Audio-Video Communications	D6030	Low	100.00% Excellent
	Distributed Communications and Monitoring	D6060	Low	100.00% Excellent
Electronic Safety and Security	Access Control and Intrusion Detection	D7010	Low	100.00% Excellent
	Electronic Surveillance	D7030	Low	100.00% Excellent
Integrated Automation	Detection and Alarm	D7050	Low	100.00% Excellent
	Integrated Automation Facility Controls	D8010	Low	90.00% Good
Furnishings	Fixed Furnishings	E2010	Low	100.00% Excellent
	Movable Furnishings	E2050	Low	100.00% Excellent



RIDGEFIELD
SCHOOL DISTRICT

unlimited possibilities

Board Agenda Item

Agenda Item Number: IX. A.

Meeting Date: 03/13/2018

Item: New Business: Approve Out of State Travel for Ridgefield High School Track 2018 Spring Season

Submitted By: Debbie Bentler, Athletic Director

Will Be Presented By: Dr. Nathan McCann, Superintendent

A. Approve Out of State Travel for Ridgefield High School Track 2018 Spring Season

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head: *N. McCann* Superintendent: *N. McCann*



MEMORANDUM

To: Dr. Nathan McCann, Superintendent
Board of Directors

From: Debbie Bentler
Athletic Director

Date: March 7, 2018

Subject: Administrative Recommendation

Recommendation to Approve:

Ridgefield High School Track Team would like to travel over night or out of state invites during the 2018 Sports Season.

Team	Level	Date	Location
Track	Varsity	April 13, 14	*Eugene, OR (Oregon Relays)
Track	Varsity	April 14	**Pasco, WA (Pasco Invite)
Track	Varsity	April 20	McMinnville, OR (Invite)

*Trey Knight, our national level thrower will attend

**For up to 5 boys and 5 girls

Background: These events are invites for the upper level athletes who will have the opportunity to compete against other top track athletes in the Northwest.



Board Agenda Item

Agenda Item Number: IX. B.

Meeting Date: 03/13/2018

Item: New Business: Approve Resolution No. 2017-2018-008 Fixing and Adopting the Budget Extension



Submitted By: Paula McCoy, CFE, Director of Business Services

Will Be Presented By: Dr. Nathan McCann, Superintendent

B. Approve Resolution No. 2017-2018-008 Fixing and Adopting the Budget Extension for the 2017-2018 Fiscal Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 

RIDGEFIELD SCHOOL DISTRICT NO. 122
BOARD OF DIRECTORS

RESOLUTION NO. 2017-2018-008
FIXING AND ADOPTING THE BUDGET EXTENSION FOR THE 2017-2018 FISCAL YEAR

WHEREAS, WAC 392-123-071 through 392-123-074 and WAC 392-123-078 and 392-123-079 permits a first class district board of directors to petition OSPI to increase the amount of appropriation from any fund, and

WHEREAS, the General, Associated Student Body, and Transportation Vehicle Funds of the Ridgefield School District No. 122 have unexpected and unanticipated expenditures for the 2017-18 school year as a result of increased costs, and

WHEREAS, the General Fund requires an increase in appropriation of Two Hundred Thousand Dollars (\$200,000), the Associated Student Body Fund requires an increase in appropriation of Fifty-Five Thousand Dollars (\$55,000), and the Transportation Vehicle Fund requires an increase in appropriation of Five Hundred Thousand Dollars (\$500,000), and the necessary funds are available in the respective funds in the form of additional revenues and cash, and

WHEREAS, the General, Associated Student Body, Transportation Vehicle fund balances plus anticipated revenues are sufficient to provide for the additional expenditures, and

WHEREAS, the Board of Directors as a part of the budget hearing is requesting approval of an operating transfer funded through a re-direction of apportionment, from the General Fund to the Transportation Vehicle Fund in the amount of \$500,000, and

WHEREAS, the individual state and federal grants listed in this budget document shall be considered approved by the Board of Directors with the approval of this resolution.

