



## REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Tuesday, May 9, 2017 07:00 PM

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

II. 6:00 - 6:30 p.m. - Study Session: Transportation Department Budget

[Transportation \(p. 4\)](#)

III. 6:30 p.m. - 7:00 p.m. - Public Hearing: Budget Extension

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

a. Pledge of Allegiance

b. Approval of Agenda

c. Communications

d. Proclamation: Teacher Appreciation Week

[Teacher Appreciation Week \(p. 11\)](#)

e. Recognition:

- *National History Day State Competition Results*
- *Connie Felicijan - VFW Teacher of the Year*
- *Prosser Heights Elementary Math Competition Results*

V. Information Items:

a. PTA Update

b. Unpaid Student Meal Charges

VI. Protocol for Addressing Board:

[Welcome to the Board Meeting \(p. 12\)](#)

VII. Hearing of Visitors:

VIII. Reports:

- a. Assistant Superintendent's Report
- b. Business Manager's Report
  - [March 2017 Financials \(p. 13\)](#)
- c. Superintendent's Report
- d. Board Members' Reports
- e. Student Representatives' Reports

## **IX. Consent Items:**

- a. Certificated Personnel
  - [Cert - May 9, 2017 \(p. 27\)](#)
- b. Classified Personnel
  - [Class - May 9, 2017 \(p. 28\)](#)
- c. Approval of Minutes
  - [Regular Board Meeting - April 25, 2017 \(p. 29\)](#)
  - [Special Board Meeting - May 3, 2017 \(p. 36\)](#)
- d. Contracts and Personal Service Agreements
  - [Contracts and PSAs \(p. 37\)](#)
- e. Volunteer Coaches

## **X. Old Business (Information):**

- a. Agreement Between Prosser School District and Valley Theater Company

## **XI. Action Items Resumed: REVISED**

- a. Resolution No. 04-17: 2016-17 Capital Projects and Debt Service Funds Budget Extensions
  - [Resolution \(p. 38\)](#)
- b. Salary and Benefits Increase for Food Service Supervisor
  - [Food Sup Salary \(p. 42\)](#)
- c. Donations from Prosser Parent Teacher Association
  - [PTA Donations \(p. 43\)](#)
- d. Donation from Prosser Basketball AAU
  - [AAU Donation \(p. 44\)](#)

**e. Donation from Prosser Fraternal Order of Eagles #2647**

[Eagles Donation \(p. 45\)](#)

**f. Vouchers**

[Payable May 10, 2017 \(p. 46\)](#)

**g. Donation from Prosser United Good Neighbors - RESCIND**

[Rescind Acceptance of Donation \(p. 68\)](#)

**h. Out-of-State Travel: National History Day National Competition at the University of Maryland (Pending Funding) - REVISED**

[National History Day National Competition \(p. 69\)](#)

**XII. Discussion Items:**

**a. Policy No. 2021: Electronic Communications/Social Media**

[Policy No. 2021 \(p. 70\)](#)

**XIII. Adjournment:**

**XIV. Executive Session: To review the performance of a public employee. - RCW 42.30.110 (1) (g) and Negotiations**

**XV. Future Meetings:**

- *Special Board Meeting, Interviews of Construction Management Firms, May 11, 2017, Staff Development Room, 8:00 a.m.*
- *Regular Board Meeting, May 23, 2017, Keene-Riverview Elementary MPR, 7:00 p.m.*

## BOARD PACKET

**TO:** Board of Directors  
**SUBJECT:** Transportation Department Budget  
**AGENDA:** Study Session  
**DATE:** May 9, 2017  
**PREPARED BY:** William T. Petersen

The Prosser School District Transportation Department services approximately 73 miles, north to south of the District boundary lines and 20 miles east to west. The total miles of the Prosser School District are 599 square miles, 16<sup>th</sup> largest in the state. We have 28 routes, with 4 of those for special needs students. Our Route 1 bus travels the furthest, approximately 77 miles round trip per route, going to Mercer Ranches in Alderdale. Our shortest route is Route 15, traveling inside the city limits, approximately 8 miles round trip. We have three out-of-town routes. The first route travels to Tri-Tech Skill Center in Kennewick, 5 days a week, 3 times per day. The second bus travels to Lourdes Counseling Center in Richland WA, carrying special needs students, making three trips per day. For this route, we have an agreement with Grandview School District to transport their students. The third route either picks up or drops off a running start student (depends on the students schedule) at Columbia Basin College. Approximate mileage per day is 1,800. The average students transported daily is 1200, to and from school daily (45 of these students have special needs).

In 2015/2016 the Transportation Department traveled 320,505 miles to and from school, plus 21,998 miles for regular field trips (educational), and 30,243 miles for extra-curricular (sports). In addition, we provide transportation to the Migrant Summer School Program each year, traveling last year a total of 3,884 miles to and from school for twenty school days. We charge \$2.00 per mile that is transferred back into the transportation fund to cover wages, fuel and maintenance.

The Transportation Department employs 28 bus drivers, 3 bus monitors, 2 bus mechanics, 1 dispatcher/secretary who also works with Maintenance and Food Services and one supervisor. Currently, we have two (2) substitute bus drivers who we use to drive when there are trips or illnesses. An average to/from hours worked by the drivers is 127 hours.

We have 33 buses, including three (3) special needs buses, and four (4) trip buses for going out of town. The Transportation Department also maintains 28 support vehicles; this includes all motor pool, department vehicles, tractors, lawnmowers, etc.

Please see the following schedules attached:

- > Prosser School District Bus Fleet
- > Motor Pool
- > Five Year Plan for Vehicle Upgrades
- > Transportation Department Budget

**Prosser School District Bus Fleet**

BUS #	YEAR	04/19/17 Odometer	SEATING	Depr Start Year	Depreciation Schedule in Years	Depr End Year	Current Yr Depr	Remaining Depr	No Longer on Depr.	
18	2017	11,251	78	2017	18	2035	\$5,058.38	\$105,740.80		
21	2017	22,960	78	2016	18	2034	\$7,649.53	\$98,153.23		
27	2017	15,833	78	2016	18	2034	\$7,649.53	\$98,153.23		
34	2017	6,970	78	2017	18	2035	\$5,058.38	\$105,740.80		
39	2016	16,871	21	2016	8	2024	\$6,684.43	\$52,374.25		Wheelchair
30	2015	41,628	78	2015	18	2033	\$7,712.98	\$92,462.55		
25	2014	63,244	84	2013	18	2031	\$7,845.77	\$81,081.20		
31	2014	22,068	78	2014	18	2032	\$7,794.13	\$85,507.28		
32	2014	40,777	78	2014	18	2032	\$7,794.13	\$85,507.28		
2	2013	140,948	71	2012	13	2025	\$7,283.73	\$67,403.84		
22	2013	95,052	77	2012	18	2030	\$7,941.68	\$72,861.33		
14	2012	102,580	78	2011	18	2029	\$8,030.20	\$65,273.76		
29	2011	82,059	84	2010	13	2023	\$8,126.10	\$57,053.90		
35	2011	97,984	24	2010	13	2023	\$7,411.61	\$53,667.36		Wheelchair
7	2010	89,477	78	2009	13	2022	\$8,244.14	\$46,937.14		
15	2010	96,092	78	2009	18	2027	\$8,236.76	\$47,569.44		
12	2008	80,106	78	2008	13	2021	\$8,310.53	\$41,226.46		
28	2008	158,193	14						✓	
33	2008	157,047	75	2007	13	2020	\$7,679.76	\$30,748.34		
4	2005	130,511	78	2004	18	2022	\$8,627.75	\$14,057.00		
6	2005	198,133	78	2004	18	2022	\$8,627.75	\$14,057.00		
9	2005	164,701	78	2006	18	2024	\$8,524.47	\$22,909.84		
5	2003	155,688	78						✓	
8	2003	133,575	78						✓	
10	2003	132,049	84						✓	
13	2003	86,272	84						✓	Replaced transmission in 6/16
3	2002	92,796	78						✓	
11	2002	133,164	78						✓	
19	2002	188,135	24						✓	Wheelchair
1	2001	132,839	78	2000	18	2018	\$6,486.90	\$19,011.00		
16	2001	129,641	78	2000	18	2018	\$6,486.90	\$19,010.67		Replaced transmission in 6/16
17	2001	95,734	78						✓	
23	2001	199,876	71						✓	conventional
20	2000	233,251	19						✓	
34	2000	221,735	84	1999	18	2017	\$6,550.83	\$13,530.76		Bad motor, but still on depreciation
24	1999	325,424	60						✓	Replaced motor at 239,991
							\$179,816.37	\$1,390,038.46		

