



REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Tuesday, April 11, 2017 07:00 PM

- I. 6:00 p.m. - Call to Order
- II. 6:00 - 7:00 p.m. - Executive Session: To discuss potential litigation with legal counsel RCW 42.30.110 (1) (i)
- III. 7:00 p.m. - Resume Regular Board Meeting
 1. Pledge of Allegiance
 2. Approval of Agenda
 3. Communications
 4. Oath of Office: Appointed Board Member
 5. Recognition:
 - *Whitstran Elementary Archery Team*
 - *Crystal Apple Award Recipient - Dean Smith*
 - *AVID Site of Distinction*

[AVID \(p. 3\)](#)
- IV. Information Items:
 1. PTA Update
 2. Prosser Falls to Prosser High School Transition Overview

[Falls to PHS Transition \(p. 6\)](#)
- V. Protocol for Addressing Board:

[Welcome to the Board Meeting \(p. 9\)](#)
- VI. Hearing of Visitors:
- VII. Reports:
 1. Assistant Superintendent's Report
 2. Business Manager's Report
 3. Superintendent's Report
 4. Board Members' Reports
 5. Student Representatives' Reports

VIII. Consent Items: REVISED

1. Certificated Personnel - REVISED

[Cert - April 11, 2017 \(p. 10\)](#)

2. Classified Personnel

[Class - April 11, 2017 \(p. 11\)](#)

3. Approval of Minutes

[Regular Board Meeting - March 27, 2017 \(p. 12\)](#)

4. Contracts and Personal Service Agreements

5. Volunteer Coaches

IX. Old Business (Information):

1. Agreement Between Prosser School District and Valley Theater Company

X. Action Items:

1. Vouchers

[Payable April 14, 2017 \(p. 18\)](#)

2. Southeast Washington Association of Administrators (SEWASA) Community Leadership Award

[SEWASA \(p. 31\)](#)

3. Resolution No. 02-17 - Board Member Compensation

[Resolution No. 02-17 \(p. 32\)](#)

4. Reinstate Policy No. 1733: Board Member Compensation - FIRST READING

[Policy No. 1733 \(p. 34\)](#)

5. Amendment to Policy No. 3122: Excused and Unexcused Absences - FIRST READING

[Policy 3122 \(p. 39\)](#)

XI. Discussion Items:

XII. Adjournment:

XIII. Future Meetings:

- *Regular Board Meeting, April 25, 2017, Keene-Riverview Elementary MPR, 7:00 p.m.*
- *WSSDA Regional Meeting, May 3, 2017, 1215 W. Lewis St., Pasco, 6:00-8:30 p.m.*
- *Regular Board Meeting, May 9, 2017, Keene-Riverview Elementary MPR, 7:00 p.m.*

BOARD PACKET

TO: Board of Directors

SUBJECT: AVID Site of Distinction

AGENDA: Recognition

DATE: April 11, 2017

PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background

Housel Middle School was recently named an AVID Schoolwide Site of Distinction. This designation was earned by HMS through their hard work and dedication to making their students college and career ready. There are over 5,000 AVID schools in 44 states and 16 countries/territories. Of those, 771 were eligible to be a Site of Distinction. Of the 771, 236 submitted the required data to be considered. Of those 236, 104 designations were earned, one of which being HMS.

Congratulations to Housel Middle School!



AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

Dr. Sandy Husk
Chief Executive Officer

Board of Directors
Dr. Monte Moses
Chairman

Dr. Stephen L. Weber
Vice Chairman and Treasurer

Clarence Fields
Secretary

Mary Catherine Swanson
Founder

Matt Gianneschi
Dave Gordon
Todd Gutschow
Dr. Sandy Husk
Nori Juba
Sue Levin
Melendy Lovett
Dr. Eric J. Smith

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Eastern Division
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Fax: 407.425.2553

Western Division
5889 Greenwood Plaza Blvd.
Suite 210
Greenwood Village, CO 80111
Phone: 303.436.2200
Fax: 303.741.0135

February 15, 2017

Housel Middle School
2001 Highland Drive
Prosser, WA 99350

Congratulations! AVID Center would like to thank you and your colleagues for completing the Schoolwide Data Collection form. As a result of your efforts and meeting the target percentages for both Process Metrics and Impact Metrics, we are proud and honored to formally recognize your school as an **AVID Schoolwide Site of Distinction** for the 2016–2017 school year.

An **AVID Schoolwide Site of Distinction** represents the highest level of AVID implementation fidelity demonstrating excellence in instructional practice and the promotion of college readiness schoolwide. We applaud you for your diligence in attaining this achievement, and we look forward to your continued efforts in transforming the lives of students across your campus.

Most respectfully,

Dennis A. Johnston, Ph.D.
Senior Director, Chief Research Officer

Ellen Nickerson
Director, Schoolwide

CERTIFICATE OF RECOGNITION

presented to:

Housel
Middle School
2016-2017
AVID SCHOOLWIDE
SITE OF DISTINCTION

AVID is schoolwide when a strong AVID system transforms the instruction, systems, leadership, and culture of a school, ensuring college readiness for all AVID Elective students, and improved academic performance for all students based on increased opportunities.



Sandy Husk, Ph.D.
AVID Chief Executive Officer



Dennis Johnston, Ph.D.
AVID Senior Director, Chief Research Officer

BOARD PACKET

TO: Board of Directors

SUBJECT: Prosser Falls to Prosser High School Transition Overview

AGENDA: Information

DATE: April 11, 2017

PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background

Overview of Prosser Falls to Prosser High School transition attached for review.

Prosser Falls to Prosser High School Transition Overview

Rationale:

- A.** Course offerings are limited at Falls with very limited in-person courses. Students often need a teacher who is qualified in the content to support their learning and Falls does not have that availability.
- B.** Falls is unable to provide extracurricular courses, dances and clubs. Although Falls students are able to access those opportunities at PHS, many students are unable to due to differing schedules, transportation and a feeling by some students that they are not welcome.
- C.** New requirements for Core 24 require a review of courses offered for credit. Some of the courses, such as basic math and English, have been counted for credit. This is not allowable starting with the upcoming freshman class.
- D.** Graduation rates are hovering around 20%.
- E.** Lack of a fulltime administrator to support students and staff, as well as handle any concerns.
- F.** Almost all alternative high schools have closed in our state for the reasons listed above, with the exception of those that are large enough to support the staffing of numerous teachers.

Timeline:

Fall 2016:

- Committee formed (Douglas, Lusk, Tolcacher, Duehn and Flores) to explore the options for Falls.

Fall 2016 – Present:

- Research, work and planning continues. Transition, student expectations, location and resources needed.

March 2017:

- Students and staff were informed at Falls, as well as staff at PHS
- Spring conferences for Falls students were held at PHS with PHS schedules used for planning next year's courses

April and Beyond:

- Finalize location, equipment needs, prepare for the move
- Set up new location, order necessary technology, etc.
- Graduation for Falls and PHS students at Art Fiker Stadium on June 17th
- Address any staffing needs or changes

Vision for the Mustang Resource Center (possible name):

- Students scheduled in the MRC are Prosser High School Students
- Students have flexibility to take online and in-person courses, based on student need
- Students may take AP courses in the MRC that are not currently offered at PHS
- Red Comet credit retrieval currently at PHS will be part of the MRC
- MRC will be a part of the school, not separate and will be supported by PHS administration, counselors, teachers, and office staff

SCHOOL BOARD MEETINGS

Prosser School District No. 116 * 1126 Meade Avenue, Suite A * Prosser, WA 99350

Welcome to a meeting of Prosser School District Board of Directors!

Your views and interest in education are important to us and to your schools. Whether your visit is for the purpose of bringing information to the board's attention, solving a problem, or simply to see what's going on, we hope you'll feel welcome and comfortable at this meeting. We also hope that you will leave with a better understanding of your school district and its board of directors.

How the Board Operates

As the board meeting progresses, you may notice that there is quick action on some items. This is because the board generally considers an issue for several meetings before taking action, and also because background materials on the various items are sent to members for their careful study prior to the meeting. Sometimes the board will approve a motion that encompasses many items. These items, grouped under the "consent" portion of the agenda, are considered routine. You'll be able to follow the action more carefully if you pick up a copy of the agenda that is available.

Board members are: Peggy Douglas, President; Andy Howe, Vice-President; Scotty Hunt, legislative representative, Jesalyn Cole and Scott Coleman. Student representatives are Lacey Desserault, Ali Cox and Liz Bender.

