



REGULAR BOARD MEETING

Prosser High School Library, 1203 Prosser Avenue

Tuesday, August 8, 2017 07:00 PM

I. 6:00 p.m. - Call to Order

II. 6:00 - 7:00 p.m. - Executive Session: Negotiations Update - RCW 42.30.140 (4) (b)

III. 7:00 p.m. - Resume Regular Board Meeting

1. Pledge of Allegiance
2. Approval of Agenda
3. Communications

IV. Information Items:

1. Construction Update - Architect and Construction Management
2. New Band Director: Daniel Norris
3. Staffing Update

V. Protocol for Addressing Board:

[Welcome to the Board Meeting \(p. 3\)](#)

VI. Hearing of Visitors:

VII. Reports:

1. Assistant Superintendent's Report
2. Business Manager's Report

[June 2017 Financials \(p. 4\)](#)

3. Superintendent's Report
4. Board Members' Reports
5. Student Representatives' Reports

VIII. Consent Items:

1. Certificated Personnel

[Cert - August 8, 2017 \(p. 18\)](#)

2. Classified Personnel

[Class - August 8, 2017 \(p. 19\)](#)

3. Approval of Minutes

Regular Board Meeting - July 25, 2017 (p. 20)

4. Contracts and Personal Service Agreements

Contracts and Agreements (p. 24)

5. Volunteer Coaches

Vol Coach (p. 25)

IX. Old Business:

X. Action Items:

1. Award of 2017/2018 Dairy Products Contract

Dairy Contract (p. 26)

2. Award of 2017/2018 PHS Yearbook Contract

Yearbook Contract (p. 27)

3. Vouchers

Payable August 11, 2017 (p. 28)

4. Award of 2017/2018 Fuel Contract

Fuel Contract (p. 41)

5. Policy No. 2021: Electronic Communications/Social Media - SECOND and FINAL READING

Policy No. 2021 (p. 43)

6. Joan Johnston Nelson, Ph.D. Service Agreement

Joan Johnston Nelson (p. 48)

XI. Discussion Items:

1. Non-Resident Protocol

XII. Adjournment:

XIII. Executive Session: To review the performance of a public employee. - RCW 42.30.110 (1) (g)

XIV. Future Meetings:

- *Special Board Meeting, Construction Design Meeting, August 9, 2017, Prosser High School Library, 6:30 a.m.*
- *Special Board Meeting, Budget Study Session, August 15, 2017, Keene-Riverview, 5:00 p.m.*
- *Regular Board Meeting, August 22, 2017, Keene-Riverview Elementary, 7:00 p.m.*

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.

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.

June 2017 Financial Reports



PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of June, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	4,023,238	152,182.94	3,998,837.44		24,400.56	99.39
2000 LOCAL SUPPORT NONTAX	377,614	27,308.38	421,719.60		44,105.60-	111.68
3000 STATE, GENERAL PURPOSE	19,828,805	1,088,388.81	16,277,232.62		3,551,572.38	82.09
4000 STATE, SPECIAL PURPOSE	6,170,518	275,288.21	4,125,641.81		2,044,876.19	66.86
5000 FEDERAL, GENERAL PURPOSE	60,000	.00	101,237.27		41,237.27-	168.73
6000 FEDERAL, SPECIAL PURPOSE	2,939,882	336,757.04	2,331,899.13		607,982.87	79.32
7000 REVENUES FR OTH SCH DIST	20,000	.00	6,335.10		13,664.90	31.68
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	1,978.78		1,978.78-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	33,420,057	1,879,925.38	27,264,881.75		6,155,175.25	81.58
B. EXPENDITURES						
00 Regular Instruction	17,762,968	1,493,844.20	14,320,388.68	2,390,040.20	1,052,539.12	94.07
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,657,178	351,345.18	3,025,141.10	445,897.05	186,139.85	94.91
30 Voc. Ed Instruction	1,087,143	170,650.43	993,098.45	155,329.16	61,284.61-	105.64
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	3,554,151	217,016.42	2,203,335.89	374,198.13	976,616.98	72.52
70 Other Instructional Pgms	88,063	7,404.12	66,430.80	9,921.92	11,710.28	86.70
80 Community Services	81,219	.00	.00	0.00	81,219.00	0.00
90 Support Services	7,582,384	613,955.68	6,112,190.44	698,131.24	772,062.32	89.82
Total EXPENDITURES	33,813,106	2,854,216.03	26,720,585.36	4,073,517.70	3,019,002.94	91.07
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)EXP/OTH FIN USES (A-B-C-D)	393,049-	974,290.65-	544,296.39		937,345.39	238.48-
F. TOTAL BEGINNING FUND BALANCE						
	2,665,000		3,183,457.04			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
	2,271,951		3,727,753.43			
(E+F + OR - G)						
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 815 Restrict Unequalized Deduct Rev	0		.00			
G/L 821 Restrictd for Carryover	83,000		125,989.61			
G/L 825 Restricted for Skills Center	0		.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 830 RESERVE FOR DEBT	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	66,000		69,712.31			
G/L 845 Restricted for Self-Insurance	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 872 Committd to Econmc Stabilizatr	0		.00			
G/L 875 Assigned Contingencies	0		.00			
G/L 884 Assigned to Other Cap Projects	0		.00			
G/L 888 Assigned to Other Purposes	0		.00			
G/L 890 Unassigned Fund Balance	2,122,951		3,532,051.51			
G/L 891 Unassigned Min Fnd Bal Policy	0		.00			
TOTAL	2,271,951		3,727,753.43			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
General Fund (10)
June 30, 2017

<u>GL</u>	<u>Description</u>	<u>Balance</u>
200	Imprest Cash	10,000.00
230	Cash on Hand	0.00
240	Cash on Deposit with County	4,600,710.71
241	Warrants Outstanding	-1,106,017.62
310	Taxes Receivable	0.00
320	Due from Other Funds	2,416.95
330	Due from Other Govt Units	220,027.77
340	Accounts Receivable	3,803.02
420	Inventory-Lunchrooms	5,466.05
430	Prepaid Items	0.00
450	Investments	0.00
---	Asset	3,736,406.88
601	Accounts Payable	-7,567.62
605	Accrued Salaries	0.00
610	Payroll Ded and Taxes Payable	0.00
640	Due to Other Funds	-1,085.83
750	Unavailable Revenue	0.00
760	Unavailable Taxes Receivable	0.00
---	Liability	-8,653.45
821	Restricted for C/O Revenues	-125,989.61
840	Nonspendable Fund Balance	-69,712.31
890	Unassigned Fund Balance	-3,532,051.51
---	Equity	-3,727,753.43
---	General Fund	0.00

PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Object - Comparative
June 2017

		2015-16			2016-17				
		June YTD	Y.E. Actual	YTD Expend as a % of Y.E.	June YTD	Budget	YTD Expend as a % of Bud		
0	Debit Transfer	\$96,343	\$150,104	64.18%	\$100,077	\$165,046	60.64%		
1	Credit Transfer	(96,334)	(150,104)	64.18%	(100,077)	(165,046)	60.64%		
2	Salaries - Certificated	10,907,291	13,392,893	81.44%	10,753,309	13,260,184	81.09%		
3	Salaries - Classified	4,680,650	5,597,538	83.62%	4,924,656	5,807,764	84.79%		
4	Employee Benefits	6,501,088	7,864,848	82.66%	6,552,238	8,328,591	78.67%		
5	Supplies	1,718,099	2,458,004	69.90%	1,617,809	2,575,929	62.80%		
7	Contract Services	2,328,724	2,793,136	83.37%	2,701,200	3,646,099	74.08%		*
8	Travel	82,608	120,644	68.47%	106,854	68,275	156.51%		
9	Capital Outlay	66,438	195,130	34.05%	64,520	126,264	51.10%		

<u>\$26,284,908</u>	<u>\$32,422,193</u>	<u>81.07%</u>	<u>\$26,720,585</u>	<u>\$33,813,106</u>	<u>79.02%</u>
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* Object 7 Contract Services - Budget includes Grant Reserve of \$650,000
Without these reserves the YTD % would be 90.2%

PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Program - Comparative
June 2017

		2015-16			2016-17			
		June YTD	Y.E. Actual	YTD Expend as a % of Y.E.	June YTD	Budget	YTD Expend as a % of Bud	
01	Basic Education	\$14,418,529	\$17,477,707	82.50%	\$14,320,389	\$17,756,543	80.65%	
21	Special Ed, State	2,398,513	2,816,951	85.15%	2,537,076	2,977,193	85.22%	
22	Special Ed. Infants & Tdlrs	85,287	133,040	64.11%	77,779	161,306	48.22%	
24	Special Ed, Fed	392,489	536,901	73.10%	410,287	518,679	79.10%	
31	Vocational, State	903,811	1,133,765	79.72%	972,310	1,066,355	91.18%	
38	Vocational, Fed	21,042	21,042	100.00%	20,788	20,788	100.00%	
51	Title I Part A	454,056	594,500	76.38%	563,960	697,359	80.87%	
52	Sch Im Fed	54,204	81,909	66.18%	92,709	90,511	102.43%	
53	Migrant, Fed	259,110	411,773	62.93%	243,678	377,112	64.62%	
55	Learning Assistance	723,477	885,187	81.73%	736,244	869,457	84.68%	
58	Special & Pilot Prgm	9,926	189,922	5.23%	19,019	203,419	9.35%	TPEP, National Cert Bonus
58	Grant Contingency	0	0	0.00%	0	650,000	0.00%	
64	Ltd English Proficiency	66,207	129,321	51.20%	58,593	89,123	65.74%	
65	Transit. Biling., State	514,419	629,560	81.71%	489,133	583,594	83.81%	
71	Traffic Safety	37,044	50,487	73.37%	41,717	56,497	73.84%	
74	Highly Capable	22,470	26,552	84.63%	21,400	26,566	80.55%	
79	Other Instuct.	1,664	10,945	15.20%	3,315	5,000	66.29%	GEARUP (all reimbursed)
89	Other Community Service	0	41,706	0.00%	0	81,219	0.00%	Summer Food Service Program, Year End Transportation Adjustment
97	District-Wide Support	3,804,761	4,785,219	79.51%	4,011,180	4,927,116	81.41%	
98	Food Service	1,080,021	1,288,917	83.79%	1,060,391	1,354,617	78.28%	
99	Pupil Transportation	1,037,878	1,176,792	88.20%	1,040,619	1,300,651	80.01%	
		<u>\$26,284,908</u>	<u>\$32,422,193</u>	<u>81.07%</u>	<u>\$26,720,585</u>	<u>\$33,813,106</u>	<u>79.02%</u>	

PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Activity - Comparative
June 2017