THEREFORE BE IT RESOLVED by the Ridgefield School District Board of Directors that the Board hereby petitions OSPI to increase the 2017-18 General Fund from \$33,510,905 to \$33,710,905, the Associated Student Body Fund from \$603,936 to \$658,936, and the Transportation Vehicle Fund from \$120,000 to \$620,000.

APPROVED by the Board of Directors of the Ridgefield School District No. 122, Clark County, Washington, at an open public meeting thereof held this 13th day of March, 2018.

Attest:

RIDGEFIELD SCHOOL DISTRICT NO.122
BOARD OF DIRECTORS

Dr. Nathan McCann, Superintendent

Scott Gullickson, President
Director District 5

Becky Greenwald, Vice President
Director District 4

Joseph Vance
Director District 2

Steve Radosevich
Director District 3

Director District 1
Emily Enquist



Board Agenda Item

Agenda Item Number: Meeting Date:

Item:



Submitted By:

Will Be Presented By:

C. Approve Agreement between RSD and Swordfern Commercial Appraisal

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head:  Superintendent: 



SWORDFERN
Commercial Appraisal

February 7, 2018

Parker Howell
Attorney at Law
Porter Foster Rorick, LLP
601 Union Street, Suite 800
Seattle, Washington 98101
T: 206.622.0203

Mr. Howell:

Thank you for choosing Swordfern Commercial Appraisal to assist with your appraisal needs. I have attached a professional service agreement which outlines the scope of work and terms of service for completing the appraisal we discussed. If you or the client has any questions about the service agreement please let me know. If the terms of this agreement are acceptable, please sign and return it along with the retainer which will authorize me to proceed.

Subject Property Identification: Clark County Parcel No. 214214002

Client, Users and Purpose: The client is the Ridgefield School District and the client's agent is Parker Howell, attorney at Porter Foster Rorick, LLC. Other than the client and agent, no other users are intended or authorized by the appraiser. The purpose of the appraisal is to determine the as-is, fee simple market value of the subject property for the client's potential acquisition.

Appraisal Scope: The appraisal will be written in a summary appraisal report format and delivered as a PDF. The sale comparison approach will be developed in the appraisal. A copy of the standard assumptions and limiting conditions are available upon request. The scope of work

will include exterior inspections of the subject properties and sale comparables.

Professional Fee: \$3,000 inclusive of all expenses. Payment of a retainer in the amount of \$1,500 authorizes the appraiser to begin the assignment. The balance of \$1,500 is due upon completion and delivery of the appraisals.

Date of Value: The effective date of value will be the date of inspection.

Applicable Requirements: The appraisal report will be completed using generally accepted appraisal practices and procedures. The report will comply with the 2018-2019 edition of the Uniform Standards of Professional Appraisal Practices (USPAP).

Subject Information: Client agrees to provide appraiser with any additional documents deemed necessary in a prompt manner in order to avoid any delays in the delivery dates.

Delivery Date: The appraisal will be completed and delivered to the client by February 28, 2018.

Terms: Past due accounts will accrue a late payment charge of 1.0% per month, compounded monthly. This agreement shall be governed by and construed in accordance with the laws of the State of Washington, and the venue of any action arising from this agreement shall be in Clark County, Washington.

Modification/Cancellation: Any changes in the assignment will be mutually agreed upon, in writing, and the fee set forth above will be adjusted accordingly, if necessary. If the assignment is canceled for any reason prior to completion, for all time expended prior to cancellation, the client will be billed at a rate of \$300 per hour up to the contract maximum of \$3,000. In the event of significant delays imposed by the client or the client's agents, the fee for work completed to date shall be immediately due and payable. If the client delays completion of the assignment beyond 30 days, the fee will be renegotiated.

Hazardous Waste Disclaimer:

Swordfern Commercial Appraisal does not assume any duty to analyze or examine the property or adjacent properties for the possible presence of toxic or hazardous substances or materials and accepts no liability regarding this issue. The appraisal will contain a comprehensive disclaimer to this effect.

Liability:

Swordfern Commercial Appraisal's responsibilities are rendered, and limited to, the client, and its liability is limited to the fee actually received for the services requested herein.