About Board Meetings

Business meetings are held twice each month, usually on the 2nd and 4th Tuesdays. The first meeting of the month is also a time for the various educational programs of the district to provide an educational presentation to the Board. These meetings begin at 7:00 p.m.

The board encourages input on all issues under discussion at the business meetings.

About Executive Sessions

The board may occasionally go into

executive session, thus excluding the public and the news media from witnessing the discussion. You should know though, that the board will only discuss issues in executive session. It must, by law, take all actions in an open meeting. The law also limits what the board can legally discuss in executive session. These closed discussions may only concern litigation, personnel selection or evaluation, negotiations, complaints against an officer or staff member or real estate transactions where public disclosure would be damaging to individuals or the general welfare of the district. Before going into executive session, the board president must estimate the time the board will return to open session.

Study Sessions

Board Study Sessions are held by the board to address specific issues and to give the board an opportunity to have staff make presentations regarding specific areas of instruction or operation. Study sessions are open meetings and offer the community an opportunity to hear the issues being discussed. Study sessions follow the same protocols as regular board meetings for addressing the board with questions or concerns.

Addressing the Board

You may present a concern to the board during the time reserved for hearing public comment. If this is the case we ask that you:

- Prior to the start of the meeting, sign in, noting the topic you intend to address to the board.
- Come to the microphone and state your name.
- Do not reflect adversely on the political or economic view, ethnic background, character or motives of any individual.
- Do keep your comments concise, non-emotional and brief.

The board is interested in hearing your concerns and your compliments too. It's best to call the superintendent's office a couple of days before the meeting. If this

isn't possible, you can ask the board president to recognize you during the hearing section.

Board Hearings

The school board can be compared to a "court of last resort." If a concern cannot be solved by first talking with the teacher, principal, or appropriate district personnel, it may be forwarded to the board for hearing. Sometimes this hearing may be conducted in "executive session," meaning the public and the media are not in attendance.

About Your Board

Public schools are especially close to the communities they serve because they are governed by men and women selected from the community. These men and women - your school board; are volunteers who spend a great deal of time on the many details involved in providing quality education.

Board members serve four-year terms. They are required to file financial disclosure statements with the Washington State Public Disclosure Commission and must be registered voters of the school district

School board members attend meetings, keep communications open with other members of the community and represent the needs of the district before local, state and national representatives. They make critical decisions that have a direct impact on what children learn and how they learn it. However, a school board is a legal body and can only make decisions as a body.

You may notice that many of the decisions the board must make are not directly related to instruction. School board members are also responsible for keeping the buildings and grounds in good shape, balancing the budget, protecting the district's legal interests, and providing for long-range planning.

BOARD PACKET

TO: Board of Directors
SUBJECT: Certificated Personnel - **REVISED**
AGENDA: Consent
DATE: April 11, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Certificated Employees

Christina Vigil-Rodriguez has been recommended as the bilingual late exit first grade teacher at Keene-Riverview Elementary for the 2017-18 school year.

Dan Norris has been recommended as the band/choir teacher at Housel Middle School and Prosser High School for the 2017-18 school year.

Mary Ruth Edwards has submitted a letter of resignation from her position as a first grade teacher at Whitstran Elementary, effective April 7, 2017.

Nicholas Paulakis has been recommended as the school counselor at Keene-Riverview Elementary for the 2017-18 school year.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Classified Personnel**
AGENDA: **Consent**
DATE: April 11, 2017
PREPARED BY: Craig Reynolds, *Business Manager*

CLASSIFIED EMPLOYEES

Gordon Holmes has been hired as a lunch duty at Housel Middle School.

Nikki Dunkin has been hired as an after school tutor/paraeducator at Housel Middle School.

Maria Flores has been hired as an after school tutor/paraeducator at Housel Middle School.

Board Meeting March 27, 2017

An Executive Session of the Prosser School District Board of Directors was called to order at 6:00 p.m. by Peggy Douglas, President, with a motion by Jesalyn Cole, and seconded by Scotty Hunt. Board member Andy Howe was also in attendance. Also present were Dr. Ray Tolcacher, Superintendent, Craig Reynolds, Business Manager and Deanna Flores, Assistant Superintendent. The purpose of the Executive Session was to discuss with legal counsel representing the agency litigation or potential litigation. (RCW 42.30.110 (1) (i)). The Executive Session was expected to last 1 hour and 15 minutes.

The Executive Session was adjourned at 7:07 p.m.

The Regular Meeting of the Board of Directors of Prosser School District was called to order at 7:13 p.m. by Peggy Douglas, President. Other Board members present included Andy Howe, Scotty Hunt and Jesalyn Cole. Also present were Dr. Ray Tolcacher, Superintendent; Craig Reynolds, Business Manager; Deanna Flores, Assistant Superintendent and Julie Hyatt, Secretary. Student representatives Ali Cox, Lacey Desserault and Liz Bender were also present. There was also an audience of school staff, media and community members.

The Board meeting was held at Keene-Riverview Elementary MPR, 832 Park Avenue. Minutes from the March 14, 2017 regular board meeting and the March 21, 2017 special board meeting were presented and approved.

APPROVAL OF AGENDA:

Motion by Andy Howe, seconded by Scotty Hunt and motion carried unanimously to approve the revised agenda. The revision included an addition to Certificated Personnel on the Consent Agenda. Additionally, it was requested to move Action Item: Donation from Prosser United Good Neighbors to immediately after Information Items.

COMMUNICATIONS:

None

INFORMATION ITEMS:

- 1) Legislative Update – Scotty Hunt distributed information on the updates.
- 2) Update on Meeting with City Regarding Parks & Recreation – Dr. Tolcacher reported on recent changes with the city by hiring a Parks & Rec Director. This change will involve our facilities being used more than they are now. The City Manager will address the Board in the near future.
- 3) Update on Construction Management Positions – Dr. Tolcacher and Craig Reynolds provided updates on the hiring process for these two positions.

ACTION ITEM

Donation from Prosser United Good Neighbors

The Prosser School District received a donation of \$1,000 from Prosser United Good Neighbors. The donation will go into the Washington High School Equestrian Team (WAHSET) ASB account and will be used for meals and lodging for Prosser students.

Dianne Torres was in attendance representing Prosser United Good Neighbors and Lily and Cindy McLemore accepted the donation on behalf of WAHSET.

Board Meeting March 27, 2017

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to approve the \$1,000 donation from United Good Neighbors.

PROTOCOL FOR ADDRESSING BOARD:

Dr. Tolcacher read the Protocol for addressing the Board.

Albert Flores provided translation services for the Spanish speaking visitors who addressed the Board.

HEARING OF VISITORS:

Maura Bustamante

Jess Monterey – Policies

Ansley Gerhard – Policies

Carly Coburn – Policies

Sarah Kennedy - Safety

Richard Munnoz – Everything! Change if possible

Mohamed Elsehrawy – Grow the peace for our children

Angeles Duarte

Marissa Reyes – Grow the peace for our children

President Douglas called a short break.

REPORTS:

Assistant Superintendent's Report

- Spokane Career Fair
- Falls' transition will be discussed at the next Board meeting
- PSD Awards Committee Update

Business Manager's Report

- March 2017 Enrollment
- Audit continues

Superintendent's Report

- Attended Migrant Parent Advisory meeting
- Met with eight community members last Friday
- Parent conferences are later this week
- Tacoma Career Fair on Wednesday

Board Members' Reports

Andy Howe – No report

Peggy Douglas – Attended the parents/community members meeting last Friday. Attended the entrance interview with auditors last week.

Jesalyn Cole – Attended Spokane Career Fair and will go to Tacoma. Met with Craig today on school district finances. Today is the kickoff for the PTA Read-a-thon.

Scotty Hunt – No report

Student Representatives' Reports

Ali Cox – Prom is May 6, with the theme, "Night Under the Stars".

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Lacey Desserault – Parent/teacher conferences are this week. Spring sports are in full swing. The Top Ten of the graduating Class of 2017 have been confirmed.

Liz Bender – A lot of questions and concerns about Falls graduating with the high school and Falls moving to the high school.

President Douglas moved Action Item: Agreement Between Prosser School District and Valley Theater.

ACTION ITEM:

Agreement Between Prosser School District and Valley Theater Company

The purpose of this agreement between the Prosser School District and the Valley Theater Company is to engage in a joint production of *Bye Bye Birdie* in the spring of 2018. The production will take place on April 27, 28, 29, May 4 and 5, 2018. This project and agreement has been reviewed and approved by the District's attorney and our insurance company.