		2016-16			2016-17			
		June YTD	Y.E. Actual	YTD Expend as a % of Y.E.	June YTD	Budget	YTD Expend as a % of Bud	
11	Board - Supplies	\$636	\$828	76.82%	\$3,094	\$700	442.04%	Mugs, name badges, nameplates, lanyards, student rep. books \$754, Business cards \$446, Community awards, bond mtg. & gifts \$870, Speaker Stands \$153, Reference Books \$500, Plaques \$371
11	Board - Legal fees	72,039	75,101	95.92%	75,711	60,000	126.18%	
11	Board - Audit, bargaining, elections, etc.	35,475	45,077	78.70%	59,981	73,500	81.61%	WSSDA Conference \$9,985, Paperless Docs Subscription \$2,047, Legislative Assembly Registration \$220, NSBA Conference Cancellation Fee \$625, Bond brochures, mailing & election fees \$14,999, Voter Guide \$1,500, Audit Fees \$30,287, SRO OT for meetings \$216, Meeting space rental \$102
11	Board - Travel	4,453	4,453	100.00%	4,112	4,000	102.81%	
12	Superintendent's Office	289,262	360,813	80.17%	278,784	359,229	77.61%	
13	Business Office	473,899	578,032	81.98%	465,518	587,482	79.24%	
14	Human Resources	57,927	73,661	78.64%	68,021	73,835	92.13%	
15	Communications Consultant	2,500	2,500	100.00%	0	0	0.00%	
21	Supervision	620,802	780,939	79.49%	719,387	762,139	94.39%	
22	Learning Resources	238,182	286,950	83.00%	238,239	310,721	76.67%	
23	Principal	1,854,528	2,323,826	79.80%	1,885,730	2,372,242	79.49%	
24	Guidance & Counseling	655,279	782,119	83.78%	758,897	853,071	88.96%	
25	Pupil Management/Safety	245,535	364,539	67.35%	305,665	376,091	81.27%	
26	Health Services	1,051,573	1,245,862	84.41%	1,094,555	1,372,837	79.73%	
27	Teaching	14,361,611	17,662,959	81.31%	14,279,019	18,161,046	78.62%	Budget includes \$650,000 grant reserve
28	Extracurricular	458,598	514,190	89.19%	479,775	614,962	78.02%	
31	Professional Development	840,426	1,115,254	75.36%	809,524	921,894	87.81%	
32	Instructional Technology	17,429	17,429	100.00%	17,502	17,658	99.12%	Technology Resource Teachers
33	Curriculum	15,597	48,829	31.94%	24,754	416,928	5.94%	
41	Food Service Supervision	53,043	64,250	82.56%	76,052	67,214	113.15%	
42	Food	458,029	577,109	79.37%	439,184	666,500	65.89%	
44	Food Service Operations	572,191	702,293	81.47%	548,282	738,719	74.22%	
49	Food Service Transfers	0	(25,315)	0.00%	0	(61,596)	0.00%	
51	Transportation Supervision	122,408	143,983	85.03%	125,658	144,630	86.88%	
52	Operating Buses	737,350	848,529	87.10%	756,462	971,137	77.89%	
53	Maintenance of Buses	232,175	269,403	86.18%	214,349	237,246	90.35%	
56	Transportation Insurance	41,508	40,974	101.30%	41,831	46,000	90.94%	
59	Transportation Transfers	(95,562)	(124,017)	77.06%	(99,318)	(103,450)	96.01%	
61	Maintenance Supervision	97,427	117,862	82.66%	101,541	119,561	84.93%	
62	Maintenance-Grounds	219,748	275,565	79.74%	205,479	232,948	88.21%	
63	Plant Operations-Custodial	913,612	1,119,727	81.59%	988,542	1,171,184	84.41%	
64	Maint Plant/Equipment	291,531	442,973	65.81%	288,093	473,043	60.90%	
65	Utilities	504,496	642,032	78.58%	540,278	728,000	74.21%	
68	Insurance	195,974	195,974	100.00%	201,688	215,000	93.81%	
72	Technology - Salary/Benefits	217,633	263,555	82.58%	226,134	272,079	83.11%	
72	Technology - Supplies	155,518	202,097	76.95%	205,123	208,800	98.24%	
72	Technology - Contract Services	124,251	139,739	88.92%	116,433	137,100	84.93%	
72	Technology - Travel	5,474	5,566	98.35%	5,624	4,000	140.60%	
72	Technology - Capital Outlay	0	0	0.00%	0	26,264	0.00%	
72	Technology - ERATE	78,924	164,846	47.88%	107,447	107,391	100.05%	
73	Printing	52,675	60,840	86.58%	51,987	60,000	86.64%	
75	District Motor Pool	10,750	12,864	83.56%	11,471	13,000	88.24%	

<u>\$26,284,908</u>	<u>\$32,422,193</u>	<u>81.07%</u>	<u>\$26,720,585</u>	<u>\$33,813,106</u>	<u>79.02%</u>
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PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of June, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	14,610	2,154.96	10,642.53		3,967.47	72.84
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
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	50,000,000	69,685,856.33	69,685,856.33		19,685,856.33-	139.37
<u>Total REVENUES/OTHER FIN. SOURCES</u>	50,014,610	69,688,011.29	69,696,498.86		19,681,888.86-	139.35
<u>B. EXPENDITURES</u>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	900,000	58,415.99	67,570.21	29,474.04	802,955.75	10.78
30 Equipment	12,000	1,085.83-	.00	0.00	12,000.00	0.00
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	400,000	357,056.33	357,156.33	0.00	42,843.67	89.29
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	1,312,000	414,386.49	424,726.54	29,474.04	857,799.42	34.62
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	48,702,610	69,273,624.80	69,271,772.32		20,569,162.32	42.23
<u>F. TOTAL BEGINNING FUND BALANCE</u>	50		62.04			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	48,702,660		69,271,834.36			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 825 Restricted for Skills Center	0		.00			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 861 Restricted from Bond Proceeds	1,300,000-		424,726.54-			
G/L 862 Committed from Levy Proceeds	0		.00			
G/L 863 Restricted from State Proceeds	0		.00			
G/L 864 Restricted from Fed Proceeds	0		.00			
G/L 865 Restricted from Other Proceeds	0		62.04			
G/L 866 Restrictd from Impact Proceeds	0		.00			
G/L 867 Restricted from Mitigation Fees	0		.00			
G/L 869 Restricted fr Undistr Proceeds	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	50,002,660		69,696,498.86			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	48,702,660		69,271,834.36			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Capital Projects (20)
June 30, 2017

<u>GL</u>	<u>Description</u>	<u>Balance</u>
230	Cash on Hand	0.00
240	Cash on Deposit with County	69,329,389.22
241	Warrants Outstanding	-56,775.99
320	Due from Other Funds	1,085.83
450	Investments	0.00
---	Asset	69,273,699.06
601	Accounts Payable	-224.70
640	Due To Other Funds	-1,640.00
---	Liability	-1,864.70
861	Restricted from Bond Proceeds	424,726.54
865	Restricted from Other Proceeds	-62.04
889	Assigned to Fund Purposes	-69,696,498.86
---	Equity	-69,271,834.36
---	Capital Projects	0.00

PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of June, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	13.89	18.47		18.47-	0.00
2000 Local Support Nontax	2,400	701.66	5,542.62		3,142.62-	230.94
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	25,900	.00	25,900.00		.00	100.00
Total REVENUES/OTHER FIN. SOURCES	28,300	715.55	31,461.09		3,161.09-	111.17
B. EXPENDITURES						
Matured Bond Expenditures	23,730	23,729.71	23,729.71	0.00	.29	100.00
Interest On Bonds	2,170	2,170.29	2,170.29	0.00	.29-	100.01
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	25,900	25,900.00	25,900.00	0.00	.00	100.00
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)	2,400	25,184.45-	5,561.09		3,161.09	131.71
F. TOTAL BEGINNING FUND BALANCE	922,548		922,813.32			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	924,948		928,374.41			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	924,948		928,374.41			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	924,948		928,374.41			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Debt Service Fund (30)
June 30, 2017

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash on Deposit with County	930,702.33
310	Taxes Receivable	6,075.76
450	Investments	0.00
---	Asset	936,778.09
604	Accrued Interest Payable	-2,327.92
760	Unavailable Taxes Receivable	-6,075.76
---	Liability	-8,403.68
830	Restricted for Debt Service	-928,374.41
---	Equity	-928,374.41
---	Debt Service Fund	0.00

PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of June, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	116,619	9,107.46	104,604.14		12,014.86	89.70
2000 Athletics	281,164	41,740.46	159,017.51		122,146.49	56.56
3000 Classes	50,322	1,346.43	31,628.90		18,693.10	62.85
4000 Clubs	322,410	74,122.94	203,830.74		118,579.26	63.22
6000 Private Moneys	34,900	.00	16,901.69		17,998.31	48.43
Total REVENUES	805,415	126,317.29	515,982.98		289,432.02	64.06
B. EXPENDITURES						
1000 General Student Body	111,033	17,551.94	88,458.40	4,164.90	18,409.70	83.42
2000 Athletics	252,405	53,918.86	155,170.69	11,689.77	85,544.54	66.11
3000 Classes	43,442	8,945.93	22,192.89	108.60	21,140.51	51.34
4000 Clubs	325,276	67,241.57	191,250.26	25,386.97	108,638.77	66.60
6000 Private Moneys	37,401	592.00	17,208.66	0.00	20,192.34	46.01
Total EXPENDITURES	769,557	148,250.30	474,280.90	41,350.24	253,925.86	67.00
C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)	35,858	21,933.01-	41,702.08		5,844.08	16.30
D. TOTAL BEGINNING FUND BALANCE	315,127		278,788.03			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE (C+D + OR - E)	350,985		320,490.11			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	350,985		320,490.11			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	350,985		320,490.11			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Associated Student Body Fund (40)
June 30, 2017

GL	Description	Balance
200	Imprest Cash	32,000.00
230	Cash on Hand	0.00
240	Cash on Deposit with County	370,004.09
241	Warrants Outstanding	-80,289.87
320	Due from Other Funds	0.00
430	Prepaid Items	0.00
450	Investments	0.00
---	Asset	321,714.22
601	Accounts Payable	-447.16
640	Due To Other Funds	-776.95
750	Unavailable Revenue	0.00
---	Liability	-1,224.11
819	Restricted for Fund Purposes	-320,490.11
840	Nonspendable Fund Balance	0.00
---	Equity	-320,490.11
---	Associated Student Body Fund	0.00

PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT

Fiscal Year 2016 (September 1, 2016 - August 31, 2017)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of June, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	200	231.00	1,821.83		1,621.83-	910.92
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	170,000	.00	.00		170,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	242,770.00	242,770.00		242,770.00-	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	170,200	243,001.00	244,591.83		74,391.83-	143.71
B. 9900 TRANSFERS IN FROM GF	0	.00	.00		.00	0.00
C. Total REV./OTHER FIN. SOURCES	170,200	243,001.00	244,591.83		74,391.83-	143.71
D. EXPENDITURES						
Type 30 Equipment	250,000	.00	242,770.80	0.00	7,229.20	97.11
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	250,000	.00	242,770.80	0.00	7,229.20	97.11
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	25,900.00			
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)	79,800-	243,001.00	24,078.97-		55,721.03	69.83-
H. TOTAL BEGINNING FUND BALANCE	304,923		304,926.15			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	225,123		280,847.18			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	225,123		306,747.18			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		25,900.00-			
TOTAL	225,123		280,847.18			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Transportation Vehicle Fund (90)
June 30, 2017

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash on Deposit with County	280,847.18
241	Warrants Outstanding	0.00
450	Investments	0.00
---	Asset	280,847.18
601	Accounts Payable	0.00
606	Anticipation Notes Payable	0.00
---	Liability	0.00
819	Restricted for Fund Purposes	-306,747.18
890	Unassigned Fund Balance	25,900.00
---	Equity	-280,847.18
---	Transportation Vehicle Fund	0.00

BOARD PACKET

TO: Board of Directors
SUBJECT: Certificated Personnel
AGENDA: Consent
DATE: August 8, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Certificated Employees

Meghan Van de Graaf has been recommended as a biology teacher at Prosser High School for the 2017/18 school year.

Jason Crook has been recommended as a math teacher at Prosser High School for the 2017/18 school year, pending proper certification.

Nicholas Paulakis has withdrawn his acceptance of employment as a counselor at Keene-Riverview Elementary School for the 2017/18 school year.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Classified Personnel**
AGENDA: **Consent**
DATE: August 8, 2017
PREPARED BY: Craig Reynolds, *Business Manager*

CLASSIFIED EMPLOYEES

Krystal Leyendekker has resigned her position as a library assistant at Whitstran Elementary School.

Roman Cortes has been hired as an assistant basketball coach at Prosser High School.

Stacey Gray has been hired as the administrative assistant for special services.

Sandra Valencia has resigned her position as an office assistant at Prosser Heights Elementary School.

Colleen Little has resigned her position as the food service supervisor. Her last day of work was July 31, 2017.

Board Meeting July 25, 2017

EXECUTIVE SESSION:

A Special Meeting of the Prosser School District Board of Directors was called to order at 6:04 p.m. by Peggy S. Douglas, President. Other Board members present included Andy Howe, Jesalyn Cole and Scott Coleman. Also present were Dr. Ray Tolcacher, Superintendent; Deanna Flores, Assistant Superintendent; Craig Reynolds, Business Manager; Rocky Jackson, District Counsel and Julie Hyatt. The meeting was held at Keene-Riverview Elementary, 832 Park Avenue, Prosser, WA. The purpose of the Executive Session was for Negotiations. RCW 42.30.140 (4) (b). Board member Scotty Hunt was excused from the meeting.

President Douglas immediately adjourned the meeting into Executive Session and announced the Executive Session was expected to last one hour.

At 7:05 p.m. President Douglas asked to extend the Executive Session for 15 minutes.

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to extend the Executive Session 15 minutes.

The Executive Session adjourned at 7:20 p.m.

RESUME REGULAR BOARD MEETING:

The Regular Meeting of the Board of Directors of Prosser School District was called to order at 7:26 p.m. by Peggy S. Douglas, President. Other Board members present included Andy Howe, Jesalyn Cole and Scott Coleman. Also present were Dr. Ray Tolcacher, Superintendent; Deanna Flores, Assistant Superintendent; Craig Reynolds, Business Manager and Julie Hyatt, Secretary. There was also an audience of school staff, media and community members. Board member Scotty Hunt was excused from the meeting.