PROSSER SCHOOL DISTRICT  
MOTOR POOL  
5/5/2017

<u>YEAR</u>	<u>Driver</u>	<u>VEHICLE</u>	<u>4/17/17 Mileage</u>	<u>Purchase Price</u>	<u>Purchase Date</u>	<u>Age of Vehicle</u>	<u>Condition of Vehicle</u>	<u>Usage</u>
2011	Maint	J. DEERE U TRACTOR W/MOWER		\$23,103.00	Feb-11	6	FAIR	Used five days a week, from March thru Oct Purchased new
2006	Supt	CHEV TRAILBLAZER	167,170	\$20,000.00	Sep-06	11	GOOD	Used seven days a week Driven daily plus frequent trips to Olympia and Spokane Purchased used with low miles
2006	Voc-Ag	DODGE PU	119,999	\$20,000.00	2009	11	EXCELLENT	Used as needed for Voc-Ag Purchased used with high miles
2005	Maint	FORD F150 PU	155,282	\$10,858.91	Mar-15	12	GOOD	Used seven days a week for Maint Supervisor Purchased new
2003	Migrant	FORD TAURUS	93,253	\$10,000.00	2004	14	GOOD	Used by the Home Visitor, 180 days a year, 8 hours a day PLUS used during summer months as motor pool vehicle as needed. Purchased used with low miles
2002	Maint	KUBOTA TRACTOR/MOWER		\$17,000.00	Feb-02	15	UNUSABLE	Used for the irrigation pipe trailer, does not mow at all
2001	Motor Pool	CHEV VENTURE VAN	211,330	\$24,965.00	Feb-01	16	FAIR	Used on an as-needed basis by all schools, year round to transport student and faculty PLUS used 5 days a week for mail delivery (when available)
2000	Motor Pool	FORD ECONOLINE VAN	235,981	\$23,600.00	Sep-00	17	FAIR	Used on an as-needed basis by all schools, year round to transport student and faculty
1999	Maint	J.DEERE U. TRACTOR 4300		\$15,306.08	1999	18	GOOD	Mower for soccer/baseball fields Purchased new
1998	Maint	FORD F150 4X4 PU	100,697	\$19,084.00	Mar-98	19	GOOD	Used five days a week for grounds PLUS used to pull trailer for extra curricular events Purchased used, average miles
1998	Maint	CHEV PU TRUCK S-10	109,248	\$7,500.00	Sep-00	19	FAIR	Used five days a week for grounds Purchased used, average miles
1997	High School	FORD ASTRO VAN AWD	185,047	\$23,237.00	Dec-97	20	POOR	Used by PHS special education dept to transport life skills kids on a daily basis Purchased new
1997	Voc-Ag	FORD F350 CREW PU	68,027	\$27,000.00	1997	20	EXCELLENT	Used as needed for Voc-Ag Purchased new
1997	Voc-Ag	KOMATSU FORK LIFT 20		\$17,300.00	1997	20	GOOD	Used as needed for Voc-Ag PLUS borrowed occasionally by Maint/Transp
1996	Food Serv	ISUZU DELIVERY TRUCK	200,538	\$21,702.00	Aug-00	21	FAIR	Used every day, 176 days per school year plus summer feeding Purchased used, with high miles
1995	Maint	CHEV PU TRUCK 250 4X4	231,425	\$7,500.00	Dec-00	22	POOR	Used seven days a week for bldg maintenance Purchased used, with approximately 90 - 100,000 miles

PROSSER SCHOOL DISTRICT  
MOTOR POOL  
5/5/2017

<u>YEAR</u>	<u>Driver</u>	<u>VEHICLE</u>	<u>4/17/17 Mileage</u>	<u>Purchase Price</u>	<u>Purchase Date</u>	<u>Age of Vehicle</u>	<u>Condition of Vehicle</u>	<u>Usage</u>
1994	Transp	CHEVY 1 TON 2WD SERVICE	86,667	\$10,000.00	Jul-04	23	GOOD	Used as needed to run parts and repair to buses Purchased used, with low miles
1991	Food Serv	CHEV VAN (DELIVERY)	114,324	\$5,750.00	Jul-98	26	FAIR	Used as needed to travel to schools Purchased used with high miles
1991	Maint	FORD 3/4 PICKUP	304,943	\$11,600.00	Sep-91	26	POOR	Used seven days a week for bldg maintenance Purchased new
1991	Maint	J.DEERE U. TRACTOR 4X4 2155		\$13,998.66	1991	26	GOOD	Used for moving dirt/snow, as needed. Purchased new - insurance replacement - fire
1991	Maint	J.DEERE U. TRACTOR 855		\$9,971.42	1991	26	POOR	Mower for football field, will not climb hills anymore Purchased new - insurance replacement - fire
1990	Maint	FORD 1 TON PICKUP W/SNOW	61,789	\$11,000.00	Nov-06	27	GOOD	Used to pull lawnmower trailer and to plow snow, plus used as extra vehicle Purchased used to use only for snow plow
1990	Transp	CHEV S-10 4X4 PICKUP	222,845	\$8,900.00	Sep-93	27	POOR	Used seven days a week, during winter month traveling roads before routes Purchased used with 26,000 miles
1981	Voc-Ag	JOHN DEERE TRACTOR 2240		\$13,000.00	1981	36	GOOD	Used as needed for Voc-Ag
1980	Maint	FORD ECONOLINE VAN	183,784	\$4,000.00	Aug-80	37	POOR	Used five days a week for grounds Purchased new
1972	Maint	1 TON FLATBED TRUCK	154,423	\$2,500.00	Apr-92	45	UNUSABLE	Does not work at all Purchased used from U-Haul - High miles

## Five Year Plan for Vehicle Upgrades for the Prosser School District

### Year One:

1. Motor Pool:	2000 Ford Econoline	
	REPLACE with Chev Suburban Ford Expedition	
	Used (approximate)	\$35,000
	New (approximate)	\$52,800
2. Maintenance:	1991 Ford ¾ pickup	
	REPLACE WITH ¾ Ton 4x4 pickup	
	Used (approximate)	\$30,000
	New (approximate)	\$44,185
3. Transportation:	1990 Chev S-10 4x5	
	REPLACE with Chev S10 or Ford Ranger 4x4	
	Used (approximate)	\$19,000
	New (approximate)	\$35,000
4. Maintenance:	Kubota Tractor/Mower	
	REPLACE with working mower	
	New (approximate)	\$30,000
5. Maintenance:	1972 Ford dump truck & flatbed trailer	
	REPLACE with dump trailer or flatbed trailer	
	New (approximate) flatbed trailer	\$ 4,500
	New (approximate) dump trailer	\$11,000
	<b>USED COST w/new price for tractor &amp; flatbed trailer</b>	<b>\$118,500</b>
	<b>NEW COST w/new tractor and dump trailer</b>	<b>\$172,985</b>

### Year Two:

1. Motor Pool:	2001 Chev Venture – keep Venture for mail delivery	
	REPLACE with Chev Suburban or Ford Expedition	
	Used (approximate)	\$35,000
	New (approximate)	\$52,800
2. Maintenance:	1980 Ford Econoline	
	REPLACE WITH ¾ ton 4x4 pickup, moving Dave's pickup to grounds	
	Used (approximate)	\$30,000
	New (approximate)	\$44,185
3. Superintendent:	Chev Trailblazer	
	REPLACE with Chev or Ford SUV, move Trailblazer to Special Services or motor pool	
	Used (approximate)	\$28,000
	New (approximate)	\$37,000
4. Food Service:	1996 Isuzu Delivery Van	
	REPLACE with newer delivery van with lift	
	Used (approximate)	\$33,000
	<b>USED COST</b>	<b>\$126,000</b>
	<b>NEW COST w/used Food Service Van</b>	<b>\$166,985</b>

### Year Three:

1. Maintenance:	1995 Chev 2500 4x4	
	REPLACE with Chev 2500 or Ford F250 4x4	
	Used (approximate)	\$30,000



	New (approximate)	\$44,185
2. Maintenance	1991 J. Deere U Tractor 855	
	REPLACE with working mower	
	New (approximate)	\$32,000
	<b>USED COST w/new mower</b>	<b>\$ 62,000</b>
	<b>NEW COST</b>	<b>\$ 76,185</b>