Discussion ensued about certain provisions of the agreement, with Ben Riley addressing the Board on behalf of Valley Theater Company.

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to generally approve the agreement between Prosser School District and Valley Theater Company, pending clarifications with insurance and risk management issues regarding the student use of ladders and power tools.

CONSENT ITEMS:

Motion by Andy Howe, seconded by Scotty Hunt and motion carried unanimously to approve the Consent Agenda as presented.

Certificated Personnel

Bob Alter was recommended as the combo baseball coach at Housel Middle School.

Classified Personnel

Beth Mulbry was hired as a one to one paraeducator at Keene-Riverview Elementary School.

Rick Crabtree was hired as the temporary seasonal mower for the maintenance department.

Nathan Hancock was hired as the 8th grade head softball coach at Housel Middle School.

Natalie Shanafelt was hired as a one to one paraeducator at House Middle School.

Approval of Minutes

Minutes from the March 14, 2017 regular board meeting and the March 21, 2017 special board meeting were presented.

Contracts and Personal Service Agreements:

1. Around the World Yoyo Entertainment (AWYE):

John Fox from Around the World Yoyo Entertainment will be performing a Yoyo Assembly at KRV on April 28, 2017. AWYE will leave yoyos at the school for

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students to purchase for five (5) days after the presentation and will donate 10% of sales to the school. There is no cost for this assembly.

Volunteer Coaches

Heather Hancock completed paperwork to be a volunteer softball coach at Housel Middle School.

OLD BUSINESS:

- WSSDA Regional Meeting – All Board members will attend the Regional Meeting.

ACTION ITEMS:

Appointment of Board Member to Fill Vacant Board Director Position District No. 4

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to appoint Scott Coleman to fill the vacant Board Director position for District No. 4.

Resolution No. 01-17: To Approve the Study & Survey for Prosser School District

The Prosser School District Board of Directors appointed a Study & Survey Task Force in early 2015. The District hired Architects West to not only complete the Study & Survey in accordance to state law, but also facility planning. Many meetings were held by the Task Force including public meetings for input and discussion. The Study & Survey report was included in the Board packet. The approval of this requirement enables the District to recover the \$10,000 that was paid to the architect for these services.

Motion by Andy Howe, seconded by Scotty Hunt and motion carried unanimously to approve Resolution No. 01-17: To Approve the Study & Survey for Prosser School District.

Vouchers and Payroll

“The following vouchers as audited and certified by the auditing officers, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$2,202,309.40 are also approved.

General Fund Voucher numbers 190950 through 191084 totaling \$209,085.29

Associated Student Body Fund Voucher numbers 184820 through 184858 totaling \$13,527.21

Payroll Warrant numbers 49639 through 49741 totaling \$2,202,309.40”.

Motion by Scotty Hunt, seconded by Jesalyn Cole and motion carried unanimously to approve the accounts payable vouchers and payroll, payable March 31, 2017.

Out-of-State Travel: Summer Training for Advancement Via Individual Determination (AVID)

Deanna Flores explained that AVID is a college and career readiness system designed to increase the number of students who enroll in college and are prepared for careers. Although AVID serves all students, it focuses on the least served students in the academic middle. AVID raises expectations for students and puts in place a support system to help them rise to the challenge. Students are given group and individualized support to achieve success. Each year the Board of Directors has approved an AVID contract that provided staff from Keene-Riverview, Whitstran and Prosser Heights Elementary, Housel Middle School and Prosser

Board Meeting March 27, 2017

High School to receive AVID training. As part of that original contract the District committed to the continuation of training and ongoing implementation of the program.

Prosser School District started hosting AVID Path Training three years ago where the bulk of our AVID training is taking place. However, there are several training options that are not offered. This is why we will be sending staff from Whitstran Elementary, Prosser Heights Elementary, Housel Middle School and Prosser High School to AVID Summer Institute in the summer. This requires out-of-state travel. The AVID District Director will also attend, as is required every three years. The training will be held in Anaheim, California from July 5 – July 7, 2017 and San Diego, California from August 1- 3, 2017. The cost of this training will be funded by the following: Title I and Title II. This expense has already been approved in the 2016-2017 budget. This request is for approval of out-of-state travel only.

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to approve the out-of-state travel request for summer training for AVID staff.

DISCUSSION ITEMS:

Amendment to Policy No. 3122: Excused and Unexcused Absences

David Funk and Kristal Cole addressed the Board about the Ad team's work on amending this policy. At the beginning of the 2016-17 school year, the legislature enacted new provisions to the existing laws regarding school attendance. As a result of those changes, the administrative team has been working on finalizing the new policy and procedure for Policy No. 3122. One of the new requirements for the 2016-17 school year included a provision that all parents were required to sign a statement that they had been made aware of the importance of regular school attendance and how that correlates to academic success at all grade levels. To that end, parents were notified and required to acknowledge that they understood the importance of regular school attendance for their students. That letter, which was available in both English and Spanish, was included in the Board packet, as well as the amended policy and procedure. First Reading will be waived at the next Board meeting.

Policy No. 1733: Board Member Compensation

On May 1, 2001, the Board of Directors took final action to formally rescind Policy No. 1733: Board Member Compensation. In recent discussion, Board members requested that this policy be brought back to discuss possible reinstatement of the policy.

In reviewing the issues related to the re-enactment of Policy No. 1733, a call was made to WSSDA attorney, Heidi Maynard with the following question "If the Board reinstates the policy, can those members currently seated begin collecting the compensation or do they have to wait until the next Board election?"

As indicated to the Board at their October 11, 2016 meeting, Heidi Maynard's response was "Pursuant to the state constitution, Board of Directors may not increase their compensation during their current terms. This means that if the Board reinstates the compensation policy, each individual member will begin collecting the compensation upon commencement of their next full term of office".

Discussion

After discussion, the Board members asked Dr. Tolcacher to bring this policy back for First

Board Meeting March 27, 2017

Reading. The Board requested we use the current WSSDA policy.

ADJOURNMENT:

Motion by Jesalyn Cole, seconded by Andy Howe and motion carried unanimously to adjourn the meeting at 8:55 p.m.

FUTURE MEETINGS:

- Regular Board Meeting, April 11, 2017, Keene-Riverview MPR, 7:00 p.m.
- Regular Board Meeting, April 25, 2017, Keene-Riverview MPR, 7:00 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

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

As of April 11, 2017, the board, by a _____ vote, approves payments, totaling \$136,295.82. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 191085 through 191138, totaling \$136,295.82

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

Check Nbr	Vendor Name	Check Date	Check Amount
191085	Vendor Continued Check	04/14/2017	0.00
191086	Vendor Continued Check	04/14/2017	0.00
191087	AVID CENTER	04/14/2017	11,400.00
191088	BANK, U S	04/14/2017	7,254.73
191089	BESTEBREUR, ALISON L	04/14/2017	113.16
191090	BLEYHL FARM SERVICE	04/14/2017	18,310.49
191091	BOLT, KIMBERLY A	04/14/2017	163.38
191092	CAMBRON, YADIRA	04/14/2017	60.00
191093	CAMPBELL OFFICE SUPPLY/YAKIMA	04/14/2017	173.96
191094	CAREERSTAFF UNLIMITED	04/14/2017	5,265.00
191095	CASCADE NATURAL GAS CO	04/14/2017	9,058.08
191096	CDW GOVERNMENT INC	04/14/2017	106.43
191097	CHAPMAN, JOHN JAY	04/14/2017	2,700.00
191098	CHARTER COMMUNICATIONS	04/14/2017	8,769.30
191099	CLASS 5	04/14/2017	1,907.17
191100	COLE, KRISTAL L	04/14/2017	154.08
191101	DAILEY SUN NEWS	04/14/2017	70.00
191102	DEPARTMENT OF RETIREMENT SYSTE	04/14/2017	116.95
191103	DOUBLE TREE	04/14/2017	1,093.02
191104	DURA-SHINE CLEAN LLC	04/14/2017	375.00
191105	ELECTION RESERVE FUND	04/14/2017	11,732.21
191106	ESD #105	04/14/2017	10,722.03
191107	ESD #123	04/14/2017	156.00
191108	FLORES, DEANNA KAY	04/14/2017	201.41
191109	FOOD DEPOT	04/14/2017	188.68
191110	HYATT, JULIE A	04/14/2017	400.14
191111	K C D A	04/14/2017	1,544.28
191112	KATHRYN KARSCHNEY	04/14/2017	3,900.00
191113	KIRK, LINDA W	04/14/2017	157.16
191114	KLICKITAT COUNTY AUDITOR'S OFF	04/14/2017	209.12
191115	LOWRY, MICHELLE	04/14/2017	7,160.00
191116	LUSK, KEVIN DUANE	04/14/2017	219.35
191117	MICRO	04/14/2017	233.48