The Board meeting was held at Keene-Riverview Elementary MPR, 832 Park Avenue. Minutes from the July 11, 2017 regular Board meeting presented and approved.

APPROVAL OF AGENDA:

Motion by Andy Howe, seconded by Scott Coleman and motion carried unanimously to approve the agenda.

COMMUNICATIONS:

None

INFORMATION ITEMS:

Construction Update

The Board was advised that the survey and geo-technical work on the new PHS site is still in progress and should be completed the week of July 31st.

Staffing Update

Dr. Tolcacher provided an update on certificated positions which are still open. He also reported that our Food Service Director plans to retire and we are still working on hiring a new Technology Director.

PROTOCOL FOR ADDRESSING BOARD:

Dr. Tolcacher did not read the Protocol for addressing the Board.

HEARING OF VISITORS:

None

REPORTS:

Assistant Superintendent's Report

- Introduced Leonor de Maldonado, our new Grants Coordinator
- Reported on several workshops and institutes she and other staff members have attended this summer
- Will provide a report on summer school when it has concluded

Business Manager's Report

- Work continues on the 2017/18 budget, which needs to be finalized by August 31
- A budget study session will be held on August 15 at 5:00 p.m.

Superintendent's Report

- Has received a response from the state Professional Educator Standards Board in reference to the District's urging them to consider a review of the Code of Professional Conduct regarding use of personal social media and the effect of personal posting by certificated staff.
- Met recently with the new PSD band teacher, Dan Norris, who shared ideas for next year. Mr. Norris will be introduced at the next Board meeting on August 8.
- The agreement between PSD and the Valley Theatre Company has been fully completed for the 2018 joint theatre production.

Board Members' Reports

Scott Coleman recently attended a *Mustangs for Mustangs* fundraising event for Nate Dixon. He has heard positive feedback from community members about the new high school and many like the "hillside" design.

Andy Howe – No report

Jesalyn Cole – No report

Peggy S. Douglas would like recent retirees recognized soon. The girls' high school basketball team won a recent tournament. Peggy has also heard positive comments about the new high school from community members. The "hillside" design is a favorite and the community members appreciated having input.

CONSENT ITEMS:

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

Certificated Personnel

Maria Orduno was recommended as a second grade teacher at Whitstran Elementary School for the 2017/18 school year, pending appropriate certification.

Tina Diaz was recommended as a bilingual first grade teacher at Keene-Riverview Elementary School for the 2017/18 school year.

Board Meeting July 25, 2017

Hannah Perkins was recommended as a family and consumer science teacher at Housel Middle School for the 2017/18 school year.

Classified Personnel

Ramiro Soto was hired as the bilingual school psychologist/SLPA assistant/translator for special services.

Approval of Minutes

Minutes from the July 11, 2017 regular board meeting were presented.

Contracts and Personal Service Agreements:

None

Volunteer Coaches

None

OLD BUSINESS:

Non-Resident Protocol

Work continues on clarification of non-resident applications and attendance. Next discussion is set for the first meeting in August.

ACTION ITEMS:

Patricia Zink – Braille Instructor

The Prosser School District Special Services Department is requesting to have Patricia Zink provide Braille instruction to one of our students per their Individualized Education Plan. The cost for this service is \$75 per session. The service agreement is for twelve (12) sessions with a total cost of \$900.

Motion by Andy Howe, seconded by Scott Coleman and motion carried unanimously to accept the consultant service agreement with Patricia Zink.

Donation from Prosser Chamber of Commerce

Prosser High School cheerleaders have received a donation from Prosser Chamber of Commerce in the amount of \$500. The funds will be deposited in the ASB cheer account and will be used for future activities.

Motion by Jesalyn Cole, seconded by Andy Howe and motion carried unanimously to accept the \$500 donation from Prosser Chamber of Commerce.

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 \$2,501,267.95 are also approved.

General Fund Voucher numbers 191879 through 192009 totaling \$235,490.17

Capital Projects Fund vouchers 200000019 through 200000020 totaling \$29,640.00

Associated Student Body Fund Voucher numbers 185053 through 185057 totaling \$4,626.30

Board Meeting July 25, 2017

General Fund Voucher number 192010 totaling \$42,989.40

Payroll Warrant numbers 50060 through 50097 totaling \$2,501,267.95”.

Motion by Scott Coleman, seconded by Andy Howe and motion carried unanimously to approve the accounts payable vouchers and payroll, payable July 31, 2017.

Agreement with Northwest Leadership Associates for Superintendent Search

With the announcement that Superintendent Ray Tolcacher will retire on June 30, 2018, the school board, after interviewing different search firms, has selected Northwest Leadership Associates to assist them in the recruitment, selection and employment of the replacement of the current Superintendent.

Motion by Andy Howe, seconded by Scott Coleman and motion carried unanimously to approve the agreement with Northwest Leadership Associates to assist the Board with the search for a new Superintendent. The cost of the agreement is \$11,600.

DISCUSSION ITEMS:

Policy No. 2021: Electronic Communications/Social Media

Dr. Tolcacher reported that the policy and procedure will be presented for Second and Final Reading at the August 8th Board meeting. The final draft includes many of the suggestions from the ACLU. The District technology committee met on July 18th to review and approve the final policy and administrative procedure.

ADJOURNMENT:

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to adjourn the Regular Board Meeting at 8:03 p.m.

EXECUTIVE SESSION:

“To consider the selection of a site or the acquisition of real estate by lease or purchase...”
RCW 42.30.110 (1) (b)”

President Douglas called the Executive Session to order at 8:10 p.m.

The Executive Session was expected to last 30 minutes.

The Executive Session adjourned at 8:38 p.m.

FUTURE MEETINGS:

- Regular Board Meeting, August 8, 2017, Keene-Riverview Elementary MPR, 7:00 p.m.
- Regular Board Meeting, August 22, 2017, Keene-Riverview MPR, 7:00 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Prosser School District No. 116
Contracts and Personal Service Agreements
Consent
August 8, 2017

CONTRACTS/AGREEMENTS:

1. 2017/2018 Lourdes Health Network Service Agreement:

Lourdes will provide educational and therapy programs for students placed in their Children's Day Program for the 2017/2018 school year. As there are no existing programs or services offered by the school district for children needing day services, this contract will allow for the combination of educational strengths through the District for therapeutic expertise through Lourdes Health Network. Contract period is 08/01/2017 to 08/01/2018. Fees are \$46 per hour per student with funding provided through the special ed budget.

2. 2017/2018 Benton Franklin Counties Juvenile Justice Center (BFJJC):

BFJJC implements and follows up on truancy board recommendations; provides outreach services, family counseling, assessments and treatment referrals and monitoring of truancy petitions. The cost for this service \$3,705, with funding provided through the general fund budget.

3. Inspire Development Centers Interagency Service Agreement (Inspire):

Inspire will provide comprehensive child development services for all children enrolled in the Inspire program. Some of the services provided are classroom experience, health, social, mental health services, parent involvement and training. Inspire and the Prosser School District special services department agree to the services provided. There is no cost to the District.

PERSONAL SERVICE AGREEMENTS:

1. Katy Karschney Contract

The District contracted with Katy last year to implement English language arts curriculum to meet the current WA state learning standards. The work this year will be a continuation of the ELA implementation with staff (grades 3-12) for up to 30 days at a rate of \$1,300 per day which includes all travel expenses, from August 2017 through June 2018. Cost of the consulting services is \$40,000. Funding will be provided through basic education curriculum adoption funds.

2. Kris Lindeblad Contract

The District would like to once again contract with Ms. Lindeblad. She will continue to provide training beginning in August 2017 with all secondary math teachers. She will work with staff for approximately 25 days at a rate of \$1,000 per day plus travel expenses from August 2017 through June 2018. Cost of consulting services is \$32,500 plus estimated travel expenses of \$9,000. Funding will be provided through basic education curriculum adoption funds.

RECOMMENDATION:

It is recommended that the Board of Directors approve the above Contracts/Agreements and Personal Service Agreements.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Volunteer Coaches**
AGENDA: **Consent**
DATE: August 8, 2017
PREPARED BY: Ray Tolcacher, Superintendent

VOLUNTEERS

Hana Faye Vermulm has completed the paperwork to be a volunteer cross country coach at Prosser High School.

BOARD PACKET

TO: Board of Directors
SUBJECT: Award of 2017/2018 Dairy Products Contract
AGENDA: Action
DATE: August 8, 2017
PREPARED BY: Colleen Little, *Food Service Supervisor*
Craig Reynolds, *Business Manager*

Background:

An *Invitation to Bid* advertisement for dairy products was published in the Prosser Record Bulletin on July 12 and 19, 2017. Packets containing the Invitation to Bid and specifications forms were also mailed to possible vendors. Bids were due on July 26, 2017 at 3:00 pm.

We received one (1) bid from our current supplier, Terry's Dairy, Inc.

The contract is for one (1) year and may be renewed upon the same terms and conditions, for an additional one (1) year term up to two (2) additional years.

Recommendation:

It is recommended that the Board of Directors award the 2017/2018 Dairy Products Contract to Terry's Dairy, Inc.

Board Packet

TO: Board of Directors
SUBJECT: Award of 2017/2018 PHS Yearbook Contract
AGENDA: Action
DATE: August 8, 2017
PREPARED BY: Craig Reynolds, *Business Manager*

Background

An *Invitation to Bid* advertisement for PHS Yearbook was published in the Prosser Record Bulletin on July 12 and 19, 2017. Packets containing the Invitation to Bid and specifications forms were mailed out to possible vendors. Bids were due July 26, 2017 @ 1:00 p.m.

We received one (1) bid from our current publisher:

	<u>Price for 500 Books</u>	<u>Price for 525 Books</u>
➤ Walsworth Publishing	\$ 13,590.00	\$ 14,012.00

The contract is for one (1) year and may be renewed upon the same terms and conditions, for an additional one (1) year term up to two (2) additional years.

Recommendation

It is recommended that the Board of Directors approve the 2017/2018 PHS Yearbook Contract with Walsworth Publishing.

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 August 8, 2017, the board, by a _____ vote, approves payments, totaling \$108,965.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 192011 through 192067, totaling \$108,965.84

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

Check Nbr	Vendor Name	Check Date	Check Amount
192011	A HIGHER PLANE	08/11/2017	1,042.56
192012	AMERICAN READING COMPANY	08/11/2017	5,755.80
192013	ANCOCK, LISA M	08/11/2017	1,125.00
192014	BENDER, ANN C	08/11/2017	134.97
192015	BENTON REA	08/11/2017	150.00
192016	BLEYHL FARM SERVICE	08/11/2017	2,204.83
192017	CAMPBELL OFFICE SUPPLY/YAKIMA	08/11/2017	785.17
192018	CAMPBELL, KIPP J	08/11/2017	48.02
192019	CASTILLO, LISA L	08/11/2017	29.50
192020	CHAPMAN, JOHN JAY	08/11/2017	2,700.00
192021	CHARTER COMMUNICATIONS	08/11/2017	9,634.32
192022	CI INFORMATION MANAGEMENT	08/11/2017	19.06
192023	CITY OF PROSSER	08/11/2017	16,409.71
192024	CLASS 5	08/11/2017	1,909.11
192025	COMMUNITIES IN SCHOOLS OF BENT	08/11/2017	4,802.54
192026	ESD #105	08/11/2017	13,201.17
192027	FIRE CONTROL SPRINKLER SYSTEMS	08/11/2017	1,043.65
192028	FLORES, DEANNA KAY	08/11/2017	192.60
192029	FOOD DEPOT	08/11/2017	38.69
192030	HAMERAY PUBLISHING GROUP	08/11/2017	497.19
192031	HUERTA, ELIZABET	08/11/2017	55.43
192032	INTEGRATED REGISTER SYSTEMS	08/11/2017	361.86
192033	JW PEPPER & SON INC	08/11/2017	1,295.59
192034	LINK, CENTURY	08/11/2017	105.16
192035	LIONEL ENNS PHD BCBA-D	08/11/2017	1,800.00
192036	LITERACY EMPOWERMENT FOUNDATIO	08/11/2017	110.00
192037	LOGO SPORTSWEAR	08/11/2017	618.58
192038	LOURDES OCCUPATIONAL HEALTH CE	08/11/2017	76.00
192039	LOURDES	08/11/2017	4,692.05
192040	LOWES	08/11/2017	1,265.78
192041	LUSK, KEVIN DUANE	08/11/2017	92.82
192042	MALDONADO, GUADALUPE	08/11/2017	248.20
192043	MOON SECURITY SERVICES INC	08/11/2017	249.06