Appraiser's Obligations

Appraiser's obligations pursuant to this agreement are complete when the appraisal report in the form specified in this agreement is delivered to client pursuant to this agreement. Appraiser agrees to be responsive to the client's inquiries regarding the contents of the report after delivery.

Services Not Provided

The fees set forth in this agreement apply to the appraisal services rendered by appraiser as set forth by the scope of work outlined in this agreement. The fee includes all communications with the client's agent in regard to completing the appraisal within the scope of work outlined in this agreement. Meetings with the client's agents or professional advisors (for a purpose beyond the scope of work outlined in this agreement); appraiser's deposition(s) or testimony before judicial, arbitration or administrative tribunals; or any preparation associated with such depositions or testimony are not included in the fees set forth in this agreement and will be billed at an hourly rate of \$300. Any additional services performed beyond the scope of work outlined in this agreement will be completed according to terms and conditions set forth in an amendment to this agreement, or in a separate agreement.

Testimony

Unless otherwise stated in this agreement, client agrees that appraiser's assignment pursuant to this agreement shall not include appraiser's participation in or

preparation for, whether voluntarily or pursuant to subpoena, any oral or written discovery; sworn testimony in a judicial, arbitration or administrative proceeding; or attendance at any judicial, arbitration or administrative proceeding relating to this assignment.

Governing Law and Jurisdiction

This agreement shall be governed by the law of the State of Washington. The parties agree that any legal proceeding brought by either party to interpret or enforce this agreement, or to enforce an arbitration award entered pursuant to this agreement, shall be brought in a state or federal court having jurisdiction over the location of the appraiser's office as specified in this agreement, and the parties hereby waive any objections to the personal jurisdiction of said court.

Appraiser Independence

Appraiser cannot agree to provide an opinion of value that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot ensure that the opinion of value developed as a result of this assignment will serve to facilitate any specific objective of client or others or advance any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality, and objectivity.

Mediation and Arbitration

In the event of a dispute concerning the subject matter of this agreement, the parties shall in good faith attempt to resolve such dispute by negotiation between the parties' principals, or, if such negotiation is unsuccessful, by mediation conducted by a third-party mediator. If such mediation results in an impasse, the parties shall submit their dispute to binding arbitration. Such mediation or, if necessary, binding arbitration shall be conducted pursuant to the mediation procedures or the commercial arbitration rules of the American Arbitration Association. Any arbitration shall be conducted in the county in which Appraiser's office as specified herein (Clark County) is located. The parties shall share equally the costs of any mediation/arbitration.

Special / Consequential Damages

Neither party shall under any circumstances be liable to the other party for special, exemplary, punitive or consequential damages, including, without limitation, loss of profits or damages proximately caused by loss of use of any property, whether arising from either party's negligence, breach of the agreement or otherwise, whether or not a party was advised, or knew, of the possibility of such damages, or such possibility was foreseeable by that party. In no event shall appraiser be liable to client for any amounts that exceed the fees and costs paid by client to appraiser pursuant to this agreement.

Severability

In the event any provision of this agreement shall be determined to be void or unenforceable by any court of competent jurisdiction, then such determination shall not affect any other provision of this agreement and all such other provisions shall remain in full force and effect.

Client's Duty to Indemnify Appraiser

Client agrees to defend, indemnify and hold harmless appraiser from any damages, losses or expenses, including attorneys' fees and litigation expenses at trial or on appeal, arising from allegations asserted against appraiser by any third party that if proven to be true would constitute a breach by client of any of client's, representations or warranties made in this agreement, or any violation by client of any federal, state or local law, ordinance or regulation, or common law (a "claim"). In the event of a claim, appraiser shall promptly notify client of such claim, and shall cooperate with client in the defense or settlement of any claim. Client shall have the right to select legal counsel to defend any claim, provided that appraiser shall have the right to engage independent counsel at Appraiser's expense to monitor the defense or settlement of any claim. Client shall have the right to settle any claim, provided that appraiser shall have the right to approve any settlement that results in any modification of appraiser's rights under this

agreement, which approval will not be unreasonably withheld, delayed or conditioned.