Check Nbr	Vendor Name	Check Date	Check Amount
191118	MISSOULA CHILDREN'S THEATRE	04/14/2017	2,550.00
191119	MONOPRICE	04/14/2017	268.85
191120	OFFICE DEPOT INC	04/14/2017	1,571.95
191121	OXARC INC	04/14/2017	741.73
191122	PACIFIC OFFICE AUTOMATION	04/14/2017	129.23
191123	PATTERSON BUCHANAN FOBES & LEI	04/14/2017	3,238.51
191124	PINNACLE INVESTIGATION CORP	04/14/2017	138.06
191125	PRINCESS THEATRE	04/14/2017	1,025.00
191126	RAINWATER INC	04/14/2017	154.44
191127	RIVERSIDE STORAGE	04/14/2017	537.00
191128	RODGERS, ROZALIND A	04/14/2017	197.28
191129	SHULTZ, SHAWN L	04/14/2017	255.73
191130	SMITH, DEAN DONALD	04/14/2017	21.99
191131	THE PRINT GUYS	04/14/2017	360.32
191132	TRI-CITY HERALD	04/14/2017	860.55
191133	WASHINGTON FBLA	04/14/2017	2,040.00
191134	WASTE MANAGEMENT OF KENNEWICK	04/14/2017	301.88
191135	WATKINS, CAROLYN S	04/14/2017	263.76
191136	WILSON FAMILY EYECARE	04/14/2017	584.00
191137	WRIGHT, GALE M	04/14/2017	37.45
191138	YVCC	04/14/2017	17,103.48
54	Computer	Check(s) For a Total of	136,295.82