Check Nbr	Vendor Name	Check Date	Check Amount
192044	NW TEXTBOOK DEPOSITORY CO	08/11/2017	3,286.84
192045	OFFICE DEPOT INC	08/11/2017	1,267.28
192046	PATTERSON BUCHANAN FOBES & LEI	08/11/2017	541.35
192047	PBS ENGINEERINGAND ENVIRONMENT	08/11/2017	738.92
192048	PLANET TURF	08/11/2017	100.00
192049	RAINWATER INC	08/11/2017	124.44
192050	RIVERSIDE STORAGE	08/11/2017	537.00
192051	SCHOLASTIC TEACHER RESOURCES	08/11/2017	433.31
192052	SCHOOLFIX.COM	08/11/2017	10,969.17
192053	SHY'S PIZZA CONNECTION	08/11/2017	247.34
192054	STAPLES BUSINESS ADVANTAGE	08/11/2017	47.36
192055	STARKEY, DOROTHY L	08/11/2017	65.58
192056	STEPS TO LITERACY INC	08/11/2017	2,163.48
192057	TAYLOR, ANGELA C	08/11/2017	216.40
192058	THE PRINT GUYS	08/11/2017	263.39
192059	TUBAC, ELIZABETH C	08/11/2017	492.52
192060	VALLEY PUBLISHING CO	08/11/2017	412.58
192061	VIRCO	08/11/2017	2,058.02
192062	WAL-MART COMMUNITY	08/11/2017	1,074.66
192063	WASTE MANAGEMENT OF KENNEWICK	08/11/2017	263.16
192064	WEST BENTON FIRE RESCUE	08/11/2017	3,176.48
192065	WRIGHT, GALE M	08/11/2017	28.05
192066	YAKIMA HERALD-REPUBLIC	08/11/2017	2,086.48
192067	YAKIMA MECHANICAL	08/11/2017	5,677.61
57	Computer	Check(s) For a Total of	108,965.84

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
192011	A HIGHER PLANE	08/11/2017	6/24/2017		0	1,042.56	1,042.56
10 E 530 9700 64 7000 450 0000 0000			General Fund/Expenditures/District-Wide Support			1,042.56	
192012	AMERICAN READING COMPANY	08/11/2017	0000085151	IRLA TOOLKITS FOR READING	6001600079	4,778.40	5,755.80
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-410.94	
10 E 530 5500 27 5070 110 0000 0000			General Fund/Expenditures/State Learning Assistance			5,189.34	
			0000085209	IRLA TOOLKITS FOR READING	6001600079	977.40	
10 E 530 5500 27 5070 110 0000 0000			General Fund/Expenditures/State Learning Assistance			977.40	
192013	ANCOCK, LISA M	08/11/2017	ASSESSMENT REPORT		0	1,125.00	1,125.00
10 E 530 2400 24 2960 063 0000 0000			General Fund/Expenditures/Spec Ed - Federal			1,125.00	
192014	BENDER, ANN C	08/11/2017	MAY, JUNE, JULY 2017		0	134.97	134.97
10 E 530 9700 13 7000 072 0000 0000			General Fund/Expenditures/District-Wide Support			134.97	
192015	BENTON REA	08/11/2017	107708		0	150.00	150.00
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			50.00	
10 E 530 9700 72 5030 076 0000 0000			General Fund/Expenditures/District-Wide Support			100.00	
192016	BLEYHL FARM SERVICE	08/11/2017	07/31/2017		0	2,204.83	2,204.83
10 E 530 7100 27 5900 450 0000 0000			General Fund/Expenditures/Traffic Safety			324.24	
10 E 530 9700 12 5900 071 0000 0000			General Fund/Expenditures/District-Wide Support			128.84	
10 E 530 9700 61 5900 074 0000 0000			General Fund/Expenditures/District-Wide Support			78.36	
10 E 530 9700 62 5900 074 0000 0000			General Fund/Expenditures/District-Wide Support			434.82	
10 E 530 9700 64 5900 074 0000 0000			General Fund/Expenditures/District-Wide Support			313.39	
10 E 530 9700 75 5900 073 0000 0000			General Fund/Expenditures/District-Wide Support			82.54	
10 E 530 9800 44 5900 075 0000 0000			General Fund/Expenditures/Food Service			52.29	
10 E 530 9900 51 5900 073 0000 0000			General Fund/Expenditures/Pupil Transportation			33.45	
10 E 530 9900 52 5900 073 0000 0000			General Fund/Expenditures/Pupil Transportation			756.90	
192017	CAMPBELL OFFICE SUPPLY/YAKIMA	08/11/2017	255894-0		0	24.76	785.17
10 E 530 5210 31 5000 060 0000 0000			General Fund/Expenditures/Title II TQ - Part A			24.76	
			256308-0	2016/2017 Open PO for District Office supplies.	7201600004	42.67	
10 E 530 9700 12 5000 071 0000 0000			General Fund/Expenditures/District-Wide Support			21.34	
10 E 530 9700 13 5000 072 0000 0000			General Fund/Expenditures/District-Wide Support			21.33	
			256388-0	2016/2017 Open PO for District Office supplies.	7201600004	20.69	
10 E 530 9700 12 5000 071 0000 0000			General Fund/Expenditures/District-Wide Support			10.35	
10 E 530 9700 13 5000 072 0000 0000			General Fund/Expenditures/District-Wide Support			10.34	
			256603-0	2016/2017 Open PO for District	7201600004	195.45	

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		97.73	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		97.72	
256664-0							
					0	501.60	
10 E 530 0100 21 5000 060 0000 0000				General Fund/Expenditures/Basic Education		59.25	
10 E 530 0100 26 5000 064 0000 0000				General Fund/Expenditures/Basic Education		165.93	
10 E 530 5320 27 5000 060 0000 0000				General Fund/Expenditures/Migrant Ed		217.79	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		39.09	
10 E 530 9730 72 5000 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		19.54	
192018 CAMPBELL, KIPP J		08/11/2017	CHICKEN		0	48.02	48.02
10 E 530 5108 27 5000 121 0000 0000				General Fund/Expenditures/Title I Summer School		48.02	
192019 CASTILLO, LISA L		08/11/2017	SUPPLIES 7/24/2017		0	29.50	29.50
10 E 530 2125 27 5000 063 0000 0000				General Fund/Expenditures/SPECIAL EDUCATION EXT SCH YEA		29.50	
192020 CHAPMAN, JOHN JAY		08/11/2017	AUGUST 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	
192021 CHARTER COMMUNICATIONS		08/11/2017	0000456072117	Metro Ethernet Year 3 of 5	7201600007	9,634.32	9,634.32
10 E 530 9731 72 7890 076 0000 0000				General Fund/Expenditures/Erate		9,634.32	
192022 CI INFORMATION MANAGEMENT		08/11/2017	0051673	Shred Service for 2016-17	1301600011	19.06	19.06
10 E 530 0100 27 7000 130 0000 0000				General Fund/Expenditures/Basic Education		19.06	
192023 CITY OF PROSSER		08/11/2017	1098		0	50.00	16,409.71
10 E 530 0199 25 7000 450 0000 0000				General Fund/Expenditures/Reserve		50.00	
1297							
10 E 530 0199 25 7000 450 0000 0000				General Fund/Expenditures/Reserve	0	100.00	
7/21/2017							
					0	15,959.71	
10 E 530 9700 65 7850 482 0000 0000				General Fund/Expenditures/District-Wide Support		25.51	
10 E 530 9700 65 7860 482 0000 0000				General Fund/Expenditures/District-Wide Support		187.97	
10 E 530 9700 65 7870 482 0000 0000				General Fund/Expenditures/District-Wide Support		41.91	
10 E 530 9700 65 7880 482 0000 0000				General Fund/Expenditures/District-Wide Support		42.85	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,273.87	
10 E 530 9700 65 7860 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,148.28	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,866.72	
10 E 530 9700 65 7880 450 0000 0000				General Fund/Expenditures/District-Wide Support		11.67	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		244.57	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		344.60	
10 E 530 9700 65 7880 450 0000 0000				General Fund/Expenditures/District-Wide Support		38.25	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		229.70	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		322.61	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		30.26	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		25.51	
10 E 530 9700 65 7860 450 0000 0000				General Fund/Expenditures/District-Wide Support		19.55	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		41.91	
10 E 530 9700 65 7880 450 0000 0000				General Fund/Expenditures/District-Wide Support		32.14	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		37.33	
10 E 530 9700 65 7850 055 0000 0000				General Fund/Expenditures/District-Wide Support		109.97	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		29.43	
10 E 530 9700 65 7850 063 0000 0000				General Fund/Expenditures/District-Wide Support		25.51	
10 E 530 9700 65 7860 063 0000 0000				General Fund/Expenditures/District-Wide Support		94.52	
10 E 530 9700 65 7870 063 0000 0000				General Fund/Expenditures/District-Wide Support		41.91	
10 E 530 9700 65 7880 063 0000 0000				General Fund/Expenditures/District-Wide Support		0.66	
10 E 530 9700 65 7850 120 0000 0000				General Fund/Expenditures/District-Wide Support		336.24	
10 E 530 9700 65 7860 120 0000 0000				General Fund/Expenditures/District-Wide Support		644.78	
10 E 530 9700 65 7870 120 0000 0000				General Fund/Expenditures/District-Wide Support		480.16	
10 E 530 9700 65 7880 120 0000 0000				General Fund/Expenditures/District-Wide Support		107.89	
10 E 530 9700 65 7850 073 0000 0000				General Fund/Expenditures/District-Wide Support		45.88	
10 E 530 9700 65 7860 073 0000 0000				General Fund/Expenditures/District-Wide Support		192.20	
10 E 530 9700 65 7870 073 0000 0000				General Fund/Expenditures/District-Wide Support		83.79	
10 E 530 9700 65 7850 055 0000 0000				General Fund/Expenditures/District-Wide Support		466.39	
10 E 530 9700 65 7870 055 0000 0000				General Fund/Expenditures/District-Wide Support		664.69	
10 E 530 9700 65 7850 240 0000 0000				General Fund/Expenditures/District-Wide Support		880.49	
10 E 530 9700 65 7860 240 0000 0000				General Fund/Expenditures/District-Wide Support		765.86	
10 E 530 9700 65 7870 240 0000 0000				General Fund/Expenditures/District-Wide Support		750.53	
10 E 530 9700 65 7880 240 0000 0000				General Fund/Expenditures/District-Wide Support		42.27	
10 E 530 9700 65 7850 240 0000 0000				General Fund/Expenditures/District-Wide Support		721.94	
10 E 530 9700 65 7880 240 0000 0000				General Fund/Expenditures/District-Wide Support		154.97	
10 E 530 9700 65 7850 074 0000 0000				General Fund/Expenditures/District-Wide Support		47.65	
10 E 530 9700 65 7860 074 0000 0000				General Fund/Expenditures/District-Wide Support		501.33	
10 E 530 9700 65 7870 074 0000 0000				General Fund/Expenditures/District-Wide Support		86.40	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		302.10	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		2.16	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		58.85	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		3.38	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		31.39	
10 E 530 9700 65 7850 130 0000 0000				General Fund/Expenditures/District-Wide Support		555.60	
10 E 530 9700 65 7860 130 0000 0000				General Fund/Expenditures/District-Wide Support		383.46	
10 E 530 9700 65 7870 130 0000 0000				General Fund/Expenditures/District-Wide Support		804.54	
10 E 530 9700 65 7880 130 0000 0000				General Fund/Expenditures/District-Wide Support		9.38	
10 E 530 9700 65 7850 130 0000 0000				General Fund/Expenditures/District-Wide Support		123.17	
10 E 530 9700 65 7870 130 0000 0000				General Fund/Expenditures/District-Wide Support		198.08	
10 E 530 9700 65 7880 130 0000 0000				General Fund/Expenditures/District-Wide Support		127.51	
10 E 530 9700 65 7880 093 0000 0000				General Fund/Expenditures/District-Wide Support		52.88	
10 E 530 9700 65 7880 093 0000 0000				General Fund/Expenditures/District-Wide Support		3.78	
10 E 530 9700 65 7880 093 0000 0000				General Fund/Expenditures/District-Wide Support		18.31	
10 E 530 9700 65 7850 055 0000 0000				General Fund/Expenditures/District-Wide Support		44.45	
			844		0	50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0199 25 7000 450 0000 0000				General Fund/Expenditures/Reserve		50.00	
			984		0	100.00	
10 E 530 0199 25 7000 450 0000 0000				General Fund/Expenditures/Reserve		100.00	
			986		0	150.00	
10 E 530 0199 25 7000 450 0000 0000				General Fund/Expenditures/Reserve		150.00	
192024 CLASS 5		08/11/2017	42105		0	1,909.11	1,909.11
10 E 530 9700 65 7810 072 0000 0000				General Fund/Expenditures/District-Wide Support		1,909.11	
192025 COMMUNITIES IN SCHOOLS OF BENT		08/11/2017	6/1/2017		0	1,620.73	4,802.54
10 E 530 5100 24 7000 060 0000 0000				General Fund/Expenditures/Title I Part A		696.91	
10 E 530 0109 24 7000 071 0000 0000				General Fund/Expenditures/Substance Abuse Prevention		923.82	
			JULY 1, 2017		0	3,181.81	
10 E 530 5100 24 7000 060 0000 0000				General Fund/Expenditures/Title I Part A		1,368.18	
10 E 530 0109 24 7000 071 0000 0000				General Fund/Expenditures/Substance Abuse Prevention		1,813.63	
192026 ESD #105		08/11/2017	0000052960		0	7,448.50	13,201.17
10 E 530 0186 33 5070 060 0000 0000				General Fund/Expenditures/Science Kits		7,448.50	
			0000052981		0	5,752.67	
10 E 530 0186 33 5070 060 0000 0000				General Fund/Expenditures/Science Kits		5,752.67	
192027 FIRE CONTROL SPRINKLER SYSTEMS		08/11/2017	17-062617		0	1,043.65	1,043.65
10 E 530 9700 64 7000 074 0000 0000				General Fund/Expenditures/District-Wide Support		1,043.65	
192028 FLORES, DEANNA KAY		08/11/2017	may & june 2017		0	192.60	192.60
10 E 530 0100 21 8010 060 0000 0000				General Fund/Expenditures/Basic Education		48.69	
10 E 530 0100 21 8030 060 0000 0000				General Fund/Expenditures/Basic Education		143.91	
192029 FOOD DEPOT		08/11/2017	170944		1333	38.69	38.69
10 E 530 0100 21 5000 060 0000 0000				General Fund/Expenditures/Basic Education		38.69	
192030 HAMERAY PUBLISHING GROUP		08/11/2017	119539	Just Right Books for New First Grade Spanish - Whitstran	6001600112	497.19	497.19
10 E 530 0187 27 5070 110 0000 0000				General Fund/Expenditures/Text Adoption		539.95	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-42.76	
192031 HUERTA, ELIZABET		08/11/2017	TRAVEL 7/18/2017		0	55.43	55.43
10 E 530 5320 21 8030 060 0000 0000				General Fund/Expenditures/Migrant Ed		55.43	
192032 INTEGRATED REGISTER SYSTEMS		08/11/2017	ord16116-		0	361.86	361.86
10 E 530 0199 21 7000 072 0000 0000				General Fund/Expenditures/Reserve		361.86	
192033 JW PEPPER & SON INC		08/11/2017	14661668	Band Music-D. Norris	4501600158	1,252.15	1,295.59