**Year Four:**

1. Maintenance	1998 Chev S-10	
	REPLACE with similar vehicle	
	Used (approximate)	\$19,000
	New (approximate)	\$35,000
2. Migrant	2003 Ford Taurus	
	REPLACE with similar vehicle	
	Used (approximate)	\$13,000
	New (approximate)	\$22,000
3. Maintenance	1998 Ford F150	
	REPLACE with Chev 2500 or Ford F250	
	Used (approximate)	\$30,000
	New (approximate)	\$44,185
	<b>USED COST</b>	<b>\$ 62,000</b>
	<b>NEW COST</b>	<b>\$101,185</b>

**Year Five:**

1. Motor Pool	Update current motor pool, replacing as needed	
2. Maintenance	1999 J Deere U-Tractor	
	REPLACE with working mower	
	New (approximate)	\$33,000

**Prosser School District  
Transportation Dept.  
2016-17 Operating Budget**

	Wages	Benefits	Supplies	Fuel	Contract Services	Travel	Transfers	Totals
Supervisor/Secretary	97,055	38,670	1,500	1,200	6,005	200		144,630
Bus Drivers	474,479	249,962	2,000	160,000	6,000	100		892,541
Mechanics	98,282	40,464	82,500	3,000	12,500	500		237,246
Bus Insurance					46,000			46,000
Extra curricular/Summer school/bus monitor	66,997	16,687						83,684
Extra curricular/Field trips transfers							(103,450)	(103,450)
Total Expenditures	736,813	345,783	86,000	164,200	70,505	800	(103,450)	1,300,651
Estimated Revenue from state allocation of transporting students								(1,223,000)
Excess of Expenditures over Revenue								77,651

**Transportation Vehicle Fund**

Beginning Fund Balance	304,923
Interest Income	200
Depreciation allocation	170,000
Engine repair and purchase of 1 new bus	<u>(250,000)</u>
Estimated Ending Fund Balance	<u>225,123</u>

# The State of Washington



## Proclamation

**WHEREAS**, a strong, effective system of free public school education for all children and youth is essential to our democratic system of government; and

**WHEREAS**, the United States has made considerable progress in the social, technological, and scientific fields due to our system of free and universal public education; and

**WHEREAS**, much of this progress can be attributed to the qualified and dedicated teachers entrusted with the educational development of our children; and

**WHEREAS**, teachers provide opportunities for students to connect with the world around them, develop basic skills for success in life and work, experience the realization of high expectations and the fulfillment of steps toward achievable goals; and

**WHEREAS**, teachers should be accorded high public esteem, reflecting the value placed on their skills and abilities, and the importance of public education; and

**WHEREAS**, it is appropriate that teachers be recognized for their dedication and commitment to educating their students;

**NOW, THEREFORE**, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim May 8-12, 2017 as

### *Teacher Appreciation Week*


and May 9, 2017 as

### *Teacher Appreciation Day*

in Washington, and I encourage all people in our state to join me in this special observance.



Signed 17<sup>th</sup> day of March, 2017

  
Governor Jay Inslee

# SCHOOL BOARD MEETINGS

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

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

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

### How the Board Operates

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

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

### About Board Meetings

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

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

### About Executive Sessions

The board may occasionally go into

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

### Study Sessions

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

### Addressing the Board

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

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

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

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

### Board Hearings

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

### About Your Board

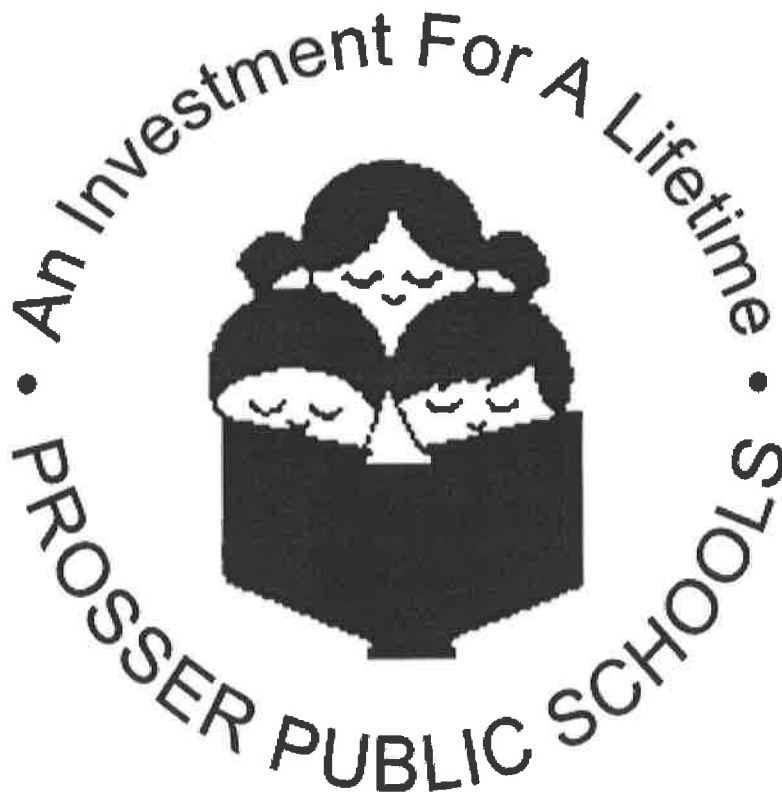
Public schools are especially close to the communities they serve because they are governed by men and women selected from the community. These men and women - your school board; are volunteers who spend a great deal of time on the many details involved in providing quality education.

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

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

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

# March 2017 Financial Reports



**PROSSER SCHOOL DISTRICT NO.116**

**2016-2017 Budget Status Report**

**10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- 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** March, 2017

	<u>ANNUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	4,023,238	185,190.13	1,882,370.12		2,140,867.88	46.79
2000 LOCAL SUPPORT NONTAX	377,614	39,440.31	306,705.34		70,908.66	81.22
3000 STATE, GENERAL PURPOSE	19,828,805	1,633,042.85	11,441,894.04		8,386,910.96	57.70
4000 STATE, SPECIAL PURPOSE	6,170,518	462,383.94	3,096,197.24		3,074,320.76	50.18
5000 FEDERAL, GENERAL PURPOSE	60,000	.00	101,237.27		41,237.27-	168.73
6000 FEDERAL, SPECIAL PURPOSE	2,939,882	227,215.09	1,500,963.20		1,438,918.80	51.06
7000 REVENUES FR OTH SCH DIST	20,000	.00	6,335.10		13,664.90	31.68
8000 OTHER AGENCIES AND ASSOCIATES	0	42.80	1,935.98		1,935.98-	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 33,420,057	 2,547,315.12	 18,337,638.29		 15,082,418.71	 54.87
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	17,756,543	1,439,236.98	9,958,192.40	5,887,542.57	1,910,808.03	89.24
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,657,178	290,927.80	2,042,664.61	1,164,423.83	450,089.56	87.69
30 Voc. Ed Instruction	1,087,143	86,431.13	642,398.41	376,950.15	67,794.44	93.76
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	3,560,576	215,626.97	1,535,382.64	921,191.87	1,104,001.49	68.99
70 Other Instructional Pgms	88,063	6,932.62	45,749.16	23,008.81	19,305.03	78.08
80 Community Services	81,219	.00	.00	0.00	81,219.00	0.00
90 Support Services	7,582,384	639,869.36	4,321,329.20	1,830,467.74	1,430,587.06	81.13
 <u>Total EXPENDITURES</u>	 33,813,106	 2,679,024.86	 18,545,716.42	 10,203,584.97	 5,063,804.61	 85.02
 <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>						
OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)	393,049-	131,709.74-	208,078.13-		184,970.87	47.06-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,665,000		3,183,457.04			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	2,271,951		2,975,378.91			
(E+F + OR - G)						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
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 Nonspdn 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		2,779,676.99			
G/L 891 Unassigned Min Fnd Bal Policy	0		.00			
 <u>TOTAL</u>	 2,271,951		 2,975,378.91			

**PROSSER SCHOOL DISTRICT NO.116**  
**Balance Sheet**  
**General Fund (10)**  
**March 31, 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	3,889,960.77
241	Warrants Outstanding	-1,071,701.39
310	Taxes Receivable	0.00
320	Due from Other Funds	600.00
330	Due from Other Govt Units	140,093.28
340	Accounts Receivable	1,490.85
420	Inventory-Lunchrooms	5,466.05
430	Prepaid Items	0.00
450	Investments	0.00
---	Asset	2,975,909.56
601	Accounts Payable	-530.65
605	Accrued Salaries	0.00
610	Payroll Ded and Taxes Payable	0.00
640	Due to Other Funds	0.00
750	Unavailable Revenue	0.00
760	Unavailable Taxes Receivable	0.00
---	Liability	-530.65
821	Restricted for C/O Revenues	-125,989.61
840	Nonspendable Fund Balance	-69,712.31
890	Unassigned Fund Balance	-2,779,676.99
---	Equity	-2,975,378.91
---	General Fund	0.00