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191085	Vendor Continued Void	04/14/2017					0.00
191086	Vendor Continued Void	04/14/2017					0.00
191087	AVID CENTER	04/14/2017	485552	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Whitstran Elementary School	6001600071	760.00	11,400.00
10 E 530 5102 31 7000 110 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485553	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Housel Middle School	6001600069	760.00	
10 E 530 5102 31 7000 240 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485554	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485555	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser Heights Elementary School	6001600070	760.00	
10 E 530 5102 31 7000 130 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485556	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Housel Middle School	6001600069	760.00	
10 E 530 5102 31 7000 240 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485557	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485558	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017	6001600071	760.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 5102 31 7000 110 0000 0000				Whitstran Elementary School General Fund/Expenditures/Title I -Staff Dev		760.00	
			485559	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Housel Middle School	6001600069	760.00	
10 E 530 5102 31 7000 240 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485560	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485561	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485562	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485563	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Whitstran Elementary School	6001600071	760.00	
10 E 530 5102 31 7000 110 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485564	AVID Summer Institute 2017, Anaheim, CA. July 5-7, 2017 Prosser High School	6001600068	760.00	
10 E 530 5102 31 7000 450 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
			485565	AVID Summer Institute 2017, Anaheim, CA. July	6001600069	760.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 5102 31 7000 240 0000 0000				5-7, 2017 Housel Middle School			
				General Fund/Expenditures/Title I -Staff Dev		760.00	
			489011	AVID Summer Institute 2017, San Diego II, Mission Valley August 1 - 3, 2017 Housel Middle School	6001600074	760.00	
10 E 530 5102 31 7000 240 0000 0000				General Fund/Expenditures/Title I -Staff Dev		760.00	
191088 BANK, U S		04/14/2017	483349455527506	MAR	0	7,254.73	7,254.73
10 E 530 0100 21 5000 060 0000 0000				General Fund/Expenditures/Basic Education		183.80	
10 E 530 0172 27 5000 060 0000 0000				General Fund/Expenditures/Districtwide Assessments		346.39	
10 E 530 0187 27 5070 120 0000 0000				General Fund/Expenditures/Text Adoption		474.39	
10 E 530 0100 31 8030 060 0000 0000				General Fund/Expenditures/Basic Education		51.55	
10 E 530 5210 31 8030 240 0000 0000				General Fund/Expenditures/Title II TQ - Part A		1,640.60	
10 E 530 5210 31 8030 060 0000 0000				General Fund/Expenditures/Title II TQ - Part A		423.60	
10 E 530 5210 31 8030 450 0000 0000				General Fund/Expenditures/Title II TQ - Part A		2,771.60	
10 E 530 5210 31 8030 110 0000 0000				General Fund/Expenditures/Title II TQ - Part A		1,362.80	
191089 BESTEBREUR, ALISON L		04/14/2017	SPRING SNOW 2017		0	113.16	113.16
10 E 530 0100 26 8030 064 0000 0000				General Fund/Expenditures/Basic Education		113.16	
191090 BLEYHL FARM SERVICE		04/14/2017	3/31/2017		0	18,310.49	18,310.49
10 E 530 3160 27 5900 450 0000 0000				General Fund/Expenditures/Agriculture		94.40	
10 E 530 7100 27 5900 450 0000 0000				General Fund/Expenditures/Traffic Safety		208.27	
10 E 530 9700 12 5900 071 0000 0000				General Fund/Expenditures/District-Wide Support		189.71	
10 E 530 9700 61 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		148.01	
10 E 530 9700 62 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		333.89	
10 E 530 9700 64 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		622.14	
10 E 530 9700 75 5900 073 0000 0000				General Fund/Expenditures/District-Wide Support		216.23	
10 E 530 9800 44 5900 075 0000 0000				General Fund/Expenditures/Food Service		129.61	
10 E 530 9900 51 5900 073 0000 0000				General Fund/Expenditures/Pupil Transportation		105.31	
10 E 530 9900 52 5900 073 0000 0000				General Fund/Expenditures/Pupil Transportation		16,229.86	
10 E 530 5320 27 5900 060 0000 0000				General Fund/Expenditures/Migrant Ed		33.06	
191091 BOLT, KIMBERLY A		04/14/2017	AESOP/IPACO		0	120.38	163.38
10 E 530 9700 14 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		120.38	
			SPOKANE 3/15/2017		0	43.00	
10 E 530 9700 14 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		43.00	
191092 CAMBRON, YADIRA		04/14/2017	CAMP WOOTEN REFUND		0	60.00	60.00
10 E 530 0170 27 5000 110 0000 0000				General Fund/Expenditures/Camp Wooten		60.00	
191093 CAMPBELL OFFICE SUPPLY/YAKIMA		04/14/2017	249751-0	2016/2017 Open PO for District	7201600004	74.58	173.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Office supplies.			
10 E 530 9700 12 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		37.29	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		37.29	
			250126-0	2016/2017 Open PO for District	7201600004	99.38	
				Office supplies.			
10 E 530 9700 12 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		49.69	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		49.69	
191094 CAREERSTAFF UNLIMITED		04/14/2017	35651-317890		0	2,925.00	5,265.00
10 E 530 2100 26 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		2,925.00	
			35651-318653		0	2,340.00	
10 E 530 2100 26 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		2,340.00	
191095 CASCADE NATURAL GAS CO		04/14/2017	MARCH 2017		0	9,058.08	9,058.08
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		3,483.93	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		538.45	
10 E 530 9700 65 7840 073 0000 0000				General Fund/Expenditures/District-Wide Support		220.66	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		54.46	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		12.91	
10 E 530 9700 65 7840 120 0000 0000				General Fund/Expenditures/District-Wide Support		2,082.76	
10 E 530 9700 65 7840 240 0000 0000				General Fund/Expenditures/District-Wide Support		1,398.70	
10 E 530 9700 65 7840 130 0000 0000				General Fund/Expenditures/District-Wide Support		1,130.17	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		136.04	
191096 CDW GOVERNMENT INC		04/14/2017	HJD9407	Power Supplies	7601600145	106.43	106.43
10 E 530 9700 72 5000 076 0000 0000				General Fund/Expenditures/District-Wide Support		106.43	
191097 CHAPMAN, JOHN JAY		04/14/2017	APRIL 2017	2016-2017 District Office Lease Agreement 9/1/2016 to 8/31/2017 Year 9	7201600003	2,700.00	2,700.00
10 E 530 9700 63 7000 072 0000 0000				General Fund/Expenditures/District-Wide Support		2,700.00	
191098 CHARTER COMMUNICATIONS		04/14/2017	0000456 3/21/2017	Metro Ethernet Year 3 of 5	7201600007	8,769.30	8,769.30
10 E 530 9731 72 7890 076 0000 0000				General Fund/Expenditures/Erate		8,769.30	
191099 CLASS 5		04/14/2017	36940		0	1,907.17	1,907.17
10 E 530 9700 65 7810 072 0000 0000				General Fund/Expenditures/District-Wide Support		1,907.17	
191100 COLE, KRISTAL L		04/14/2017	DAYTON 1/9/2017		0	77.04	154.08
10 E 530 5880 31 8030 060 0000 0000				General Fund/Expenditures/TPEP PRINCIPAL TRAINING		77.04	
			DAYTON 2/24/2017		0	77.04	
10 E 530 5880 31 8030 060 0000 0000				General Fund/Expenditures/TPEP PRINCIPAL TRAINING		77.04	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191101	DAILEY SUN NEWS	04/14/2017	1 YEAR RENEWEL	DISTRICT OFFICE	0	70.00	70.00
				PAPER			
10 E 530 9700 13 5000 072 0000 0000			General Fund/Expenditures/District-Wide Support			70.00	
191102	DEPARTMENT OF RETIREMENT SYSTE	04/14/2017	1214912		0	116.95	116.95
10 E 530 9700 13 7000 072 0000 0000			General Fund/Expenditures/District-Wide Support			116.95	
191103	DOUBLE TREE	04/14/2017	52071	Hotel Rooms for	7601600046	1,093.02	1,093.02
				NCCE			
10 E 530 9730 72 8030 076 0000 0000			General Fund/Expenditures/Tech Coordinator - Office			1,093.02	
191104	DURA-SHINE CLEAN LLC	04/14/2017	13709		0	375.00	375.00
10 E 530 9700 64 7000 120 0000 0000			General Fund/Expenditures/District-Wide Support			375.00	
191105	ELECTION RESERVE FUND	04/14/2017	SP ELEC 2/14/17		0	11,732.21	11,732.21
10 E 530 9700 11 7040 071 0000 0000			General Fund/Expenditures/District-Wide Support			11,732.21	
191106	ESD #105	04/14/2017	0000052113		0	50.00	10,722.03
10 E 530 6400 31 7000 130 0000 0000			General Fund/Expenditures/Limited English Proficien			50.00	
			51976		0	250.00	
10 E 530 6400 31 7000 130 0000 0000			General Fund/Expenditures/Limited English Proficien			250.00	
			52059	Data Processing	7201600005	10,422.03	
				2016/2017			
10 E 530 9700 72 5030 076 0000 0000			General Fund/Expenditures/District-Wide Support			2,310.83	
10 E 530 9700 72 7500 076 0000 0000			General Fund/Expenditures/District-Wide Support			8,111.20	
191107	ESD #123	04/14/2017	0000025771	2016/2017 Open PO	7201600014	78.00	156.00
				for Finger			
				Printing			
10 E 530 9700 14 7960 072 0000 0000			General Fund/Expenditures/District-Wide Support			78.00	
			25767	2016/2017 Open PO	7201600014	78.00	