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 27 5100 450 0000 0000				General Fund/Expenditures/Basic Education		1,252.15	
			14662130	Band Music-D. Norris	4501600158	43.44	
10 E 530 0100 27 5100 450 0000 0000				General Fund/Expenditures/Basic Education		43.44	
192034 LINK, CENTURY		08/11/2017	313804811	07/11/17	0	105.16	105.16
10 E 530 9700 65 7810 110 0000 0000				General Fund/Expenditures/District-Wide Support		105.16	
192035 LIONEL ENNS PHD BCBA-D		08/11/2017	4		0	1,800.00	1,800.00
10 E 530 2100 26 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		1,800.00	
192036 LITERACY EMPOWERMENT FOUNDATIO		08/11/2017	32572	Non Leveled Books for New First Grade Spanish - Whitstran	6001600110	110.00	110.00
10 E 530 0187 27 5070 110 0000 0000				General Fund/Expenditures/Text Adoption		119.46	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-9.46	
192037 LOGO SPORTSWEAR		08/11/2017	844949	Para hats	1201600124	618.58	618.58
10 E 530 0100 23 5000 120 0000 0000				General Fund/Expenditures/Basic Education		671.78	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-53.20	
192038 LOURDES OCCUPATIONAL HEALTH CE		08/11/2017	54648		0	76.00	76.00
10 E 530 9900 52 7960 073 0000 0000				General Fund/Expenditures/Pupil Transportation		76.00	
192039 LOURDES		08/11/2017	07/10/2017		0	4,692.05	4,692.05
10 E 530 2100 27 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		4,692.05	
192040 LOWES		08/11/2017	138594		0	807.50	1,265.78
10 E 530 0111 22 9000 120 0000 0000				General Fund/Expenditures/KRV Library Grant		807.50	
			851024		0	458.28	
10 E 530 0111 22 9000 120 0000 0000				General Fund/Expenditures/KRV Library Grant		458.28	
192041 LUSK, KEVIN DUANE		08/11/2017	SELAH MEETING		0	92.82	92.82
10 E 530 0100 23 8030 450 0000 0000				General Fund/Expenditures/Basic Education		92.82	
192042 MALDONADO, GUADALUPE		08/11/2017	73017		0	248.20	248.20
10 E 530 0100 21 7120 060 0000 0000				General Fund/Expenditures/Basic Education		248.20	
192043 MOON SECURITY SERVICES INC		08/11/2017	883917	2016/2017 Annual contract for: video and monitoring of PHS facilities	7201600009	249.06	249.06
10 E 530 9700 64 7910 450 0000 0000				General Fund/Expenditures/District-Wide Support		249.06	
192044 NW TEXTBOOK DEPOSITORY CO		08/11/2017	114-263-711	Start up for New Bilingual Classes	6001600091	747.06	3,286.84

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0187 27 5070 110 0000 0000				for Whitstran Elementary General Fund/Expenditures/Text Adoption		747.06	
			114-263-985	Start up for New Bilingual Classes for Whitstran Elementary	6001600091	2,539.78	
10 E 530 0187 27 5070 110 0000 0000				General Fund/Expenditures/Text Adoption		2,539.78	
192045 OFFICE DEPOT INC		08/11/2017	937309526001	OFFICE/PBIS PARAS	1201600125	32.08	1,267.28
10 E 530 0100 23 5000 120 0000 0000				General Fund/Expenditures/Basic Education		32.08	
			937309526002	OFFICE/PBIS PARAS	1201600125	35.57	
10 E 530 0100 23 5000 120 0000 0000				General Fund/Expenditures/Basic Education		35.57	
			937636296001	PBIS	1201600127	106.05	
10 E 530 0100 23 7000 120 0000 0000				General Fund/Expenditures/Basic Education		106.05	
			943105231001	NEW CLASSROOM, 2ND GRADE	1201600083	-195.47	
10 E 530 0149 27 5300 120 0000 0000				General Fund/Expenditures/Start-Up		-195.47	
			943106826001	NEW ROOM	1201600129	195.47	
10 R 960 0000 26 2600 120 0000 0000				General Fund/Revenues/Program 00		195.47	
			944682010001	Printers	7601600204	1,093.58	
10 E 530 0100 23 5320 240 0000 0000				General Fund/Expenditures/Basic Education		1,093.58	
192046 PATTERSON BUCHANAN FOBES & LEI		08/11/2017	29415		0	541.35	541.35
10 E 530 0121 21 7030 071 0000 0000				General Fund/Expenditures/Special Education		541.35	
192047 PBS ENGINEERINGAND ENVIRONMENT		08/11/2017	0064325.005-1		0	738.92	738.92
10 E 530 9700 64 7000 450 0000 0000				General Fund/Expenditures/District-Wide Support		738.92	
192048 PLANET TURF		08/11/2017	13409		0	100.00	100.00
10 E 530 9700 62 7000 074 0000 0000				General Fund/Expenditures/District-Wide Support		100.00	
192049 RAINWATER INC		08/11/2017	027320	Water softening service for Food Services	7501600000	-13.68	124.44
10 E 530 9800 44 5000 075 0000 0000				General Fund/Expenditures/Food Service		-13.68	
			027321	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	
			027322	Rental for Water Dispenser	6301600067	4.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 2100 21 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		4.32	
			027323	2016/2017 RAINWATER (WATER DISPENSER) CONTRACT FOR PROSSER FALLS	4821600003	4.32	
10 E 530 0135 27 7000 482 0000 0000				General Fund/Expenditures/Alt High School		4.32	
192050 RIVERSIDE STORAGE		08/11/2017	AUGUST 2017	2016/2017 Rentals of storage units.	7201600008	537.00	537.00
10 E 530 2100 21 7340 063 0000 0000				General Fund/Expenditures/Spec Ed - State		134.00	
10 E 530 5320 24 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	
192051 SCHOLASTIC TEACHER RESOURCES		08/11/2017	15241262	New First Grade Spanish for Whitstran - Non Leveled Books	6001600102	433.31	433.31
10 E 530 0187 27 5070 110 0000 0000				General Fund/Expenditures/Text Adoption		433.31	
192052 SCHOOLFIX.COM		08/11/2017	197597A	300 School Chairs- V18-\$34.55-Red-Pro mo Code: FR17-\$15 Off -Free Shipping over \$1000	4501600154	10,969.17	10,969.17
10 E 530 0100 23 5000 450 0000 0000				General Fund/Expenditures/Basic Education		11,912.52	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-943.35	
192053 SHY'S PIZZA CONNECTION		08/11/2017	00142		1326	103.04	247.34
10 E 530 9730 72 5000 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		103.04	
			00143		1325	72.15	
10 E 530 9730 72 5000 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		72.15	
			00144		1328	72.15	
10 E 530 9730 72 5000 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		72.15	
192054 STAPLES BUSINESS ADVANTAGE		08/11/2017	3344659790	Office Supplies-As	4501600151	37.65	47.36
10 E 530 0100 23 5000 450 0000 0000				General Fund/Expenditures/Basic Education		37.65	
			3348084189	Office Supplies	4501600150	9.71	
10 E 530 0100 28 5000 450 0000 0000				General Fund/Expenditures/Basic Education		9.71	
192055 STARKEY, DOROTHY L		08/11/2017	supplies 7/24/2017		0	65.58	65.58