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

		2015-16			2016-17				
		March	Y.E.	YTD	March	Budget	YTD		
		YTD	Actual	Expend as a % of Y.E.	YTD		Expend as a % of Bud		
0	Debit Transfer	\$61,486	\$150,104	40.96%	\$57,608	\$165,046	34.90%		
1	Credit Transfer	(61,486)	(150,104)	40.96%	(57,608)	(165,046)	34.90%		
2	Salaries - Certificated	7,714,659	13,392,893	57.60%	7,538,279	13,260,184	56.85%		
3	Salaries - Classified	3,263,503	5,597,538	58.30%	3,399,221	5,807,764	58.53%		
4	Employee Benefits	4,567,664	7,864,848	58.08%	4,580,990	8,328,591	55.00%		
5	Supplies	1,183,786	2,458,004	48.16%	1,102,104	2,575,929	42.78%		
7	Contract Services	1,590,981	2,793,136	56.96%	1,868,927	3,646,099	51.26%	*	
8	Travel	39,469	120,644	32.72%	49,317	68,275	72.23%		
9	Capital Outlay	25,346	195,130	12.99%	6,877	126,264	5.45%		

<u>\$18,385,409</u>	<u>\$32,422,193</u>	<u>56.71%</u>	<u>\$18,545,716</u>	<u>\$33,813,106</u>	<u>54.85%</u>
---------------------	---------------------	---------------	---------------------	---------------------	---------------

\* Object 7 Contract Services - Budget includes Grant Reserve of \$650,000  
Without these reserves the YTD % would be 62.4%



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

		2015-16			2016-17			
		March	Y.E.	YTD	March	YTD		
		YTD	Actual	Expend as a % of Y.E.	YTD	Budget	Expend as a % of Bud	
01	Basic Education	\$10,196,520	\$17,477,707	58.34%	\$9,958,192	\$17,756,543	56.08%	
21	Special Ed, State	1,583,293	2,816,951	56.21%	1,742,443	2,977,193	58.53%	
22	Special Ed. Infants & Tdlrs	59,645	133,040	44.83%	52,903	161,306	32.80%	
24	Special Ed, Fed	277,046	536,901	51.60%	247,318	518,679	47.68%	
31	Vocational, State	583,137	1,133,765	51.43%	642,398	1,066,355	60.24%	
38	Vocational, Fed	0	21,042	0.00%	0	20,788	0.00%	
51	Title I Part A	295,436	594,500	49.69%	371,432	697,359	53.26%	
52	Sch Im Fed	38,092	81,909	46.51%	71,281	90,511	78.75%	
53	Migrant, Fed	176,038	411,773	42.75%	163,957	377,112	43.48%	
55	Learning Assistance	508,942	885,187	57.50%	526,299	869,457	60.53%	
58	Special & Pilot Prgm	6,350	189,922	3.34%	18,803	203,419	9.24%	TPEP, National Cert Bonus
58	Grant Contingency	0	0	0.00%	0	650,000	0.00%	
64	Ltd English Proficiency	56,999	129,321	44.08%	55,289	89,123	62.04%	
65	Transit. Biling., State	334,031	629,560	53.06%	328,321	583,594	56.26%	
71	Traffic Safety	25,790	50,487	51.08%	27,882	56,497	49.35%	
74	Highly Capable	15,914	26,552	59.94%	14,690	26,566	55.30%	
79	Other Instuct.	944	10,945	8.63%	3,177	5,000	63.55%	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	2,750,228	4,785,219	57.47%	2,852,504	4,927,116	57.89%	
98	Food Service	747,017	1,288,917	57.96%	728,871	1,354,617	53.81%	
99	Pupil Transportation	729,988	1,176,792	62.03%	739,955	1,300,651	56.89%	
		<u>\$18,385,409</u>	<u>\$32,422,193</u>	<u>56.71%</u>	<u>\$18,545,716</u>	<u>\$33,813,106</u>	<u>54.85%</u>	

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

		2016-16			2016-17			
		March YTD	Y.E. Actual	YTD Expend as a % of Y.E.	March YTD	Budget	YTD Expend as a % of Bud	
11	Board - Supplies	\$34	\$828	4.16%	\$2,198	\$700	313.96%	Mugs, name badges, nameplates, lanyards \$515, Business cards \$326, Community awards, bond mtg. & gifts \$433, Speaker Stands \$153, Reference Books \$500, Plaques \$271
11	Board - Legal fees	63,598	75,101	84.88%	60,003	60,000	100.01%	
11	Board - Audit, bargaining, elections, etc.	20,736	45,077	46.00%	16,189	73,500	22.03%	WSSDA Conference \$8,739, WASA Conference \$2,047, Legislative Assembly Registration \$220, NSBA cancellation fee \$625, Bond brochures, mailing & election fees \$3,058, Voter Guide \$1,500
11	Board - Travel	4,038	4,453	90.67%	3,876	4,000	96.89%	
12	Superintendent's Office	200,591	360,813	55.59%	194,230	359,229	54.07%	
13	Business Office	332,219	578,032	57.47%	328,022	587,482	55.84%	
14	Human Resources	34,580	73,661	46.95%	43,601	73,835	59.32%	
15	Communications Consultant	2,500	2,500	100.00%	0	0	0.00%	
21	Supervision	434,114	780,939	55.59%	489,570	762,139	64.24%	
22	Learning Resources	165,600	286,950	57.71%	166,390	310,721	53.55%	
23	Principal	1,308,365	2,323,826	56.30%	1,330,217	2,372,242	56.07%	
24	Guidance & Counseling	467,072	782,119	59.72%	544,852	853,071	63.87%	
25	Pupil Management/Safety	156,205	364,539	42.85%	216,500	376,091	57.57%	
26	Health Services	665,614	1,245,862	53.43%	730,551	1,372,837	53.21%	
27	Teaching	9,990,387	17,662,959	56.56%	9,821,171	18,161,046	54.08%	Budget includes \$650,000 grant reserve
28	Extracurricular	335,600	514,190	65.31%	346,796	614,982	56.39%	
31	Professional Development	606,188	1,115,254	54.35%	549,176	921,894	59.57%	
32	Instructional Technology	17,429	17,429	100.00%	17,301	17,658	97.98%	Technology Resource Teachers
33	Curriculum	12,218	48,829	25.02%	18,714	416,928	4.49%	
41	Food Service Supervision	37,148	64,250	57.82%	36,861	67,214	54.84%	
42	Food	322,932	577,109	55.96%	311,956	666,500	46.81%	
44	Food Service Operations	386,938	702,293	55.10%	380,053	738,719	51.45%	
49	Food Service Transfers	0	(25,315)	0.00%	0	(61,598)	0.00%	
51	Transportation Supervision	86,140	143,963	59.83%	86,984	144,630	60.14%	
52	Operating Buses	501,232	846,529	59.21%	516,321	971,137	53.17%	
53	Maintenance of Buses	163,281	269,403	60.61%	150,905	237,246	63.61%	
56	Transportation Insurance	40,049	40,974	97.74%	41,831	46,000	90.94%	
59	Transportation Transfers	(60,714)	(124,017)	48.96%	(57,233)	(103,450)	55.32%	
61	Maintenance Supervision	68,510	117,862	58.13%	69,897	119,561	58.46%	
62	Maintenance-Grounds	147,049	275,565	53.36%	135,395	232,948	58.12%	
63	Plant Operations-Custodial	634,540	1,119,727	56.67%	688,900	1,171,184	58.82%	
64	Maint Plant/Equipment	211,024	442,973	47.64%	175,811	473,043	37.17%	
65	Utilities	363,168	642,032	56.57%	390,649	728,000	53.66%	
68	Insurance	195,974	195,974	100.00%	202,245	215,000	94.07%	
72	Technology - Salary/Benefits	152,105	263,555	57.71%	155,661	272,079	57.21%	
72	Technology - Supplies	143,035	202,097	70.76%	179,092	208,800	85.77%	
72	Technology - Contract Services	75,718	139,739	54.19%	73,188	137,100	53.38%	
72	Technology - Travel	3,193	5,566	57.37%	2,771	4,000	69.28%	
72	Technology - Capital Outlay	0	0	0.00%	0	26,264	0.00%	
72	Technology - ERATE	52,616	164,846	31.92%	81,139	107,391	75.55%	
73	Printing	36,985	60,840	60.79%	36,715	60,000	61.19%	
75	District Motor Pool	7,199	12,864	55.96%	7,018	13,000	53.98%	