				for Finger			
				Printing			
10 E 530 9700 14 7960 072 0000 0000			General Fund/Expenditures/District-Wide Support			78.00	
191108	FLORES, DEANNA KAY	04/14/2017	SPOKANE CAREER FAIR		0	201.41	201.41
10 E 530 9700 12 8030 071 0000 0000			General Fund/Expenditures/District-Wide Support			201.41	
191109	FOOD DEPOT	04/14/2017	157338		1306	100.00	188.68
10 E 530 5101 27 5000 060 0000 0000			General Fund/Expenditures/Title I -Parent Inv.			100.00	
			157343		1474	88.68	
10 E 530 3165 27 5000 450 0000 0000			General Fund/Expenditures/Home/Family			88.68	
191110	HYATT, JULIE A	04/14/2017	LODGING WASPA 2017		0	400.14	400.14
10 E 530 9700 12 8030 071 0000 0000			General Fund/Expenditures/District-Wide Support			400.14	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191111	K C D A	04/14/2017	300141852	Supplies	1101600047	1,544.28	1,544.28
10 E 530 0100 27 5000 110 0000 0000			General Fund/Expenditures/Basic Education			1,544.28	
191112	KATHRYN KARSCHNEY	04/14/2017	3/28/2017		0	3,900.00	3,900.00
10 E 530 0187 31 7000 060 0000 0000			General Fund/Expenditures/Text Adoption			3,900.00	
191113	KIRK, LINDA W	04/14/2017	SNOW SPRING 2017		0	157.16	157.16
10 E 530 0100 26 5000 064 0000 0000			General Fund/Expenditures/Basic Education			157.16	
191114	KLICKITAT COUNTY AUDITOR'S OFF	04/14/2017	20170323		0	209.12	209.12
10 E 530 9700 11 7040 071 0000 0000			General Fund/Expenditures/District-Wide Support			209.12	
191115	LOWRY, MICHELLE	04/14/2017	0000007		0	7,160.00	7,160.00
10 E 530 2100 26 7000 063 0000 0000			General Fund/Expenditures/Spec Ed - State			7,160.00	
191116	LUSK, KEVIN DUANE	04/14/2017	TACOMA JOB FAIR		0	219.35	219.35
10 E 530 9700 12 8030 071 0000 0000			General Fund/Expenditures/District-Wide Support			219.35	
191117	MICRO	04/14/2017	0473459-IN	Stream for replacement	7601600130	150.95	233.48
10 E 530 9700 72 5310 076 0000 0000			General Fund/Expenditures/District-Wide Support			150.95	
			0473460-IN	Battery for Stream	7601600121	82.53	
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			82.53	
191118	MISSOULA CHILDREN'S THEATRE	04/14/2017	BOOKING 21844		0	2,550.00	2,550.00
10 E 530 0167 27 7000 110 0000 0000			General Fund/Expenditures/Missoula Childrens Theatr			2,550.00	
191119	MONOPRICE	04/14/2017	15815552	Supplies	7601600143	268.85	268.85
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			291.97	
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-23.12	
191120	OFFICE DEPOT INC	04/14/2017	914341618001	OFFICE/BISHOP	1201600049	1,410.12	1,571.95
10 E 530 0100 27 5000 120 0000 0000			General Fund/Expenditures/Basic Education			20.13	
10 E 530 0100 27 5020 120 0000 0000			General Fund/Expenditures/Basic Education			1,366.63	
10 E 530 0116 27 5000 120 0000 0000			General Fund/Expenditures/2nd Grade			23.36	
			914341705001	OFFICE/BISHOP	1201600049	23.75	
10 E 530 0100 27 5000 120 0000 0000			General Fund/Expenditures/Basic Education			0.34	
10 E 530 0100 27 5020 120 0000 0000			General Fund/Expenditures/Basic Education			23.02	
10 E 530 0116 27 5000 120 0000 0000			General Fund/Expenditures/2nd Grade			0.39	
			914705010001	Toner for Anne Auld	7601600140	88.93	
10 E 530 6500 27 5000 120 0000 0000			General Fund/Expenditures/State Trans Bilingual			57.27	
10 E 530 9700 72 5000 240 0000 0000			General Fund/Expenditures/District-Wide Support			31.66	
			914705011001	Toner for Anne Auld	7601600140	49.15	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 6500 27 5000 120 0000 0000				General Fund/Expenditures/State Trans Bilingual		31.65	
10 E 530 9700 72 5000 240 0000 0000				General Fund/Expenditures/District-Wide Support		17.50	
191121	OXARC INC	04/14/2017	R479805	Open PO for Metal Shop Supplies	4561600002	168.81	741.73
10 E 530 3160 27 5000 450 0000 0000				General Fund/Expenditures/Agriculture		168.81	
			SYD1205	Open PO for Metal Shop Supplies	4561600002	444.27	
10 E 530 3160 27 5000 450 0000 0000				General Fund/Expenditures/Agriculture		444.27	
			SYD1484	Open PO for Metal Shop Supplies	4561600002	128.65	
10 E 530 3160 27 5000 450 0000 0000				General Fund/Expenditures/Agriculture		128.65	
191122	PACIFIC OFFICE AUTOMATION	04/14/2017	636539	Copier supplies	2401600083	129.23	129.23
10 E 530 0100 27 5000 240 0000 0000				General Fund/Expenditures/Basic Education		129.23	
191123	PATTERSON BUCHANAN FOBES & LEI	04/14/2017	27993		0	3,238.51	3,238.51
10 E 530 9700 11 7030 071 0000 0000				General Fund/Expenditures/District-Wide Support		3,238.51	
191124	PINNACLE INVESTIGATION CORP	04/14/2017	55382	2016/2017 Open PO Client Service agreement	7201600010	138.06	138.06
10 E 530 9700 14 7000 072 0000 0000				General Fund/Expenditures/District-Wide Support		138.06	
191125	PRINCESS THEATRE	04/14/2017	MISSOULA SPRING		0	1,025.00	1,025.00
10 E 530 0167 27 7000 110 0000 0000				General Fund/Expenditures/Missoula Childrens Theatr		1,025.00	
191126	RAINWATER INC	04/14/2017	025713	Rental for Water Dispenser	6301600067	4.32	154.44
10 E 530 2100 21 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		4.32	
			025714	Water softening service for Food Services	7501600000	129.48	
10 E 530 9800 44 5000 075 0000 0000				General Fund/Expenditures/Food Service		129.48	
			025715	2016-2017 Annual contract Renewal for Curriculum/Technology/Migrant Offices	6001600024	4.32	
10 E 530 0100 21 7000 060 0000 0000				General Fund/Expenditures/Basic Education		1.44	
10 E 530 5320 24 5000 060 0000 0000				General Fund/Expenditures/Migrant Ed		1.44	
10 E 530 9730 72 7000 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		1.44	
			025716	2016/2017 RAINWATER (WATER	4821600003	4.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				DISPENSER)			
				CONTRACT FOR			
				PROSSER FALLS			
10 E 530 0135 27 7000 482 0000 0000			General Fund/Expenditures/Alt High School			4.32	
			054085	2016/2017	4821600003	12.00	
				RAINWATER (WATER			
				DISPENSER)			
				CONTRACT FOR			
				PROSSER FALLS			
10 E 530 0135 27 7000 482 0000 0000			General Fund/Expenditures/Alt High School			12.00	
191127 RIVERSIDE STORAGE		04/14/2017	APRIL 2017	2016/2017 Rentals	7201600008	537.00	537.00
				of storage units.			
10 E 530 2100 21 7340 063 0000 0000			General Fund/Expenditures/Spec Ed - State			134.00	
10 E 530 5320 27 7000 060 0000 0000			General Fund/Expenditures/Migrant Ed			55.00	
10 E 530 9700 13 7340 072 0000 0000			General Fund/Expenditures/District-Wide Support			112.00	
10 E 530 9700 64 7340 074 0000 0000			General Fund/Expenditures/District-Wide Support			79.00	
10 E 530 9700 72 7340 076 0000 0000			General Fund/Expenditures/District-Wide Support			157.00	
191128 RODGERS, ROZALIND A		04/14/2017	CANLIN HOTEL		0	197.28	197.28
10 E 530 2100 27 8030 063 0000 0000			General Fund/Expenditures/Spec Ed - State			197.28	
191129 SHULTZ, SHAWN L		04/14/2017	ESD 10/11/2016		0	53.50	255.73
10 E 530 9730 72 8030 076 0000 0000			General Fund/Expenditures/Tech Coordinator - Office			53.50	
			ESD 12/14/2016		0	53.50	
10 E 530 9730 72 8030 076 0000 0000			General Fund/Expenditures/Tech Coordinator - Office			53.50	
			ESD 123 & 105		0	148.73	
10 E 530 9730 72 8030 076 0000 0000			General Fund/Expenditures/Tech Coordinator - Office			148.73	
191130 SMITH, DEAN DONALD		04/14/2017	THUMB DRIVES		0	21.99	21.99
10 E 530 0100 27 5000 240 0000 0000			General Fund/Expenditures/Basic Education			21.99	
191131 THE PRINT GUYS		04/14/2017	109580		0	27.05	360.32
10 E 530 9700 11 5000 071 0000 0000			General Fund/Expenditures/District-Wide Support			27.05	
			109806		0	146.79	
10 E 530 9700 13 5000 072 0000 0000			General Fund/Expenditures/District-Wide Support			146.79	
			109861		0	186.48	
10 E 530 9700 12 7300 071 0000 0000			General Fund/Expenditures/District-Wide Support			186.48	
191132 TRI-CITY HERALD		04/14/2017	102955710-03022017	2016-2017 Open PO	7201600012	423.75	860.55
				for Job postings			
10 E 530 9700 14 7050 072 0000 0000			General Fund/Expenditures/District-Wide Support			423.75	
			102970889-03102017	2016-2017 Open PO	7201600012	436.80	
				for Job postings			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		436.80	
191133	WASHINGTON FBLA	04/14/2017	SBLC17-1102	State FBLA Conference Registration	4561600028	450.00	2,040.00
10 E 530 3161 27 7000 450 0000 0000				General Fund/Expenditures/Business		450.00	
			SBLC17-1221	State FBLA Conference Rooms	4561600029	1,590.00	
10 E 530 3161 27 8030 450 0000 0000				General Fund/Expenditures/Business		1,590.00	
191134	WASTE MANAGEMENT OF KENNEWICK	04/14/2017	1725118-1819-4		0	301.88	301.88
10 E 530 9700 65 7860 110 0000 0000				General Fund/Expenditures/District-Wide Support		301.88	
191135	WATKINS, CAROLYN S	04/14/2017	LAB SUPPLIES		0	263.76	263.76
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		263.76	
191136	WILSON FAMILY EYECARE	04/14/2017	KIMBERLY HOWELL		0	584.00	584.00
10 E 530 0199 27 5000 120 0000 0000				General Fund/Expenditures/Reserve		584.00	
191137	WRIGHT, GALE M	04/14/2017	PASCO 3/14/17		0	37.45	37.45
10 E 530 0186 31 8030 060 0000 0000				General Fund/Expenditures/Science Kits		37.45	
191138	YVCC	04/14/2017	WINTER 16/17		0	17,103.48	17,103.48
10 E 530 0179 27 7000 072 0000 0000				General Fund/Expenditures/Running Start		15,031.65	
10 E 530 3151 27 7450 450 0000 0000				General Fund/Expenditures/Voc Director		2,071.83	
			54	Computer	Check(s) For a Total of		136,295.82