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 2125 27 5000 063 0000 0000				General Fund/Expenditures/SPECIAL EDUCATION EXT SCH YEA		65.58	
192056	STEPS TO LITERACY INC	08/11/2017	175497	Just Right Books for New First Grade Spanish - KRV	6001600107	2,163.48	2,163.48
10 E 530 0187 27 5070 120 0000 0000				General Fund/Expenditures/Text Adoption		2,349.54	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-186.06	
192057	TAYLOR, ANGELA C	08/11/2017	BLIND CAMP		0	216.40	216.40
10 E 530 2100 27 8030 063 0000 0000				General Fund/Expenditures/Spec Ed - State		216.40	
192058	THE PRINT GUYS	08/11/2017	111811	KINDER BANNER	1201600131	76.02	263.39
10 E 530 0100 27 5000 120 0000 0000				General Fund/Expenditures/Basic Education		76.02	
			111931	PBIS POSTERS	1201600130	187.37	
10 E 530 0100 27 5000 120 0000 0000				General Fund/Expenditures/Basic Education		187.37	
192059	TUBAC, ELIZABETH C	08/11/2017	MEC ACADEMY		0	492.52	492.52
10 E 530 0187 31 8030 450 0000 0000				General Fund/Expenditures/Text Adoption		492.52	
192060	VALLEY PUBLISHING CO	08/11/2017	31765	2016-2017 Open PO for Job listings	7201600011	133.60	412.58
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		133.60	
			31816	2016-2017 Open PO for Job listings	7201600011	150.30	
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		150.30	
			3600P		0	51.00	
10 E 530 9800 41 7050 075 0000 0000				General Fund/Expenditures/Food Service		51.00	
			3612P		0	77.68	
10 E 530 9900 51 7050 073 0000 0000				General Fund/Expenditures/Pupil Transportation		77.68	
192061	VIRCO	08/11/2017	91757087	NEW 2ND GRADE CLASSROOM	1201600086	2,058.02	2,058.02
10 E 530 0149 27 5300 120 0000 0000				General Fund/Expenditures/Start-Up		2,058.02	
192062	WAL-MART COMMUNITY	08/11/2017	717300393630		0	190.43	1,074.66
10 E 530 5320 27 5000 121 0000 0000				General Fund/Expenditures/Migrant Ed		190.43	
			717600838194		0	139.91	
10 E 530 5320 27 5000 121 0000 0000				General Fund/Expenditures/Migrant Ed		139.91	
			717900788672		0	87.68	
10 E 530 5320 27 5000 121 0000 0000				General Fund/Expenditures/Migrant Ed		87.68	
			718400042688		0	98.48	
10 E 530 5320 27 5000 121 0000 0000				General Fund/Expenditures/Migrant Ed		98.48	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			719700815395		0	309.16	
10 E 530 5320 27 5000 060 0000 0000			General Fund/Expenditures/Migrant Ed			309.16	
			720000242766		0	190.94	
10 E 530 5320 27 5000 060 0000 0000			General Fund/Expenditures/Migrant Ed			190.94	
			720300696547		0	58.06	
10 E 530 5320 27 5000 060 0000 0000			General Fund/Expenditures/Migrant Ed			58.06	
192063 WASTE MANAGEMENT OF KENNEWICK	08/11/2017	1733634-1819-0			0	263.16	263.16
10 E 530 9700 65 7860 110 0000 0000		General Fund/Expenditures/District-Wide Support				263.16	
192064 WEST BENTON FIRE RESCUE	08/11/2017	2017-F2			0	3,176.48	3,176.48
10 E 530 9700 25 7000 110 0000 0000		General Fund/Expenditures/District-Wide Support				3,176.48	
192065 WRIGHT, GALE M	08/11/2017	door prizes			0	28.05	28.05
10 E 530 5320 27 5000 121 0000 0000		General Fund/Expenditures/Migrant Ed				28.05	
192066 YAKIMA HERALD-REPUBLIC	08/11/2017	744602	2016-2017 Open PO	7201600013		542.18	2,086.48
			for Job postings				
10 E 530 9700 14 7050 072 0000 0000		General Fund/Expenditures/District-Wide Support				542.18	
		745900	2016-2017 Open PO	7201600013		519.12	
			for Job postings				
10 E 530 9700 14 7050 072 0000 0000		General Fund/Expenditures/District-Wide Support				519.12	
		747689	2016-2017 Open PO	7201600013		519.12	
			for Job postings				
10 E 530 9700 14 7050 072 0000 0000		General Fund/Expenditures/District-Wide Support				519.12	
		748365	2016-2017 Open PO	7201600013		506.06	
			for Job postings				
10 E 530 9700 14 7050 072 0000 0000		General Fund/Expenditures/District-Wide Support				506.06	
192067 YAKIMA MECHANICAL	08/11/2017	42196	Open and closing	7401600016		5,321.40	5,677.61
			of boiler at PHS				
			per inspector.				
10 E 530 9700 64 7000 074 0000 0000		General Fund/Expenditures/District-Wide Support				5,321.40	
		42197	Open and closing	7401600016		356.21	
			of boiler at PHS				
			per inspector.				
10 E 530 9700 64 7000 074 0000 0000		General Fund/Expenditures/District-Wide Support				356.21	
		57	Computer	Check(s) For a Total of			108,965.84

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 August 8, 2017, the board, by a _____ vote, approves payments, totaling \$52,415.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP WARRANTS PAYABLE:
Warrant Numbers 200000021 through 200000023, totaling \$52,415.97

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

Check Nbr	Vendor Name	Check Date	Check Amount
200000021	ARCHITECTS WEST, P.A.	08/11/2017	43,265.97
200000022	PERKINS COIE LLP	08/11/2017	1,852.50
200000023	WHITE SHIELD, INC	08/11/2017	7,297.50

3	Computer	Check(s) For a Total of	52,415.97
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200000021	ARCHITECTS WEST, P.A.	08/11/2017	9210		0	43,265.97	43,265.97
20 E 530 0013 21 7010 100 0450 0000				Capital Projects/Expenditures/PHS NEW CONSTRUCTION		43,265.97	
200000022	PERKINS COIE LLP	08/11/2017	5673756		0	1,852.50	1,852.50
20 E 530 0013 21 7012 100 0450 0000				Capital Projects/Expenditures/PHS NEW CONSTRUCTION		1,852.50	
200000023	WHITE SHIELD, INC	08/11/2017	17071050		0	7,297.50	7,297.50
20 E 530 0013 21 7080 100 0450 0000				Capital Projects/Expenditures/PHS NEW CONSTRUCTION		7,297.50	
			3	Computer	Check(s) For a Total of		52,415.97

BOARD PACKET

TO: Board of Directors
SUBJECT: Award of 2017/2018 Fuel Contract
AGENDA: Action
DATE: August 8, 2017
PREPARED BY: Bill Petersen, *Transportation Supervisor*
Craig Reynolds, *Business Manager*

Background

An *Invitation to Bid* advertisement for fuel products was published in the Prosser Record Bulletin on July 12 and 19, 2017. Packets containing the Invitation to Bid and specifications forms were also emailed to possible vendors. Bids were due July 26, 2017 @ 2:00 p.m.

We received three (3) bids:

- Bleyhl Farm Service, Grandview
- Connell Oil, Pasco
- Shell, Prosser

Attached is the bid tabulation for your review of margin above bid, delivered bid price by vendor and fuel type.

With Board approval we would like to award the 2017/2018 fuel contract to Bleyhl Farm Service. The contract may be renewed upon the same terms and conditions, for an additional one year term up to two (2) additional years.

Recommendation

It is recommended the Board of Directors award the Fuel Contract to Bleyhl Farm Service for the 2017/2018 school year.

FUEL PRODUCTS 2011/2012 SCHOOL YEAR
Bids Due: Wednesday, July 26, 2017 @ 2:00 pm

Witnesses: Craig Reynolds, Business Manager
Lupe Maldonado, Business Office Secretary
Laurie Green, Accounting Officer

Bidder #1:	Bleyhl Farm Service
Bidder #2:	Connell Oil
Bidder #3:	Shell

Estimated Volume	Regular Unleaded 15,000+			Super Unleaded 500			Premium Unleaded 500			Diesel Fuel #2 50,000+		
BIDDER	Bleyhl	Connell	Shell	Bleyhl	Connell	Shell	Bleyhl	Connell	Shell	Bleyhl	Connell	Shell
Your Cost from Supplier As of July 18, 2017	1.7284	1.6575	1.7351	1.9246	N/A	1.9019	2.0384	2.0375	2.0987	1.6839	1.6915	1.5922
Margin Above Bid	0.0540	0.1345	0.2500	0.0540	N/A	0.3000	0.0540	0.1345	0.3000	0.0540	0.1400	0.2500
Calculated Bid Price Excluded Taxes	1.7824	1.7920	1.9851	1.9786	N/A	2.2019	2.0924	2.1720	2.3987	1.7379	1.8315	1.8422
Local Tax												
State Tax												
Federal Tax												
Total Taxes	0.4940	0.4940	0.4940	0.4940	N/A	0.4940	0.4940	0.4940	0.4940	0.4940	0.4940	0.4940
Hazzard Cost	0.0121	0.0120	0.0200	0.0135	N/A	0.0200	0.0142	0.0150	0.0200	0.0117	0.0120	0.0200
Fed. Oil Spill Recovery fee	0.0019		0.0031	0.0019	N/A	0.0031	0.0019		0.0031	0.0021		0.0031
Delivered Bid Price As Of July 18, 2017	2.2904	2.2980	2.5022	2.4880	N/A	2.7190	2.6025	2.6810	2.9158	2.2457	2.3375	2.3593

BOARD PACKET

TO: Board of Directors
SUBJECT: Policy No. 2021: Electronic Communications/Social Media – SECOND and FINAL READING
AGENDA: Action
DATE: August 8, 2017
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

At the regular Board meeting on May 23, 2017, the Board approved the First Reading of Policy No. 2021: Electronic Communications/Social Media. After communications with the ACLU, the policy and procedure were amended to reflect their suggested changes, with a final review by the District's attorney.

On July 18, members of the District technology committee, including the technology department staff, met to review the amended policy prior to the draft going to the Board for final consideration. The members who were at the meeting, supported and approved the amended policy for future Board action. Tonight, we present the policy draft for Second and Final Reading.

Recommendation:

Adopt proposed final draft of Policy No. 2021: Electronic Communications/Social Media for Second and Final Reading.

ELECTRONIC COMMUNICATIONS/SOCIAL MEDIA

1. Purpose

The Prosser School District Board of Directors recognizes that social media (as defined below) offers new and exciting opportunities to express creativity, share knowledge, build a sense of belonging and community, and engage in ongoing conversations with students, faculty, staff, alumni, parents, colleagues and friends about common interests. At the same time, employee social media can impact the school community and may in some instances disrupt the Prosser School District's ("District") educational mission. The District encourages employees to consider the impact of social media on the school community. The District also recognizes that school employees have the constitutionally protected right to speak freely as private citizens on matters of public concern, unless the employee's speech causes or can reasonably be expected to cause a substantial disruption to school operations. This policy is intended to provide guidance to school employees about social media use.

2. Definition

"Social Media" means a broadly accessible internet-based communications platform used to interact with other users and share content among a network. Examples of social media include but are not limited to Facebook, Twitter, Instagram, YouTube, Flickr, blogs and Wikis.

3. Scope

A. Professional Social Media Use

The Prosser School District may approve professional social media sites for employees who wish to communicate with students or parents through those sites.

- i. Professional social media sites should address reasonable instructional, educational, or extra-curricular program matters. The same standards expected in schools and District professional settings are expected on professional social media sites.
- ii. Only those professional social media accounts approved by the District may use the District's name, the name of any of its schools or departments, its mascots or team names, or otherwise present words or images that purport to identify the social media account with the Prosser School District, its schools, departments, activities, or programs.

B. Personal Social Media Use

- i. Employees may not use social media for personal use during work time.
- ii. The decision of whether or not to use social media for personal use, outside of work hours, is left to the discretion of the individual District employee. The District recognizes that

Instruction

employees have a constitutionally protected right to speak as private citizens on matters of public concern.

- iii. District employees shall not communicate or otherwise disseminate any confidential information they have access to as a result of their employment with the District.
- iv. The District may take appropriate action when it becomes aware of employee conduct or communication on social media that causes or that the District reasonably believes will cause a substantial disruption to the District's educational operations.
- v. The District will not take adverse action simply because it disagrees with an employee's communication on social media, in his or her capacity as a private citizen, and on a matter of public concern.

The Acceptable Use Policy continues to govern employees, students and other users' access to and use of Prosser School District and network information resources.

Cross References:	Board Policy	2020 Curriculum Development and Adoption of Instructional Materials
		2022 Electronic Resources
		2025 Copyright Compliance
		3207 Harassment, Intimidation and Bullying
		3231 Student Records
		4040 Public Access to District Records
		5281 Disciplinary Action and Discharge

Legal Reference:	18 USC §§ 2510-2522 Electronic Communication Privacy Act Pub. L No. 110-385 Protecting Children in the 21st Century Act
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Management Resources:

Policy News, February 2012

Policy News, June 2008 Electronic Resources

Policy News, June 2001 Congress Requires Internet Blocking at School

Policy News, August 1998 Permission required to review e-mail

ELECTRONIC COMMUNICATIONS / SOCIAL MEDIA

The Prosser School District Board of Directors recognizes that social media offers new and exciting opportunities to express creativity, share knowledge, build a sense of belonging and community and engage in ongoing conversations with students, faculty, staff, alumni, parents, colleagues and friends about common interests. At the same time, employee social media can impact the school community and may in some instances disrupt the Prosser School District's ("District") educational mission. The District encourages employees to consider the impact of social media on the school community. The District also recognizes that school employees have the constitutionally protected right to speak freely as private citizens on matters of public concern, unless the employee's causes or can reasonably be expected to cause a substantial disruption to school operations. This procedure is intended to provide guidance to school employees about social media use.

I. Use of Personal Devices:

Staff may possess and use personal electronic devices on District property, in District facilities or while attending a District-sponsored activity, subject to the following limitations and consistent with any other rules as may be or as have been established.

- A. Staff should not use a personal electronic device in a manner that interferes with their job duties.
- B. Staff should silence personal electronic devices while on duty, when such device is not used for District-related business.
- C. Staff should not use personal electronic devices to audio or video record students, unless there is a legitimate educational or disciplinary purpose. If questions exist as to what is a legitimate educational or disciplinary purpose, staff should consult with an appropriate administrator. Photos and recordings of students will follow district policy and appropriate laws.