<u>\$18,385,409</u>	<u>\$32,422,193</u>	<u>56.71%</u>	<u>\$18,545,716</u>	<u>\$33,813,106</u>	<u>54.85%</u>
---------------------	---------------------	---------------	---------------------	---------------------	---------------

**PROSSER SCHOOL DISTRICT NO.116**

**2016-2017 Budget Status Report**

**20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- 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** March, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	12,010	2,556.82	8,077.63		3,932.37	67.26
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	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 12,010	 2,556.82	 8,077.63		 3,932.37	 67.26
 <b>B. EXPENDITURES</b>						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	12,000	.00	.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	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 12,000	 .00	 .00	 0.00	 12,000.00	 0.00
 <b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>	 0	 .00	 .00			
<b>D. OTHER FINANCING USES (GL 535)</b>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</b>						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	10	2,556.82	8,077.63		8,067.63	> 1000
<b>F. TOTAL BEGINNING FUND BALANCE</b>	50		62.04			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	XXXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>	60		8,139.67			
<u>(E+F + OR - G)</u>						
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
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	0		.00			
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	60		8,077.63			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 60		 8,139.67			

**PROSSER SCHOOL DISTRICT NO.116**  
**Balance Sheet**  
**Capital Projects Fund (20)**  
**March 31, 2017**

<u>GL</u>	<u>Description</u>	<u>Balance</u>
230	Cash on Hand	0.00
240	Cash on Deposit with County	8,364.37
241	Warrants Outstanding	0.00
450	Investments	0.00
---	Asset	8,364.37
601	Accounts Payable	-224.70
640	Due To Other Funds	0.00
---	Liability	-224.70
861	Restricted from Bond Proceeds	0.00
865	Restricted from Other Proceeds	-62.04
889	Assigned to Fund Purposes	-8,077.63
---	Equity	-8,139.67
---	Capital Projects	0.00

PROSSER SCHOOL DISTRICT NO.116

2016-2017 Budget Status Report

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- 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 March, 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 Support Nontax	2,400	1,200.11	3,535.31		1,135.31-	147.30
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	2,400	1,200.11	3,535.31		1,135.31-	147.30
B. EXPENDITURES						
Matured Bond Expenditures	0	.00	.00	0.00	.00	0.00
Interest On Bonds	0	.00	.00	0.00	.00	0.00
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
<u>Total EXPENDITURES</u>	0	.00	.00	0.00	.00	0.00
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	2,400	1,200.11	3,535.31		1,135.31	47.30
F. <u>TOTAL BEGINNING FUND BALANCE</u>	922,548		922,813.32			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	924,948		926,348.63			
I. <u>ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	924,948		926,348.63			
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			
<u>TOTAL</u>	924,948		926,348.63			

**PROSSER SCHOOL DISTRICT NO.116**  
**Balance Sheet**  
**Debt Service Fund (30)**  
**March 31, 2017**

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash on Deposit with County	926,348.63
310	Taxes Receivable	6,089.65
450	Investments	0.00
---	Asset	932,438.28
760	Unavailable Taxes Receivable	-6,089.65
---	Liability	-6,089.65
830	Restricted for Debt Service	-926,348.63
---	Equity	-926,348.63
---	Debt Service Fund	0.00

**PROSSER SCHOOL DISTRICT NO.116**

**2016-2017 Budget Status Report**

**40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- 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** March, 2017

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	116,619	1,673.45	91,109.70		25,509.30	78.13
2000 Athletics	281,164	7,200.58	110,334.14		170,829.86	39.24
3000 Classes	50,322	7,011.00	15,308.18		35,013.82	30.42
4000 Clubs	322,410	19,626.60	98,932.25		223,477.75	30.69
6000 Private Moneys	34,900	541.15	16,739.81		18,160.19	47.97
 <u>Total REVENUES</u>	 805,415	 36,052.78	 332,424.08		 472,990.92	 41.27
 <b>B. EXPENDITURES</b>						
1000 General Student Body	111,033	7,323.66	69,456.24	7,218.18	34,358.58	69.06
2000 Athletics	252,405	7,438.42	82,036.29	32,631.64	137,737.07	45.43
3000 Classes	43,442	601.21	4,826.19	1,545.68	37,070.13	14.67
4000 Clubs	325,276	8,671.53	68,811.03	31,522.07	224,942.90	30.85
6000 Private Moneys	37,401	3,989.27	16,506.66	0.00	20,894.34	44.13
 <u>Total EXPENDITURES</u>	 769,557	 28,024.09	 241,636.41	 72,917.57	 455,003.02	 40.87
 <b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u> <u>(A-B)</u>	35,858	8,028.69	90,787.67		54,929.67	153.19
 <b>D. TOTAL BEGINNING FUND BALANCE</b>	315,127		278,788.03			
 <b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	XXXXXXXXXX		.00			
 <b>F. TOTAL ENDING FUND BALANCE</b>	350,985		369,575.70			
<u>C+D + OR - E)</u>						
 <b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	350,985		369,575.70			
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			
 <u>TOTAL</u>	 350,985		 369,575.70			

**PROSSER SCHOOL DISTRICT NO.116**  
**Balance Sheet**  
**Associated Student Body Fund (40)**  
**March 31, 2017**

<u>GL</u>	<u>Description</u>	<u>Balance</u>
200	Imprest Cash	32,000.00
230	Cash on Hand	0.00
240	Cash on Deposit with County	356,339.15
241	Warrants Outstanding	-18,108.76
320	Due from Other Funds	0.00
430	Prepaid Items	0.00
450	Investments	0.00
---	Asset	370,230.39
601	Accounts Payable	-54.69
640	Due To Other Funds	-600.00
750	Unavailable Revenue	0.00
---	Liability	-654.69
819	Restricted for Fund Purposes	-369,575.70
840	Nonspendable Fund Balance	0.00
---	Equity	-369,575.70
---	Associated Student Body Fund	0.00



**PROSSER SCHOOL DISTRICT NO.116**

**2016-2017 Budget Status Report**

**90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Original -- 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** March, 2017

	<u>ANNUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	200	458.44	1,159.42		959.42-	579.71
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	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	170,200	458.44	1,159.42		169,040.58	0.68
 <u>B. 9900 TRANSFERS IN FROM GF</u>	 0	 .00	 .00		 .00	 0.00
 <u>C. Total REV./OTHER FIN. SOURCES</u>	 170,200	 458.44	 1,159.42		 169,040.58	 0.68
 <u>D. EXPENDITURES</u>						
 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
 <u>Total EXPENDITURES</u>	 250,000	 .00	 242,770.80	 0.00	 7,229.20	 97.11
 <u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>F. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>G. EXCESS OF REVENUES/OTHER FIN SOURCES</u>						
<u>OVER(UNDER)EXP/OTH FIN USES (C-D-E-F)</u>	79,800-	458.44	241,611.38-		161,811.38-	202.77
 <u>H. TOTAL BEGINNING FUND BALANCE</u>	 304,923		 304,926.15			
 <u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>J. TOTAL ENDING FUND BALANCE</u>	 225,123		 63,314.77			
<u>[G+H + OR - I]</u>						
 <u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	225,123		63,314.77			
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		.00			
 <u>TOTAL</u>	 225,123		 63,314.77			

**PROSSER SCHOOL DISTRICT NO.116**  
**Balance Sheet**  
**Transportation Vehicle Fund (90)**  
**March 31, 2017**

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash on Deposit with County	306,084.77
241	Warrants Outstanding	0.00
450	Investments	0.00
---	Asset	306,084.77
601	Accounts Payable	0.00
606	Anticipation Notes Payable	-242,770.00
---	Liability	-242,770.00
819	Restricted for Fund Purposes	-63,314.77
---	Equity	-63,314.77
---	Transportation Vehicle Fund	0.00

# **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Certificated Personnel  
**AGENDA:** Consent  
**DATE:** May 9, 2017  
**PREPARED BY:** Dr. Ray Tolcacher, *Superintendent*

---

---

## ***Certificated Employees***

---

***Ashley Edwards*** has submitted a letter of resignation from her position as a first grade teacher at Keene-Riverview Elementary School, effective the end of the 2016/17 school year.