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

As of April 11, 2017, the board, by a _____ vote, approves payments, totaling \$11,712.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS PAYABLE:
Warrant Numbers 184859 through 184870, totaling \$11,712.97

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

Check Nbr	Vendor Name	Check Date	Check Amount
184859	DOUBLE D TROPHIES	04/14/2017	16.24
184860	EAST VALLEY HIGH SCHOOL	04/14/2017	140.00
184861	EPCO INC / IN STITCHES	04/14/2017	405.00
184862	HOUSEL MIDDLE SCHOOL IMPREST	04/14/2017	80.00
184863	MARTINEZ FLORES, ARACELI	04/14/2017	18.95
184864	MULLER, TANYA	04/14/2017	77.00
184865	SHY'S PIZZA CONNECTION	04/14/2017	184.62
184866	SOCCER.COM	04/14/2017	2,657.78
184867	SWIFT, KIM	04/14/2017	57.63
184868	TEAM EXPRESS	04/14/2017	1,590.75
184869	WHITSTRAN ELEM IMPREST FUND	04/14/2017	125.00
184870	WORLD'S FINEST CHOCOLATE	04/14/2017	6,360.00

12	Computer	Check(s) For a Total of	11,712.97
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
184859	DOUBLE D TROPHIES	04/14/2017	2590	Historian of the Year trophy	2421600014	16.24	16.24
40 R 960 4645 04 0000 000 0000 0000				Associated Student Body Fund/Revenues/HISTORY CLUB		16.24	
184860	EAST VALLEY HIGH SCHOOL	04/14/2017	2017-16	\$75 each team-boys and girls	4521600242	140.00	140.00
40 E 530 2150 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/TRACK		140.00	
184861	EPCO INC / IN STITCHES	04/14/2017	17143	Math Team Tee Shirts	2421600015	405.00	405.00
40 R 960 4640 04 0000 000 0000 0000				Associated Student Body Fund/Revenues/MATH CLUB		405.00	
184862	HOUSEL MIDDLE SCHOOL IMPREST	04/14/2017	1733		0	80.00	80.00
40 E 530 6100 04 0000 000 0000 0000				Associated Student Body Fund/Expenditures/SAUL HAAS		80.00	
184863	MARTINEZ FLORES, ARACELI	04/14/2017	PROPS		0	18.95	18.95
40 E 530 4999 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/DRAMA		18.95	
184864	MULLER, TANYA	04/14/2017	SOPHIE	Ski Bus Refunds	2421600011	77.00	77.00
40 R 960 4620 04 0000 000 0000 0000				Associated Student Body Fund/Revenues/SKI		77.00	
184865	SHY'S PIZZA CONNECTION	04/14/2017	133	Pizza for basketball	4521600138	184.62	184.62
40 E 530 4160 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/FCCLA		184.62	
184866	SOCCER.COM	04/14/2017	90879359	Soccer Uniforms	4521600232	2,657.78	2,657.78
40 E 530 2080 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/SOCCER BOYS		2,657.78	
184867	SWIFT, KIM	04/14/2017	KADEN	Ski Bus Refunds	2421600011	57.63	57.63
40 R 960 4620 04 0000 000 0000 0000				Associated Student Body Fund/Revenues/SKI		57.63	
184868	TEAM EXPRESS	04/14/2017	INV001327376	Softball gear/equipment	4521600231	1,590.75	1,590.75
40 E 530 2230 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/SOFTBALL		1,727.55	
40 L 601 0000 00 0000 000 0000 0000				Associated Student Body Fund/Accounts Payable		-136.80	
184869	WHITSTRAN ELEM IMPREST FUND	04/14/2017	1159		0	125.00	125.00
40 E 530 1040 01 0000 000 0000 0000				Associated Student Body Fund/Expenditures/GENERAL		125.00	
184870	WORLD'S FINEST CHOCOLATE	04/14/2017	91050030		0	6,360.00	6,360.00
40 E 530 3150 01 0000 000 0000 0000				Associated Student Body Fund/Expenditures/FIFTH-BELL		6,360.00	
				12 Computer	Check(s) For a Total of		11,712.97

BOARD PACKET

TO: Board of Directors
SUBJECT: Southeast Washington Association of School Administrators (SEWASA) Community Leadership Award
AGENDA: Action
DATE: April 11, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

Each year the Prosser School District identifies an individual, group, or organization to receive a *Community Leadership Award*. This award is presented in recognition of outstanding contributions to education. Recipients are non-WASA members.

Specific criteria includes:

Benefit to students, leadership, motivation, success, cooperation/coordination with local districts, recognition by others and service. This award has been brought to the Board by the Superintendent each year for their approval. The award dinner is normally scheduled for early June and will take place at the Walla Walla Country Club.

Recommendation:

It is my honor to recommend the Board approve the Study and Survey Task Force for this year's Prosser School District Community Leadership Award. Members are: George Schneider, Jane Hagarty, Ed Thornbrugh, Dennis Pleasant, Don Aubrey, Gary Vegar and Dianne Torres.

BOARD PACKET

TO: Board of Directors
SUBJECT: Resolution No. 02-17 - Board Member Compensation
AGENDA: Action
DATE: April 11, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

RCW 28A.343.400 states *"each member of the Board of Directors of a school district may receive compensation of fifty dollars per day or portion thereof for attending Board meetings and for performing other services on behalf of the school district, not to exceed four thousand eight hundred dollars per year, if the District Board of Directors has authorized by Board resolution, at a regularly scheduled meeting, the provision of such compensation."*

Please see attached Resolution No. 02-17: Board Member Compensation.

Recommendation:

Adopt and approve Resolution No. 02-17: Board Member Compensation as was requested.

**Board Member Compensation
Resolution No. 02-17**

WHEREAS, state law codified at RCW 28A.343.400 allows each member of the Board of Directors of a school district in the State of Washington to receive compensation from the District of \$50 per day or some portion thereof for attending Board meetings and for performing other services on behalf of the District; and compensation cannot exceed \$4800 per calendar year per Board Director; and

WHEREAS, the District may authorize such compensation only from locally collected excess levy funds available for that purpose so as not to cause the state to incur any present or future funding obligation; and

WHEREAS, pursuant to the Washington State Constitution, any increase to the amount of compensation, may not take effect during the current term of any Board Director; and

WHEREAS, the District currently does not have a policy or resolution to compensate Board Directors, and compensates its Board Directors \$0 per day and now seeks to increase that amount to \$50 per day in recognition of the number of hours of work involved with preparing and participating in Board meetings, representing the Board at various events, activities, trainings and other Board approved activities, and other services provided on the District's behalf; and

NOW, THEREFORE, IT BE RESOLVED, the Prosser School District Board of Directors may receive \$50 per day for attending Board meetings and for performing other services on behalf of the District. Such compensation will be in effect for each current Board Director upon re-election to a new term of office or upon the election or appointment of their successor. Such compensation may not exceed \$4800 per calendar year per Board Director, and shall be in addition to any reimbursement for expenses paid to such Directors by the District.

BE IT FURTHER RESOLVED that the execution of this Resolution is conclusive evidence of the Board's approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this _____ day of _____.

By: _____
Board President or Designee

Attest: _____
Superintendent

BOARD PACKET

TO: Board of Directors
SUBJECT: Reinstate Policy No. 1733: Board Member Compensation – FIRST READING
AGENDA: Action
DATE: April 11, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

On May 1, 2001, the school board took action to rescind Policy No. 1733: Board Member Compensation. Subsequent to that action, the current school board, at their March 27, 2017 regular school board meeting, discussed the reinstatement of Policy No. 1733. To that end, the most current WSSDA Policy No. 1733 was discussed, allowing the Board members to receive compensation of \$50.00 per day or portion thereof for attending Board meetings and for performing other services on behalf of the school district not to exceed \$4,800.00 per calendar year.

Recommendation:

It is recommended the Board of Directors approve the reinstatement of Policy No. 1733: Board Member Compensation for First Reading.

Board Member Compensation

If authorized by Board resolution, at a regularly scheduled meeting, each Board member may receive compensation of fifty dollars per day or portion thereof for attending Board meetings and for performing other services on behalf of the school district, not to exceed four thousand eight hundred dollars per year. Such compensation will come from locally collected excess levy funds available for that purpose, and will not cause the state to incur any present or future funding obligation.

Any Board member may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the District. The waiver may be filed any time after the Director's election and before the date on which the compensation would otherwise be paid. The waiver will specify the month or period of months for which it is made.

Since the Directors of a school district are municipal officers who fix their own compensation, they may not increase their own compensation during their current terms of office pursuant to Article 30, Section 1, and Article 11, Section 8 of the State Constitution.

The compensation provided in this section will be in addition to any reimbursement for expenses paid to such Directors by the school district.

Legal References: RCW 28A.343.400 Compensation — Waiver

Adoption Date: October 17, 2000
Rescinded Date: May 1, 2001

Board Member Compensation

A Board member is eligible to receive compensation at the rate of fifty dollars (\$50) per day, or for a portion of a day, for the following activities:

- A. Attending regular or special meetings of the Board;
- B. Serving as a designated representative of the Board, including, but not limited to, such activities as: school committees, community development and District committees, collective bargaining, etc.;
- C. Attending Board-approved training and/or development activities, including, but not limited to: regional, state, or national school board association conferences, Board in-service meetings, etc. This may also include time involved in traveling to and from the activity; and
- D. Attending special Board-related activities when approved by the Board in advance, including, but not limited to: building dedications, commencement activities, staff retirements, and other such ceremonies.

Total compensation for a calendar year shall not exceed four thousand eight hundred dollars (\$4,800.00), plus reasonable expenses incurred for travel, meals and lodging.

Any Board member may waive all or any portion of his/her compensation for any month or months during his/her term of office, by a written waiver filed with the District. The waiver may be filed any time after the Director's election and before the date on which the compensation would otherwise be paid. The waiver shall specify the month or period of months for which it is made.

A Board member shall submit a monthly claim which verifies the nature and amount of approved activities for which compensation is claimed during the month. A Director is only eligible to make one compensation claim for a given day.

**BOARD MEMBER COMPENSATION
CLAIM FORM**

Board Member Name _____ **Date Submitted** _____

Claim

Meeting Date (s)	Authorized Meeting/Services	\$50/Meeting*

Total Compensation Claimed \$ _____

* Board members may claim \$50 per day, or portion thereof, for attending Board meetings and for performing other authorized services on behalf of the school district, not to exceed \$4,800 per year. (Policy No. 1733: Board Member Compensation, RCW 28A.343.400)

I hereby certify under penalty of perjury that this is a true and correct claim for authorized activities attended by me and that no payment has been received by me on account thereof.