Client's Representations and Warranties

Client represents and warrants to appraiser that (1) client has all right, power and authority to enter into this agreement; (2) client's duties and obligations under this agreement do not conflict with any other duties or obligations assumed by client under any agreement between client and any other party; and (3) client has not engaged appraiser, nor will client use appraiser's appraisal report, for any purposes that violate any federal, state or local law, regulation or ordinance or common law.

Extent of Agreement

This agreement represents the entire and integrated agreement between the client and appraiser and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by a written instrument signed by both client and appraiser.

EXPIRATION OF AGREEMENT

This agreement is valid only if signed by both the appraiser and client by February 12, 2018. By my signature below, I agree to the above stated terms and conditions.

Appraiser



Signature

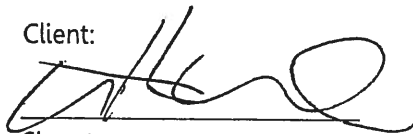
Aaron Krueger

Printed name

2/7/2018

Date

Client:



Signature

Nathan McCann

Printed name

2/7/18.

Date





Board Agenda Item

Agenda Item Number: IX. D. Meeting Date: 03/13/2018

Item: New Business: Approve Change Order Request for Installation of Portables

Submitted By: Neil Brinson Director of Facilities and Maintenance

Will Be Presented By: Dr. Nathan McCann, Superintendent

D. Approve Change Order Request for Installation of Portables with Pacific Mobile Structures Job 09-18-004N Ridgefield High School Administration-Media Building and Site Modifications in the amount of \$178,623.31

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head: Superintendent:



P.O. Box 1404
Chehalis, WA 98352-0350
Ph : 855-701-5968

Change Order

Project:

09-18-004N Ridgefield HS Admin-Media
2630 S Hillhurst Rd
Ridgefield, WA 98642

Change Order: 1

Date: 1/25/2018

Architect's Project:

To Contractor:

Pacific Mobile Structures, Inc.
P.O. Box 1404
Chehalis, WA 98352-0350

Contract Date:

Contract For:

The Contract is changed as follows:

Building and Site Modifications

1 Changes to modular building per school district direction on submittal drawings	\$11,089.52
2.1 Site work	\$121,680.38
3 Foundation	\$45,853.41
Total:	\$178,623.31

ALL VALUES BELOW LISTED WITHOUT APPLICABLE SALES TAX.

The original Contract Amount was	\$368,579.23
Net change by previously authorized Change Orders	\$0.00
The Contract Amount prior to this Change Order was	\$368,579.23
The Contract will be increased by this Change Order in the amount of	\$178,623.31
The new Contract Amount including this Change Order will be	\$547,202.54

The date of Substantial Completion as of the date of this Change Order therefore is

NOT VALID UNTIL SIGNED BY THE CONTRACTOR AND OWNER.

Pacific Mobile Structures, Inc.

CONTRACTOR

P.O. Box 1404

Chehalis, WA 98352-0350

OWNER

(Signature)

(Signature)

By

By

Date

Date

Change Request

To: Neil Brinson
Ridgefield School District
2724 S Hillhurst Rd
Ridgefield, WA 98642
Ph: 360-619-1390 Fax: 360-619-1397

Number: 1
Date: 1/10/18
Job: 09-18-004N Ridgefield HS Admin-Media
Phone:

Description: Changes to modular building per school district direction on submittal drawings

We are pleased to offer the following specifications and pricing to make the following changes:

Administration Building

- Add 23 J-Box w 3/4" conduit stubbed up and down
- Add 5 ea. 20 amp standard duplex receptacle.
- Reconfigure interior layout
 - reduce size of admin office 2
 - reduce size of Nurse office
 - add third counsel office
- Delete 1 ea. 8" x 32 lite to exterior door
- Add 1 ea. 24" x 30" lite to exterior door
- Add painted vs. VW Oak interior doors and trim
- Add 1 ea. 2" conduit from below floor to above ceiling
- Add 2 ea. exterior dual head emergency light
- Add 2 ea. sign-emergency light combo
- Add 1 ea. Chatworth ceiling mounted data cabinet

Media Center

- Add 1 lineal foot of upper and lower cabinets
- Add 10 ea. J-Box w 3/4" conduit stubbed up and down
- Add 3 ea. 2" conduit from below floor to above ceiling
- Delete 1 ea. 20 amp standard duplex receptacle
- Add 1 ea. Chatworth ceiling mounted data cabinet

The price included for bond is \$221.79.