***Gale Wright*** has been recommended as Director of the Pre K-5 Migrant Summer School.

***Dot Starkey*** has been recommended as the Extended School Year Director for the Special Services Department.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** **Classified Personnel**  
**AGENDA:** **Consent**  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, *Business Manager*

### **CLASSIFIED EMPLOYEES**

---

**Jesse Gallegos** has notified the district of his intent to retire. He will retire at the end of the 2016/17 school year.

**Helen (Pat) Owens** has notified the district of her intent to retire. She will retire at the end of the 2016/17 school year.

**Megan Foster** has resigned her position as an assistant volleyball coach at Prosser High School.

**Jacqueline Hickam** has resigned her position as a special education paraeducator at Keene Riverview Elementary School. Her resignation is effective at the end of the 2016/17 school year.

**Ivan Campos** has been hired as the head 7<sup>th</sup> grade softball coach at Housel Middle School.

## Board Meeting April 25, 2017

---

An Executive Session of the Prosser School District Board of Directors was called to order at 6:00 p.m. by Peggy Douglas, President. Other Board members present included Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Also present were Dr. Ray Tolcacher, Superintendent and Craig Reynolds, Business Manager. The purpose of the Executive Session was to discuss with legal counsel representing the agency litigation or potential litigation. (RCW 42.30.110 (1) (i)). The Executive Session was expected to last 1 hour.

The Executive Session was adjourned at 6:45 p.m.

The Regular Meeting of the Board of Directors of Prosser School District was called to order at 7:00 p.m. by Peggy Douglas, President. Other Board members present included Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Also present were Dr. Ray Tolcacher, Superintendent; Craig Reynolds, Business Manager; Deanna Flores, Assistant Superintendent and Julie Hyatt, Secretary. Student representative Lacey Desserault was also present. There was also an audience of school staff, media and community members. Student Representatives Ali Cox and Liz Bender were not present.

The Board meeting was held at Keene-Riverview Elementary MPR, 832 Park Avenue. Minutes from the April 11, 2017 regular board meeting and the April 19, 2017 special board meeting were presented and approved.

President Douglas announced that the Action Item Resolution No. 03-17 would be moved to immediately after the Information Item Bond Sale Planning.

### APPROVAL OF AGENDA:

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to approve the revised agenda. The revision included the addition of an Executive Session prior to the start of the regular meeting, revisions to Certificated Personnel and Classified Personnel on the Consent Agenda and the addition of an Action Item.

### COMMUNICATIONS:

None

### INFORMATION ITEMS:

#### 1) Keene-Riverview Library Repair Grant

Rebecca Hulse reported on the grant received by Keene-Riverview Library, for which she had applied. The school was awarded a \$29,292.59 grant from Lowe's Toolbox for Education. The grant will be used to paint the library, lay new carpet and remodel the story stairs. The construction will be done by AJW Construction of Prosser. The remodeled stairs will open up floor space, allowing book shelves to be moved and reorganized, for easier student access. The work will be done in July.

#### 2) Bond Sale Planning

Jon Gores provided the Board with information on the next steps as we move forward with the successful Bond election.

### ACTION ITEM:

Resolution No. 03-17: Providing for Issuance and Parameters of General Obligation Bonds

## Board Meeting April 25, 2017

---

On February 14, 2017, voters of the Prosser School District approved up to \$69,300,000 in unlimited tax general obligation bonds to pay for the costs to construct a new high school adjacent to Art Fiker Stadium, renovate and expand the three (3) elementary schools, and convert the historic portion of the existing high school into administrative space.

Jim McNeill, bond attorney from Foster Pepper, presented Resolution No. 03-17: Providing for Issuance and Parameters of General Obligation Bonds which was attached.

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to adopt Resolution No. 03-17: Providing for Issuance and Parameters of General Obligation Bonds.

ROLL CALL: Scott Coleman, Aye; Andy Howe, Aye; Peggy Douglas, Aye; Jesalyn Cole, Aye; Scotty Hunt, Aye.

### PROTOCOL FOR ADDRESSING BOARD:

Dr. Tolcacher read the Protocol for addressing the Board.

### HEARING OF VISITORS:

**Jessica Monterey** – Policies - Ms. Monterey distributed documents for the Board's review.

**Maura Bustamante**

**Mariela Sanchez** – Social Media Policy

**Carie La Marsh** – Policies

**Marissa Reyes** – Policies - Ms. Reyes provided Dr. Tolcacher with a petition regarding the District's need for an updated social media policy.

**Sharon Dietrich Potter**

President Douglas called a short recess.

### REPORTS:

#### Assistant Superintendent's Report

- Received notification on the *Number Talks* grant
- Reported on State Advisory for Curriculum Review meeting
- Falls' Transition Update coming soon

#### Business Manager's Report

- April 2017 Enrollment
- February 2017 Financials
- Audit is ongoing
- A Public Hearing is needed next school Board meeting for budget extension

#### Superintendent's Report

- Construction Management interviews May 11
- Upcoming meeting with facilities planner and Kevin Lusk to begin space calculations for new high school
- Special Board meeting needed to look at placement of buildings on high school site
- Need for the Board to have a discussion in the near future to assess current practice related to acceptance of donations from businesses, including the area's wine industry
- Special "teambuilding" Board Meeting on June 14 from 4:00 – 9:00 p.m.

## Board Meeting April 25, 2017

---

- Will attend National History Day competition this weekend then the Superintendent's Workshop on Sunday and Monday

### Board Members' Reports

**Scott Coleman** – No report

**Andy Howe** – No report

**Peggy Douglas** – Attended a meeting on April 14 with Superintendent, sponsored by Prosser Economic Development Association regarding job and employment issues in the Prosser Area. Peggy will attend the next meeting on May 1, 2017.

**Jesalyn Cole** – No report

**Scotty Hunt** – Attended the CIA Coalition meeting last week. Healthy Youth Survey results are available. Drug-Free Schools Committee meeting on May 10. Will attend Leadership WSSDA in Olympia on Friday, Saturday and Sunday.

### Student Representatives' Reports

**Lacey Desserrault** – WOOSH (Washington Organization of Student Historians) Club will compete in National History Day this weekend. Next weekend is Prom. Next Monday, five FFA members leave for Nationals in Oklahoma City. Justice Newhouse and maybe others are going to FBLA Nationals.

### CONSENT ITEMS:

*Motion by Scotty Hunt, seconded by Scott Coleman and motion carried unanimously to approve the Consent Agenda as presented.*

### Certificated Personnel

*Maresa Fajardo was recommended as a bilingual first grade teacher at Whitstran Elementary for the 2017/18 school year.*

*Molly Olmstead was recommended as a Read 180/AVID teacher at Housel Middle School for the 2017/18 school year.*

*Ilona Radovets submitted a letter of resignation from her position as a social studies teacher at Housel Middle School, effective the end of the 2016/17 school year.*

*Danielle Miller submitted a letter of resignation from her position as a speech/language pathologist, effective the end of the 2016/17 school year.*

*Ryan Allen submitted a letter of resignation from his position as the head boys' basketball coach for Prosser High School.*

*Tracy Pearson submitted a letter of resignation from his position as a CTE tech ed teacher at Prosser High School, effective the end of the 2016/17 school year.*

*Tracy Pearson submitted a letter of resignation from his assistant football, wrestling and track coaching positions at Housel Middle School.*

*Larry Russell was recommended as a math/physics teacher at Prosser High School for the 2017/18 school year.*

## Board Meeting April 25, 2017

---

*Julia Johnston was recommended as a 3<sup>rd</sup> grade teacher at Prosser Heights Elementary for the 2017/18 school year.*

*Allen Gustavson was recommended as a CTE teacher at Prosser High School for the 2017/18 school year, pending proper certification.*

### Classified Personnel

*Beth Laurich resigned her position as the mail courier for the district.*

*Susana Flores Arias was hired as a paraeducator at Keene Riverview Elementary School.*

*Angie Hendricks resigned her position as the payroll officer. Her last day is May 5, 2017.*

*Tina Aguayo and Stacey Willard were hired as food service staff for Camp Wooten.*

*Michelle Kossman was hired as a food service assistant and a playground assistant at Whitstran Elementary School.*

### Approval of Minutes

*Minutes from the April 11, 2017 regular board meeting and the April 19, 2017 special board meeting were presented.*

### Contracts and Personal Service Agreements:

#### 1. Tommy Rico DJ:

*Tommy Rico will provide DJ services for Housel Middle School end of year dance. The total cost is \$200 funded by the Associated Student Body account.*