Board Member's Signature _____ **Date** _____

Superintendent's Signature _____ **Date** _____

**Prosser School District
Board Member Compensation Waiver**

I, _____, as a member of the Prosser School Board of Directors, waive any compensation for attending meetings or activities as a member of the elected Board.

This waiver is for the following time period: _____.

This waiver is not for normal and customary expenses which are incurred for attending and representing the Prosser School Board at workshops, activities, conferences and meetings.

Signature _____ Date Signed _____

Date Received _____

BOARD PACKET

TO: Board of Directors
SUBJECT: Amendment to Policy No. 3122: Excused and Unexcused Absences – FIRST READING
AGENDA: Action
DATE: April 11, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

As result of new legislation for the 2016-2017 school year, the current draft of Policy No. 3122: Excused and Unexcused Absences has been reviewed and amended to comply with the new requirements. At the Board meeting on March 27, 2017 the Board had an opportunity to hear the changes and ask questions of administrative staff.

Recommendation:

It is recommended that the Board take action to waive the First Reading of the amendment to Policy No. 3122: Excused and Unexcused Absences and take action to approve the amendments as presented as a Second and Final Reading.

EXCUSED AND UNEXCUSED ABSENCES

Excused and Unexcused Absences

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

Excused Absences

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

A. The following are valid excuses for absences:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction for up to two days;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absences related to the deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.101;
10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon activity, provided that the absence is deemed not to cause a serious adverse effect upon the student's educational process.

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

- B. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in the participation portion of classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- C. If a student has two unexcused absences in one month, state law (RCW 28A.225.020) requires the District to schedule a conference with a parent/guardian and student to identify the barriers and supports available to ensure regular attendance. The District is obligated to develop a plan that may require an assessment to determine how to best meet the needs of the student and reduce absenteeism.
- D. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. If attendance is taken electronically, either for a course conducted online or for students physically within the District, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. If a student is to be released for health care related to family planning or abortion, the student may require that the District keep the information confidential. Students thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Students fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

Unexcused Absences

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade will likely be affected by unexcused absences.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A conference will be scheduled to determine what corrective measures should be taken to improve attendance. If the parent does not attend the conference, the parent will be notified of the steps the District has decided to take to reduce the student's absences.
- E. If a student has seven unexcused absences in any month or ten unexcused absences within the school year, the District is required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and the student and family may be referred to a Community Truancy Board, or may need to appear in Juvenile Court.

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

Students dependent pursuant to Chapter 13.34, RCW

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

- Cross References: 3120 - Enrollment
 3230 - Student Privacy and Searches
 3240 - Student Conduct Expectations and Reasonable Sanctions
 3241 - Classroom Management, Discipline and Corrective Action
 4218 - Language Access Plan
- Legal References: Chapter 28A.225 Compulsory school attendance and admission
 RCW 13.34.300 Relevance of failure to cause juvenile to attend school
 to neglect petition
 WAC 392-400-325 Statewide definition of excused and unexcused
 daily absences.
- Management Resources: 2016 - July Issue
 2015 - June Issue
 2012 - December Issue
 2011 - December Issue
 Policy News, June 2001 More Tweaking of Becca Petitions

Adoption Date: July 10, 2001
Amended Date: October 7, 2008
Amended Date: April 24, 2012

EXCUSED AND UNEXCUSED ABSENCES PROCEDURE

Excused Absences

Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student will be allowed one makeup day for each day of absence. For the participation portion of most classes (e.g., certain music and physical education classes, class discussions, group work, labs, etc.) the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, any absence would have an adverse impact on the student's educational progress, which would ultimately be reflected in grade reporting.

The following are valid excuses for absences or tardiness:

1. **Participation in a District or school approved activity or instructional program;**
To be excused, this absence must have administrative approval and the affected teacher(s) must be notified prior to the absence, unless it is clearly impossible to do so.
2. **Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or a person for who the student is legally responsible;**
3. **Family emergency, including, but not limited to, a death or illness in the family;**
4. **Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction for up to two days;**
5. **Court, judicial proceeding or serving on a jury;**
6. **Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;**
7. **State-recognized search and rescue activities consistent with RCW 28A.225.055;**
8. **Absence directly related to the student's homeless status;**
9. **Absences related to the deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.101;**

In order for above items 2–9 to be excused, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or other written note, and provide the reason for the absence. If no reason is provided with the notification, or if no notification is provided, the parent/guardian will submit a reason via phone, e-mail, doctor's note or other written note upon the student's return to school. Emancipated students (those over sixteen who have been emancipated by court action) will notify the school office of their absence in the same manner as outlined by parents/guardians above. (In the event of extreme weather conditions, a student's absence due to parent/guardian discretion will be considered and may be excused on a case-by-case basis, following the procedure outlined above.)

Special Note Regarding Medical Confinement or Chronic Conditions:

Students with numerous/repetitive medical absences may be required to provide documentation from a medical professional. For an **extended illness or health condition which confines a student to home or the hospital for an extended period**, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her coursework, or if there are major requirements which cannot be accomplished outside of the classroom, the student may be required to take an incomplete, withdraw from the class or be considered for retention. For a **chronic health condition which interrupts regular attendance**, the student may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor (or designee) and a limited program will be written following the advice and recommendations of the student's medical advisor and with the approval of the principal (or designee). Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion);

As required by law, students who are removed from class(es) as a disciplinary measure or who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom(s).

11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon activity, provided that the absence is deemed not to cause a serious adverse effect upon the student's educational process;

To be approved, this type of absence will require a Pre-Arranged Absence form to be completed prior to the absence.

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

Required Action for Elementary School Students

If an elementary school student has **five or more excused absences in a single month during the current school year, or ten or more excused absences in the current school year**, the District will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. The conference must include at least one school district employee, preferably a nurse, counselor, social worker, teacher or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absence(s) was provided to the District or if a doctor's note has been provided, and an academic plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences

The following are reasons why absences or tardiness may be unexcused:

1. The parent, guardian or adult/emancipated student submits an excuse that does not meet the definition of an excused absence as defined above;
2. The parent, guardian, or adult/emancipated student fails to submit any type of excuse statement, whether by phone, e-mail or in writing, for an absence; or
3. The parent, guardian or adult/emancipated student fails to comply with a more restrictive Attendance Contract.

Required Action for All Students

Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent. The school will make reasonable efforts to provide this information in a language in which that parent is fluent.

After two unexcused absences within any month of the current school year, a conference will be held between the principal (or designee), student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty days of the second unexcused absence, the District may schedule the attendance conference on the same day. As appropriate, the District will also consider:

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

If the student's parent/guardian does not attend the conference, the conference may be conducted with the student and school official. However, the parent will be notified of the steps taken to eliminate or reduce the student's absences.

Upon a student's fifth unexcused absence in a month, the District will:

- a. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;
- b. Refer the student to a community truancy board (see below); or
- c. File a petition to juvenile court (see below).

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

Community Truancy Board

A "community truancy board" means a board established pursuant to a memorandum of understanding (MOU) between a juvenile court and the school district and composed of members of the local community in which the student attends school. The District will enter into

an MOU with the juvenile court in Benton County to establish a community truancy board prior to the 2017-2018 school year.

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

Petition to Juvenile Court:

The petition will contain the following:

1. A statement that the student has unexcused absences in the current school year;
2. An attestation that actions taken by the school district have not been successful in substantially reducing the student's absences from school;
3. A statement that court intervention and supervision are necessary to assist the school district to reduce the student's absences from school;
4. A statement that RCW 28A.225.010 has been violated by the parent, student or parent and student;
5. The student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school;
6. A list of all interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current school district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by the District, and a copy of the most recent truancy information document signed by the parent and student;
7. Facts that support the above allegations.

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

If the allegations in the petition are established by a preponderance of the evidence, the court shall grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction. The District will see to the application of the Washington Assessment of the Risks and Needs of Students (WARNS) in conjunction with Benton County

Juvenile Justice Court and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS.

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

All sanctions imposed for failure to comply with attendance policies and procedures will be implemented in conformance with state and District regulations regarding discipline or corrective action. (See WSSDA policy 3241, Classroom Management, Discipline and Corrective Action.)

Transfers

In the case of a student who transfers from one District to another during the school year, the sending District will provide to the receiving District, together with a copy of the WARNS assessment as available and any interventions previously provided to the student, the most recent truancy information for that student. The information will include the online or written acknowledgment by the parent and student.

****Amended procedure implemented 2016-2017 school year.**