Washington State sales tax is not included.

The total amount to provide this work is \$11,089.52

If you have any questions, please contact me at 360-572-5007.



P.O. Box 1404
Chehalis, WA 98532
Ph : 855-701-5968

Change Request

To: Neil Brinson
Ridgefield School District
2724 S Hillhurst Rd
Ridgefield, WA 98642
Ph: 360-619-1390 Fax: 360-619-1397

Number: 2.1
Date: 2/28/18
Job: 09-18-004N Ridgefield HS Admin-Media
Phone:

Description: Site work

We are pleased to offer the following specifications and pricing to make the following changes:

Site work at Ridgefield High School site as per attached scope of work.

Price includes Bond amount \$2,433.61.

Washington State Sales tax is not included in price.

The total amount to provide this work is \$121,680.38

If you have any questions, please contact me at 360-572-5007.

Submitted by: Mike Aldous
Pacific Mobile Structures, Inc

Approved by: _____
Date: _____

Cc:



P.O. Box 1404
Chehalis, WA 98532
Ph : 855-701-5968

Change Request

To: Neil Brinson
Ridgefield School District
2724 S Hillhurst Rd
Ridgefield, WA 98642
Ph: 360-619-1390 Fax: 360-619-1397

Number: 3
Date: 2/6/18
Job: 09-18-004N Ridgefield HS Admin-Media
Phone:

Description: Foundation

We are pleased to offer the following specifications and pricing to make the following changes:

Foundation for new Administrative and Media building at Ridgefield High School.

The price included for bond \$917.07.

Washington State sales tax is not included.

The total amount to provide this work is \$45,853.41

If you have any questions, please contact me at 360-572-5007.

Submitted by: Mike Aldous
Pacific Mobile Structures, Inc

Approved by: _____
Date: _____

Cc:



Board Agenda Item

Agenda Item Number: IX. E.

Meeting Date: 03/13/2018

Item: New Business: Approve Proposed Changes to Public Records Act Fees

Submitted By: Paula McCoy, CFE, Director of Business Services

Will Be Presented By: Dr. Nathan McCann, Superintendent

E. Approve Proposed Changes to Public Records Act Fees

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head: *N. H. [Signature]* Superintendent: *N. H. [Signature]*



MEMORANDUM

To: Board of Directors
From: Paula McCoy
Date: March 7, 2018
Re: Public Records Act Fees

REQUEST FOR CHANGES TO PUBLIC RECORDS ACT FEES

In the previous legislative session, the state legislature approved several changes to the Public Records Act. Those changes included allowing state and local governments the ability to charge a nominal fee for providing electronic records in response to a public records request. Current policy only allows for charges of photo copies of records and postage. Most requests are fulfilled electronically, thus avoiding they payment of any fees. These charges are necessary to mitigate the impacts on the District and its taxpayers in responding to requests for records.

Specifically, State Law now allows for the following charges:

- 10 cents per page for public records scanned into an electronic format or for the use of District equipment to scan the records;
- 5 cents per each four electronic files or attachment uploaded to an email, cloud based data storage service, or other means of electronic delivery;
- 10 cents per gigabyte for the transmission of public records in an electronic format or for the use of District equipment to send the records electronically; and
- The actual costs of any digital storage media or device provided by the District, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge.
- If the fees are equal to, or more than two dollars, the District may instead charge a flat rate of two dollars.
- A customized service charge may be imposed if the District estimates the request would require the use of information technology expertise to prepare data compilations, or to provide customized electronic access services when such compilations and customized access services are not used by the District for other District purposes. These charges may reimburse for up to actual cost of providing the services.

We respectfully ask that the Board of Directors approve these new fees.

Paula McCoy
Director of Business Services

20311
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