#### 2. Foster Pepper PLLC:

*The Bond Counsel engagement letter, dated February 19, 2009, established a fee schedule for the issuance of unlimited tax obligation bonds. With the approval of the new bond, the fee schedule was adjusted as follows:*

<i>Principal Amount</i>	<i>Fee*</i>
<i>\$10,000,000-\$24,999,999</i>	<i>\$17,800+\$1.25 per \$1,000 in excess of \$10,000,000 multiplied by 1.1</i>
<i>\$25,000,000-\$49,999,999</i>	<i>\$24,050+\$0.95 per \$1,000 in excess of \$25,000,000 multiplied by 1.1</i>
<i>\$50,000,000-\$69,300,000</i>	<i>\$54,550+\$0.45 per \$1,000 in excess of \$50,000,000 multiplied by 1.1</i>

### Volunteer Coaches

*Nicte-Ha Thimbault completed the paperwork to be a volunteer tennis coach at Prosser High School.*

*Leticia Campos completed paperwork to be a volunteer baseball coach at Housel Middle School.*

### OLD BUSINESS (Information):

- Agreement Between Prosser School District and Valley Theater Company



## Board Meeting April 25, 2017

---

### ACTION ITEMS CONTINUED:

#### Donation from Patsy Mercer

The Prosser School District received a donation of \$1,000 from Patsy Mercer. The donation is for the Whitstran Elementary Archery Team. The donation will be used for travel and lodging costs of the trip to the National competition in Louisville, Kentucky.

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to accept the \$1,000 donation from Patsy Mercer.

#### Donation from Prosser United Good Neighbors \*\*

The Prosser School District received a donation of \$1,000 from Prosser United Good Neighbors. The donation will be deposited into the Washington State High School Equestrian Team account.

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to accept the \$1,000 donations from Prosser United Good Neighbors.

**\*\* Correction:** The acceptance of this donation will be rescinded at the May 9, 2017, regular Board meeting, as this item had been previously approved at the March 27, 2017, regular Board meeting.

#### 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 \$2,208,673.23 are also approved.

General Fund Voucher numbers 191139 through 191295 totaling \$252,593.18  
Capital Projects Fund vouchers 200000005 through 200000009 totaling \$1,477.54  
Associated Student Body Fund Voucher numbers 184871 through 184898 totaling \$24,320.83  
Payroll Warrant numbers 49742 through 49843 totaling \$2,208,673.23”.

Motion by Andy Howe, seconded by Scott Coleman and motion carried unanimously to approve the accounts payable vouchers and payroll, payable April 28, 2017.

#### Donation from Walmart

The Prosser School District received a donation of \$2,000 from Walmart. The donation will go into the Drama Associated Student Body account.

Motion by Jesalyn Cole, seconded by Scotty Hunt and motion carried unanimously to accept the \$2,000 from Walmart.

#### Reinstate Policy No. 1733: Board Member Compensation – SECOND READING

On March 27, 2017, the Board of Directors, at their regular Board meeting, discussed reinstating Policy No. 1733: Board Member Compensation, which was rescinded in 2001. The current WSSDA Policy No. 1733 allows Board members to receive compensation of \$50.00 per day or portion thereof for attending Board meetings and performing other services on behalf of the school district not to exceed \$4,800 per calendar year.

## Board Meeting April 25, 2017

---

The reinstatement of Policy No. 1733 was brought back to the April 11, 2017 regular Board meeting as an Action Item and approved for First Reading. The item was brought back to the April 25, 2017 regular Board meeting for consideration of Second and Final Reading.

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to approve the reinstatement of Policy No. 1733: Board Member Compensation for Second and Final Reading.

### Housel Middle School Chiller Bids

On April 17, 2017 the District opened bids for the replacement of the Housel Middle School chiller. The following bids were received:

BnB Mechanical (Kennewick)	\$99,701.00
Apollo Mechanical (Kennewick)	\$99,869.00
Bestebreuer Bros Construction (Sunnyside)	\$193,003.00

One of the requirements in the Advertisement for Bid stated: “*Bidders are required to register as a plan holder at [www.architectswestplans.com](http://www.architectswestplans.com), and select ‘Add me as a Plan Holder’*”.

Even though BnB was the lowest bidder, they did not meet this requirement; and therefore, we are recommending the bid be awarded to the next lowest bidder.

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to accept the bid from Apollo Mechanical and authorize the Superintendent to enter into a contract for the replacement of the Housel Middle School chiller.

### Out-of-State Travel: Future Business Leaders of America (FBLA) to National Competition in Anaheim, CA

Prosser High School’s FBLA Chapter recently competed at the state competition and had a student qualify for the national competition which will be held in Anaheim, CA June 27-July 3, 2017. Justice Newhouse placed 2<sup>nd</sup> in the state in Business Law.

Additionally, three other students may qualify for the national competition, depending on if those who placed higher in the state event, do not go to nationals. Kali Gilbertson, FBLA Advisor will accompany the students to Anaheim. Student monies will be used to pay for the students’ trip and CTE money will be used to pay for the advisor’s travel expenses.

Motion by Scotty Hunt, seconded by Scott Coleman and motion carried unanimously to approve the out-of-state travel request for Kali Gilbertson and up to three students to attend the FBLA national competition in Anaheim, CA, June 27-July 3, 2017.

### DISCUSSION ITEMS:

#### Family ID – Athletic Registration Software

Kevin Lusk explained the benefits of using this new software.

### ADJOURNMENT:

Motion by Andy Howe, seconded by Scotty Hunt and motion carried unanimously to adjourn

## Board Meeting April 25, 2017

---

the meeting at 8:40 p.m.

### FUTURE MEETINGS:

- WSSDA Regional Meeting, May 3, 2017, Pasco School District, 6:00 – 8:30 p.m.
- Regular Board Meeting, May 9, 2017, Keene-Riverview MPR, 7:00 p.m.

---

Clerk to the Board

---

Board President

---

Secretary to the Clerk of the Board

DRAFT

## Special Board Meeting May 3, 2017

---

A Regional Meeting of the Washington State School Directors Association (WSSDA) was held on May 3, 2017, at 4:45 p.m. Prosser School District Board of Directors who were in attendance included President, Peggy Brown; Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Others in attendance were Dr. Ray Tolcacher, Superintendent, Julie Hyatt and Board members and administrators from other school districts in the region. The meeting was held in the Board Room of the Pasco School District, 1215 W. Lewis Street, Pasco, WA.

Topics discussed included social media issues, records retention laws, WSSDA structural changes, current legislative issues and a presentation from the Pasco School District superintendent.

### ADJOURNMENT:

The Regional Meeting concluded at 8:20 p.m.

### FUTURE MEETINGS:

Regular Board Meeting, May 9, 2017, Keene-Riverview Elementary MPR, 7:00 p.m.

Special Board Meeting, Interviews of Construction Management Firms, Staff Development Room, May 11, 2017, 9:00 – 3:00 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  
May 9, 2017**

**CONTRACTS/AGREEMENTS:**

**1. Columbia Virtual Academy Assessment Agreement:**

Prosser School District has agreed to provide online students from Columbia Virtual Academy access to state assessments here at Prosser School District.

The purpose of this Agreement is to provide an opportunity for the Online/Nonresident District access to MSP, EOC, SBAC and any other state assessments provided by law to its nonresident students. Under this Agreement, the Resident District will provide assessment testing to the Online/Nonresident District's eligible nonresident students.

**ADDENDUM TO CONTRACT:**

**PERSONAL SERVICE AGREEMENTS:**

**RECOMMENDATION:**

**It is recommended that the Board of Directors approve the above Contracts/Agreements.**

## **Board Packet**

**TO:** Board of Directors  
**SUBJECT:** Resolution No. 04-17: 2016-17 Capital Projects and Debt Service Funds Budget Extensions  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, Business Manager

### **Background:**

The 2016-2017 Capital Projects Fund (CPF) budget did not include costs for the Unlimited Tax General Obligation Bond approved by District voters on February 14, 2017. We now need to pay for the costs of issuing the bond (estimated at \$400,000) and for architect, project management, and other fees (estimated at \$900,000) for the remainder of the school year, ending August 31, 2017. The revenue source will be the proceeds from the sale of the bonds. The original budget had appropriations of \$12,000.