II. Communication with Students and the School Community

- A. Use of Personal Communication Devices to Communicate with Students
 1. Communication with students using personal electronic devices should be handled judiciously. If necessary, such communication will be appropriate, professional and serve a legitimate educational purpose.
 2. If communicating with students electronically regarding school-related matters, staff should use District e-mail or utilize available applications that allow for appropriate and transparent communication (e.g. Remind, Class Pager). Exceptions to these restrictions may be made for emergency reasons.
- B. Professional Social Media Sites
 1. An application must be completed by the Advisor/Coach/Administration and submitted to the PSD Social Media Administrator before the site can be created. The application can be obtained at the District Office and/or the PSD webpage. The

- application will then be reviewed and approved by the PSD Social Media Administrator of the Prosser School District before the site can be created.
2. A copy of instructions on how to set up an "Official" media site will be handed out to the Advisor/ Coach/Administration along with a copy of approved security settings.
 3. The content on a social media site will be monitored and approved by the Advisor/Coach/Administration.
 4. Employees shall not maintain an "unofficial" or non-approved sites. The PSD Social Media Administrator or designee will request that employees remove any such site and failure to comply could be subject to additional discipline.
 5. Sites must have clearly expressed and publicized "*Terms of Use*". Those terms and rules will be provided by the PSD Social Media Administrator upon approval.
 6. Professional social media sites should be designed to address reasonable instructional, educational, or extra-curricular program matters; remember what is published on the site will reflect on the school, club, team and the Prosser School District. Personal opinions should not be expressed on official sites.
 7. Child protection, privacy, data protection, libel defamation, harassment and copyright laws apply to professional social media posts. Permission should be sought from the relevant people before citing or referencing their work or referencing service providers, partner or other agencies.
 8. The PSD Social Media Administrator or designee may monitor professional social media sites to protect the school community, and shall maintain a log of reported non-compliant communications.

C. Employee Personal Social Media

1. The lines between public and private, personal and professional can be blurred in the digital world. Material that employees post on social media that is publicly available to the school community must not substantially disrupt the school's educational operations or impair the employee's ability to perform his or her job duties. Employees should be mindful of the impact that speech on social media may have on students, parents, colleagues, and other members of the school community.
2. The District does not affirmatively monitor employee use of social media. District administrators or their designees may view and monitor an employee's public social media activity at any time.

Cross References: Board Policy 2022
 Board Procedure 2022P
 Board Policy 3421
 Board Procedure 3421P

BOARD PACKET

TO: Board of Directors
SUBJECT: Joan Johnston Nelson, Ph.D. Service Agreement
AGENDA: ACTION
DATE: August 8, 2017
PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background:

Dr. Nelson's area of expertise is ELL instruction. She has a wealth of experience consulting, training, and coaching teachers in ELL. Dr. Nelson is also well versed in the state's new ELP standards. She will be providing this training to new teachers and paraeducators for the Prosser School District.

Dr. Nelson earned a BA in Music Merchandising and a BA in Education both from Eastern Washington University. She went on to receive an MA in Teaching English as a Second Language at Gonzaga University, and obtained her Ph.D. in Language and Literacy through Washington State University.

The ELP Standards training will be held August 25, 2017. Dr. Nelson's consultant fee is \$1,400.00 which will come out of the Migrant budget (5320).

Recommendation:

It is recommended the Board of Directors approve the agreement with ELL Consultant, Joan Johnston Nelson, Ph.D.

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (this "Agreement") is made effective as of August 14, 2017, by and between **Prosser School District**, of 1126 Meade Avenue Ste. A, Prosser, WA 99350 and **Joan Johnston Nelson** (the "Contractor"), of 10503 S. Hangman Valley Rd., Spokane, Washington 99224. In this Agreement, the party who is contracting to receive the services shall be referred to as "School District", and the party who will be providing the services shall be referred to as "Contractor".

- 1. DESCRIPTION OF SERVICES.** Contractor will provide the following services (collectively, the "Services"): A four-hour training with teachers and paraprofessionals on ***An Introduction to Using the ELP Standards***. The training will take place at Prosser School District on Friday, August 25, 2017.
- 2. PAYMENT FOR SERVICES.** School District will pay compensation to Contractor for the Services. Payments will be made as follows:

The total contract of **\$1400** will be invoiced following the completion of the training session.

The District will provide any necessary copies of handouts or materials for the training as requested by the Contractor prior to the training session.

No other fees and/or expenses will be paid to Contractor, unless such fees and/or expenses have been approved in advance by the school district in writing. Contractor shall be solely responsible for any and all taxes, Social Security contributions or payments, disability insurance, unemployment taxes, and other payroll type taxes applicable to such compensation.
- 3. TERM/TERMINATION.** This Agreement shall terminate automatically on September 1, 2017.
- 4. RELATIONSHIP OF PARTIES.** It is understood by the parties that Contractor is an independent contractor with respect to the school district, and not an employee of the school district. The school district will not provide fringe benefits, including health insurance benefits, paid vacation, or any other employee benefit, for the benefit of the Contractor.
- 5. CONFIDENTIALITY.** Contractor may have had access to proprietary, private and/or otherwise confidential information ("Confidential Information") of the School District. Such Confidential Information might include student data and test scores, teacher evaluations, district grant applications, or program reviews. Contractor will not at any time or in any manner, either directly or indirectly, use for the personal benefit of the Contractor, or divulge, disclose, or communicate in any manner any Confidential Information. Contractor will protect such information and treat the Confidential Information as strictly confidential. This provision shall continue to be effective after the termination of this Agreement.
- 6. NO RIGHT TO ACT AS AGENT.** An "employer-employee" or "principal-agent" relationship is not created merely because (1) the Company has or retains the right to supervise or inspect the work as it progresses in order to ensure compliance with the terms of the contract

or (2) the Company has or retains the right to stop work done improperly. The Contractor has no right to act as an agent for the Company and has an obligation to notify any involved parties that it is not an agent of the Company.

7. ENTIRE AGREEMENT. This Agreement constitutes the entire contract between the parties. All terms and conditions contained in any other writings previously executed by the parties regarding the matters contemplated herein shall be deemed to be merged herein and superseded hereby. No modification of this Agreement shall be deemed effective unless in writing and signed by the parties hereto.

8. WAIVER OF BREACH. The waiver by Company of a breach of any provision of this Agreement by Contractor shall not operate or be construed as a waiver of any subsequent breach by Contractor.

9. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

10. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of Washington.

11. SIGNATORIES. This Agreement shall be signed by _____, on behalf of Prosser School District and by Joan Nelson. This Agreement is effective as of the date first above written.

COMPANY:
Prosser School District

By: _____
Superintendent or authorized agent of Prosser School District

CONTRACTOR:
Joan Johnston Nelson

By: _____
Joan Nelson
Owner

ELL Training

August 25, 2017

6 Clock Hours

SESSION I: MIGRANT 101

8:00am – 8:15am Welcome & Icebreaker

8:15am – 10:15am Migrant 101

Lupe Mota, ESD 123 Migrant Education Program Specialist

10:15am – 10:30am Break

SESSION II: ELP STANDARDS

10:30am – 11:45 ELP Standards

Dr. Joan Johnston Nelson, ELP Standards Trainer

11:45am-12:30pm Lunch on your own

12:30pm – 3:15pm ELP Standards

3:15pm – 3:30pm Debrief

Joan Johnston Nelson
10503 S. Hangman Valley Rd.
Spokane, WA 99224
Cell: 509-879-2163
joan.johnston.nelson@gmail.com

Education:

Ph.D. in Language and Literacy Education – May 2013

Dissertation: Elementary ELL Interaction: Mainstream v. Sheltered Instructional Settings
Washington State University, Pullman, WA

MA in Teaching English as a Second Language – September 2005
Gonzaga University, Spokane, WA

BA in Education, Elementary Mathematics – 1989
Eastern Washington University, Cheney, WA

BA, Music Merchandising – 1987
Eastern Washington University, Cheney, WA
Graduated Cum Laude and with University Honors

Semester At Sea Program – Spring 1986
Aboard SS Universe, University of Pittsburgh, Pittsburgh, PA

Certification:

Washington Continuing Teaching Certificate

Endorsements:

English as a Second Language (K-12), August 1999
Secondary English (4-12), August 1999
Traffic Safety Education (K-12), September 1998
Secondary Mathematics (4-12), August 1994
Elementary Classroom (K-8), June 1989

Publications:

Nelson, J. J., & Petrie, G.M. (2016). SREC: A new tapestry of collaboration in ELL education. In M. Savage, & J. Dobson (Eds.), *Proceedings from 2015 Tri-TESOL: Transcending Boundaries and Interweaving Perspectives*. Des Moines, WA. Available at <http://waesol.org/2015-tri-tesol-conference-proceedings/>

Johnston, J. (2013). *ELL interaction: Mainstream v. sheltered instructional settings* (Doctoral dissertation). Available from ProQuest. (Document ID 1426644560)

Consulting, Training, and Coaching Contracts:

2016-2017 Fiscal Year

Spokane Public Schools, Spokane, WA, February to March 2017
ELL Teacher Trainings: Lesson Planning with ELPA21 Standards

2015-2016 Fiscal Year

Clover Park School District, Lakewood, WA, June 2016
Program Consulting, ELL and Mainstream Teacher Training

Lake Quinault School District, Amanda Park, WA, September 2015 to June 2016
Program Consulting, Mainstream Teacher Training, and Individual Teacher Coaching

Reardan-Edwall School District, Reardan, WA, September 2015 to July 2016
Program Consulting, Mainstream Teacher Training, and Individual Teacher Coaching

Spokane Public Schools, Spokane, WA, January 2016 to June 2016
ELL Teacher Training on ELPA21 Standards

2014-2015 Fiscal Year

Washington State Office of the Superintendent of Public Instruction (OSPI), Olympia, WA
Trainings, Webinars, Consulting, Special Projects

2010-2011 Fiscal Year

Gonzaga University, School of Education, Spokane, WA, October 2010 – January 2011
Teacher Education Program Review and Consulting

Leadership Experience:

2017 TESOL International Convention - Seattle
Local Co-Chair – November 2015 to April 2017

Washington Association for the Education of Speakers of Other Languages (WAESOL) Board
Treasurer – December 2012 to Present
Member-at-Large – July 2011 to December 2012

Program Supervisor, Bilingual Education Program, May 2013 to August 2014
Office of the Superintendent of Public Instruction (OSPI), Olympia, WA

- WA Lead on English Language Proficiency Standards(ELPA21)
 - Solicited and compiled feedback from stakeholders statewide
 - Provided feedback to ELPA21 11-State Consortium
 - Revised and reformatted ELP Standards document
 - Organized training development work groups
 - Developed and delivered state-wide trainings
- Prepared, reviewed, and approved State TBIP and Title III grant applications
- Provided technical assistance and bilingual program guidance to school districts
- Reviewed districts for TBIP and Title III compliance through Consolidated Program Review

Summer Institute Language Camp Coordinator, 2006 - 2009 and 2012

Gonzaga University and Spokane Public Schools, Spokane, WA

- Established, managed, and coordinated budgets.
- Hired and evaluated teachers.
- Arranged and facilitated planning sessions for teachers.
- Arranged for support services for students with special needs.
- Established and maintained contact with service agencies to promote program and identify new families.
- Developed and maintained student database and attendance records for 350+ students.
- Prepared and submitted final reports.
- Met with grant disbursement agencies to ensure continued funding.

African Tutoring Project Co-founder and Director, August 2005 to September 2007
Spokane, WA

Elementary ESL Newcomers' Curriculum Development Committee Chair, 2004 - 2005
Spokane Public Schools, Spokane, WA

Adult ESL, Institute for Extended Learning, Community Colleges of Spokane, Spokane, WA

- *Traffic Safety Program Developer/Coordinator*, November 1997 to August 1999
- *Level 3 Assessment Development Committee Chair*, 1998 –1999
- *Steering Committee Chair*, June 1998 to August 1999
- *Traffic Safety Curriculum Development Committee Chair*, Summer 1998
- *Level 1 & 2 Assessment Revisions Committee Chair*, 1996-1998

Teaching Experience:

University Experience:

Gonzaga University, Spokane, WA, 2003-2009 and 2011

Instructor, MTSL 414/514 – Literacy and the English Language Learner,
Fall 2007 and Fall 2011

Course Developer/Instructor, MTSL 304/503 - Refugee and Immigrant Perspectives
(Service Learning Course), Fall 2003 to Summer 2009

Instructor, MTSL 300/690 – Literacy, Language, and Cultural Understanding,
Fall 2004

Intensive English Instructor, March 2003 to August 2004
English Language Center, Gonzaga University, Spokane, WA

Washington State University, Pullman/Spokane, WA, 2009-2010

- *Instructor, ESL for k-12 Classroom*, Summer 2010 (MIT, Distance Learning)
- *Student Teaching Supervisor, TA* Spring 2010
- *Social Studies Methods for the k-8 Teacher, TA* Fall 2009 – Spring 2010
- *ELL Practicum Instructor/Supervisor, TA* Fall 2009

Whitworth University, Spokane, WA

Instructor, EDU 361/561 – Second Language Acquisition, Fall 2008

Eastern Washington University, Spokane, WA

Instructor, ESLG 484 – Language Arts & ESL Instruction, Winter 2002

K-12 Experience:

English Language Development Specialist, September 1999 to August 2009
Spokane Public Schools, Spokane, WA

- Elementary (Grades k-6), 1999 to 2000 and 2004 to 2009
- Middle School (Grades 7-8), 2000 to 2002

ESL Teacher and Teacher Mentor (Grades 7 -12), Summers 2000, 2003-2006
Summer Institute Language Camp, Gonzaga University/Spokane Public Schools,
Spokane, WA

Substitute Teacher, September 1994 to June 1999, Great Northern School,
District #312, Spokane, WA, (Multi-age classrooms, grades k-6)

Remedial Mathematics Teacher (Grades 7-12), Summers 1991 to 1994
Summer Youth Employment Program, ESD 101, Spokane, WA

Remedial Language Arts/Mathematics Teacher (Ages 15 to 19), Summer 1992
Spokane Service Team, ESD 101, Spokane, WA

Adult Literacy Experience:

Adult ESL Teacher and Teacher Mentor, Summers 2008 and 2009
Summer Institute Language Camp, Gonzaga University/Spokane Public Schools, Spokane, WA

English for Specific Purposes Instructor, Business & Industry Training (TECC),
Community Colleges of Spokane, Spokane, WA

- Commercial Driver's License (CDL) Course, January to June 2000
- Ridpath Hotel, Housekeeping and Laundry Courses, January to June 1996

Adult Education Instructor, January 1990 to August 1999

Institute for Extended Learning, Community Colleges of Spokane, Spokane, WA

- Hillyard Education Center, September 1998 to September 1999
 - Intermediate ESL Instructor
 - Job Readiness ESL, Job Counselor co-Facilitator
 - Welfare-To-Work, Client Services Coordinator
 - Steps-To-Work, Work Experience Supervisor
- Adult Education Center
 - January 1998 to September 1999 – ESL Driving Program Developer/Instructor
 - September 1993 to August 1998 – Beginning /Intermediate ESL
 - March 1992 to June 1992- Advanced ESL
- West Plains Community Center, January 1992 to June 1993
Multi-level ESL, ABE/GED, High School Completion, Reading
- Fairchild Air Force Base, March 1990 to June 1993
Multi-level ESL, ABE/GED, High School Completion

Overseas Experience:

EFL Lead Teacher and Teacher Trainer, August 2000
Mission Slovakia, Martin, Slovakia (Ages 14 to Adult)

EFL Instructor, September 1986 to February 1987
Various Schools (Ages 8 – Adult), Taipei, Taiwan, Republic of China

State and National Level Committees and Work Groups:

Washington State Bilingual Endorsement Competencies Revisions Committee,
January – February 2015, PESB, Olympia, WA

Washington State ELL (ESOL) Endorsement Competencies Revisions Committee,
October 2014 – January 2015, PESB, Olympia, WA

ELPA21 Consortium Test Item Review, August 18-22, 2014
Educational Testing Service and ELPA21, SeaTac, WA

ELPA21 Consortium English Language Proficiency Standards Revisions/Editing Workgroup,
February – April 2014

Washington State English/Language Arts Common Core Transition Work Group, June 27-28, 2011
OSPI, Olympia, WA

Washington State Common Core State Standards Alignment Workgroup, August 18, 2010
OSPI, Olympia, WA

Washington State Mathematics Standards Review: ESL Focus Group, December 20, 2007
OSPI, Olympia, WA

WEST-E – ELL (ESL) and Bilingual Endorsement Test Item Review, November 28-29, 2007
OSPI, Olympia, WA

Washington State Bilingual & ESL Endorsement Competencies Revisions Committee,
February to June 2007, OSPI, Olympia, WA

Washington Language Proficiency Test (WLPT) II Data Review Panel, April 27, 2007
OSPI, Olympia, WA

Washington State 4-10 Reading Core/Comprehensive Materials Review, October 23-27, 2006
OSPI, Olympia, WA

Washington Language Proficiency Test (WLPT) II Bias, Fairness, and Content Review,
June 28-29, 2006, OSPI, Olympia, WA

Teacher In-Services and Workshops:

Reading and the English Language Learner: WABE Regional Workshop, Spokane WA, January 23, 2016

Office of Student and School Success Coaches Training (OSPI): Tacoma, WA, August 5, 2015

- *Accessing College and Career Ready for ELLs: An ELP Standards Overview*
- *ELL Program Models in Washington State*

Content-Based and Sheltered Instruction Webinars (OSPI):

- *Part 1: Background, Research, and Basics* – March 13, 2015
- *Part 2: Components for Success* – June 5, 2015

English Language Learners and the Mainstream: Connecting Mathematics and Science Standards to the New English Language Proficiency Standards, (OSPI), January – September 2015

Developed and delivered 10 trainings across WA state to ELL specialists and mainstream Math and Science teachers.

Higher Education Faculty English Language Proficiency Standards Train the Trainer, (OSPI)

- Spokane, October 1, 2014
- Renton, October 3, 2014

New English Language Proficiency Standards Train the Trainers, (OSPI), March – August 2014

Developed and delivered 11 trainings in Washington State, 60 to 130 participants per session.

Second Language Acquisition and ELL Strategies Overview

School of Education, Gonzaga University, Spokane, WA

- November 4, 2010
- March 25, 2011

WLPT –II Administration and Program Reporting, August 31, 2007

Spokane Public Schools ELD Program, Spokane, WA

A Closer Look at English Language Learners: Effective Strategies, February 27, 2006

Moran Prairie Elementary, Spokane Public Schools, Spokane, WA

A Closer Look at English Language Learners: Second Language Acquisition, February 13, 2006

Moran Prairie Elementary, Spokane Public Schools, Spokane, WA

Assessment and the English Language Learner, March 30, 2005

Washington State University, Spokane, WA (via Distance Learning)

A Closer Look at English Language Learners: SLA and Effective Strategies, October 8, 2004

Moscow School District, Moscow, ID

First Language-First Culture and Effective Reading Strategies for ESL, January 15, 2003

Barton School, First Presbyterian Church, Spokane, WA

Invited Speaker:

TESL Summer Institute, Gonzaga University, Spokane, WA

- *Elementary ELL Interaction: Mainstream v. Sheltered Settings*, July 24, 2015
- *Understanding the Refugee and Immigrant Student*, July 29, 2011 and July 6, 2012
- *Working with Pre-Literate Adults*, July 2003, 2004, 2005, 2006, 2007, 2008
- *Differentiation in the Multi-level Classroom*, July 5, 2007

TESL Summer Institute Graduation Keynote, Gonzaga University, Spokane, WA, July 30, 2010

Cultural Awareness Week, Whitworth College, Spokane, WA, November 13, 2006

- *The Impact of Home Language and Culture on Learning*

Professional Conference Presentations:

International TESOL Convention,

March 23, 2017 (Seattle, WA):

- *Fostering Community Partnerships in Support of Refugee and Immigrant Students* (co-presenter)

April 1, 2004 (Long Beach, CA):

- *Around the World in Fifteen Days* (co-presenter)

Spokane Regional ESL Conference, Spokane, WA

February 25, 2017

- *Multi-level Games for Fluency, Vocabulary, and Grammar*
- *Structured Writing: Scaffolding Across the Curriculum*

February 27, 2016

- *SREC: An Inspired Collaboration for ELL Education* (co-presenter)

February 28, 2015

- *The New ELP Standards: Connecting to Common Core and NGSS*

February 22, 2014:

- *K-12 English Language Proficiency Standards: What's new?*

February 23, 2013:

- *Mainstream or Sheltered? ELL Verbal Interaction in the Elementary Classrooms*

February 27, 2010:

- *Native American Boarding Schools: The Continent's First ESL Immersion Program*

February 25, 2008:

- *The Role of First Language in English Language Development*
 - *The Prosody of Language*

February 25, 2006:

- *Just Strategies for English Language Learners* (co-presenter)

February 26, 2005:

- *From Possibilities to Reality: Getting 'Down and Dirty' with Pronunciation*

February 28, 2004:

- *Opening the Door to the Refugee and Immigrant Community* (co-presenter)

Washington Association for the Education of Speakers of Other Languages (WAESOL) Conference

October 21, 2016 (Spokane, WA):

- *What Decision Makers Need to Know about Serving English Learners* (3-hour workshop)

October 24, 2014 (Des Moines, WA):

- *Navigating the New English Language Proficiency (ELP) Standards: Making Connections to Content* (3-hour workshop)

October 18, 2013 (Des Moines, WA):

- *Sheltered or Mainstream? ELL Verbal Interaction in the Elementary Classrooms*
- *English Language Proficiency Standards: Background and Overview*

Washington Association of Bilingual Education (WABE) Conference

April 30, 2016:

- *SREC: An Inspired Collaboration for ELL Education* (co-presenter)

April 17, 2015:

- *From Math and Science to ELP: Navigating and Using the New Standards*

April 12, 2014:

- *K-12 English Language Proficiency Standards: What's new?*

The Palouse Language and Culture Symposium, University of Idaho, Moscow, ID

April 16, 2016:

- *SREC: An Inspired Collaboration for ELL Education* (co-presenter)

Tri-TESOL Conference, Des Moines, WA

October 2, 2015:

- *SREC: A New Tapestry of Collaboration in ELL Education* (co-presenter)

Washington Science Teachers Association (WSTA), Shoreline, WA

October 25, 2015:

- *ELLs and the NGSS: Connecting English Language Proficiency and Science*

National Association of Bilingual Education (NABE) Conference, Las Vegas, NV

March 7, 2015:

- *Sheltered v. Mainstream? ELL Verbal Interaction in the Elementary Classrooms*

Team 2006 Conference, Spokane Public Schools, Spokane, WA

- *The Basics of Second Language Acquisition* (co-presenter), March 30, 2006

Promising Practices State Conference, Spokane, WA

- *Just Strategies for English Language Learners* (co-presenter), October 14, 2005

Third International Conference on Language Teacher Education, Center for Advanced Research in Language Acquisition (CARLA), University of Minnesota, Minneapolis, MN

- *The Unruly Evolution of a One Room School House* (co-presenter), May 30, 2003

Curriculum and Assessment Development:

Elementary ESL Newcomers' Curriculum Development, 2004 - 2005

Spokane Public Schools, Spokane, WA

Adult ESL Traffic Safety Education (Drivers' Education) Curriculum Development, 1998-1999

Community Colleges of Spokane, Spokane, WA

Adult ESL Level 1 & 2 Assessment Development, 1995, Community Colleges of Spokane, Spokane, WA

Adult ESL Level 1 & 2 Curriculum Development, 1994, Community Colleges of Spokane, Spokane, WA

Volunteer and Community Service

Spokane Regional ESOL Consortium (SREC), Spokane, WA, May 5, 2015 to Present

Policy and Advocacy Team Lead

Spokane Regional ESL Conference Planning Committee, Spokane, WA, 2016 to Present

TESOL Policy and Advocacy Summit, Washington, DC, 2016, 2015, 2013, and 2012

WAESOL Affiliate Representative

African Tutoring Project, Spokane, WA, August 2005 to September 2007

ESL Tutor and Curriculum Consultant, September 2002 to May 2004

Barton School, First Presbyterian Church, Spokane, WA

EFL Missionary Training Consultant, May 2003

Mission Slovakia, Saint Andrews Lutheran Church, Mahtomedi, Minnesota

Lead Teacher and Teacher Trainer, August 2000

Mission Slovakia, Martin, Slovakia (Ages 14 to Adult)

Special Projects and Volunteer Teacher, September 1994 to June 1999

Great Northern School, Spokane, WA, (Multi-age classrooms, grades k-6)

- Coached 6th Grade Math Team 1998-99
- Problem Solving in Mathematics, Language Arts, and Geography

ESL Instructor and Home-Based Tutor, February 1990 to April 1991

Washington Association of Churches, Refugee Resettlement Program, Spokane, WA

American Indian Community Center Education Programs, Spokane, WA, July 1988 to 1990

- High School Re-entry Program
- Adult Basic Education (ABE) and GED Program