In December, 2016, the board adopted a resolution that issued a \$244,770 Limited General Obligation Bond which was used to acquire two (2) school buses. The proceeds from the sale of the bond was deposited in the Transportation Vehicle Fund (TVF). The first payment of principal and interest of \$25,900 is due on June 1, 2017. This payment will be paid out of the Debt Service Fund (DSF). The TVF will make a transfer of \$25,900 to the DSF. This transfer is not considered an expenditure and therefore does not require a budget extension of the TVF. The 2016-17 DSF original budget did not have any appropriations.

Resolution No. 04-17 authorizes additional appropriations for the CPF and DSF.

In order to extend a budget, we followed state law and advertised in our local newspaper once a week for two (2) weeks. We are required to have a public hearing, which will start at 6:30pm.

### **Recommendation:**

It is recommended that the Board of Directors adopt Resolution No. 04-17: 2016-17 Capital Projects and Debt Service Funds Budget Extensions.

**Capital Projects Fund (#20)  
2016-17 Budget Extension  
w/ Comparative Data**

	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Actual	Original 16-17 Budget	Extended 16-17 Estimated
<b>Beginning Fund Balance</b>	<u>\$26,527</u>	<u>\$9,755</u>	<u>\$350</u>	<u>\$38</u>	<u>\$50</u>	<u>\$62</u>
<b>Revenues</b>						
Investment Earnings	\$53	\$15	\$7	\$24	\$10	\$10
Rental Income - Migrant	\$4,800	\$4,800	\$4,800	\$5,200	\$4,800	\$4,800
Rental Income - Pasture	\$5,885	\$5,775	\$6,081	\$7,000	\$7,200	\$7,200
2017 Bond Sale						\$50,000,000
	<u>\$10,738</u>	<u>\$10,590</u>	<u>\$10,888</u>	<u>\$12,224</u>	<u>\$12,010</u>	<u>\$50,012,010</u>
<b>Transfer in from General Fund</b>		\$50,000		\$0	\$0	\$0
<b>Expenditures</b>						
Sites	\$0	\$0	\$0	\$0	\$0	\$0
Buildings (Architect, PM, etc.)	\$27,510	\$0	\$0	\$0	\$0	\$900,000
Equipment	\$0	\$69,995	\$11,200	\$12,200	\$12,000	\$12,000
Energy	\$0	\$0	\$0	\$0	\$0	\$0
Bond Issuance Costs	\$0	\$0	\$0	\$0	\$0	\$400,000
	<u>\$27,510</u>	<u>\$69,995</u>	<u>\$11,200</u>	<u>\$12,200</u>	<u>\$12,000</u>	<u>\$1,312,000</u>
<b>Ending Fund Balance</b>	<u>\$9,755</u>	<u>\$350</u>	<u>\$38</u>	<u>\$62</u>	<u>\$60</u>	<u>\$48,700,072</u>

**Debt Service Fund (#30)**  
**2016-17 Budget Extension**  
w/ Comparative Data

	12-13 Actual	13-14 Actual	14-15 Actual	15-16 Actual	Original 16-17 Budget	Extended 16-17 Estimated
<b>Beginning Fund Balance</b>	<b>\$1,014,668</b>	<b>\$977,920</b>	<b>\$933,837</b>	<b>\$919,905</b>	<b>\$922,548</b>	<b>\$922,813</b>
<b>Revenues</b>						
<b>Taxes</b>	<b>\$18,086</b>	<b>\$11,387</b>	<b>\$1,725</b>	<b>\$113</b>	<b>\$0</b>	<b>\$0</b>
<b>Investment Earnings</b>	<b>\$1,614</b>	<b>\$978</b>	<b>\$1,017</b>	<b>\$2,795</b>	<b>\$2,400</b>	<b>\$5,000</b>
	<b>\$19,700</b>	<b>\$12,365</b>	<b>\$2,742</b>	<b>\$2,908</b>	<b>\$2,400</b>	<b>\$5,000</b>
<b>Interfund Transfer from TVF</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>
<b>Expenditures</b>						
<b>Interest &amp; Princ on Bonds and Contracts</b>	<b>\$56,448</b>	<b>\$56,448</b>	<b>\$16,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>
<b>Bond Transfer Fees</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>\$56,448</b>	<b>\$56,448</b>	<b>\$16,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>
<b>Ending Fund Balance</b>	<b>\$977,920</b>	<b>\$933,837</b>	<b>\$919,905</b>	<b>\$922,813</b>	<b>\$924,948</b>	<b>\$927,813</b>
	<b>12-13 Actual</b>	<b>13-14 Actual</b>	<b>14-15 Actual</b>	<b>15-16 Actual</b>	<b>16-17 Budget</b>	<b>16-17 Estimated</b>
<b>NonVoted Debt</b>						
<b>Bus Acquisitions (12/2016)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>
<b>Copy Machines</b>	<b>\$56,448</b>	<b>\$56,448</b>	<b>\$16,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total NonVoted Debt Payments</b>	<b>\$56,448</b>	<b>\$56,448</b>	<b>\$16,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>
<b>Bonds Outstanding</b>						
<b>2017 Issue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Bond Debt Payments</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Debt Service (Int. &amp; Principal)</b>	<b>\$56,448</b>	<b>\$56,448</b>	<b>\$16,674</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,900</b>



**RESOLUTION NO. 04-17**  
**2016-17 Capital Projects and Debt Service Funds**  
**Budget Extensions**

WHEREAS, WAC 392-123-071 through 392-123-074 and WAC 392-123-078 and 392-123-079 permits a second class district Board of Directors to petition OSPI to increase the amount of appropriation from any fund, and allows a first class district to file an increase of the amount of appropriation from any fund, and

WHEREAS, with the approval by District voters of the Unlimited Tax General Obligation Bond on February 14, 2017 for construction of the new Prosser High School and the renovating and expanding of Keene-Riverview, Prosser Heights and Whitstran Elementary Schools, the Capital Projects Fund of Prosser Consolidated School District No. 116-219 has unexpected expenditures for bond issuance, architect and project management costs in the 2016-2017 school year which will require an increase in appropriation of \$1,300,000, and

WHEREAS, with the adoption of Resolution No. 09-16 for the issuance of a \$244,770 principal amount Limited General Obligation Bond, used for the purpose of paying costs of acquiring school buses, the Debt Service Fund has unexpected expenditures to make the first payment of principal and interest on June 1, 2017, which will require an increase in appropriation of \$25,900, and

WHEREAS, the Capital Projects Fund and the Debt Service Fund beginning cash, fund balance, plus anticipated revenue and transfers are sufficient to provide for the additional expenditures,

THEREFORE, BE IT RESOLVED that the Board of Directors of Prosser Consolidated School District No. 116-219, Benton and Klickitat Counties, Washington, do hereby petition OSPI to increase the 2016-17 Capital Projects Fund appropriation amount from \$12,000 to \$1,312,000 and the Debt Service Fund appropriation amount from \$0 to \$25,900.

ADOPTED: This 9<sup>th</sup> day of May, 2017.

Board of Directors,  
PROSSER CONSOLIDATED  
SCHOOL DISTRICT NO.116-219

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

ATTEST:

\_\_\_\_\_  
Ray E. Tolcacher  
Secretary to the Board of Directors

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Salary and Benefits Increase for Food Service Supervisor  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, Business Manager

### **Background**

Based on the increased work load due to federal and state regulations and requirements, it is necessary for the Food Service Supervisor position to become full-time (260 days). This would include working during the summer food program. Most of the supervisors in schools our size are full-time.

It is proposed that the Food Service Supervisor have the following pay and benefits:

- Annual salary of \$56,600
- Extra duty/responsibility stipend of \$3,400
- 11 paid holidays
- 20 paid vacation days
- 2 paid personal days
- \$100 per month to offset out of pocket medical premiums

### **Recommendation:**

It is recommended that the Board of Directors approve the salary and benefits increase for the Food Service Supervisor position.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Donations from Prosser Parent Teacher Association  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Jesalyn Cole, Board Member

### **Background**

The Prosser Parent Teacher Association (PTA) sponsored a read-a-thon at the three (3) elementary schools. After tabulating the results, the PTA is excited to give back 25% of the funds brought in back to the respective schools. The following is what will be distributed directly to each school for them to use as they see fit:

Keene-Riverview Elementary	\$750
Prosser Heights Elementary	\$220
Whitstran Elementary	\$ 80

### **Recommendation:**

It is recommended that the Board of Directors accept the donations from Prosser Parent Teacher Association.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Donation from Prosser Basketball AAU  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, Business Manager

### **Background**

The Prosser School District has received a donation of \$1,200.00 from Prosser Basketball AAU. The donation will go into the Volleyball Associated Student Body account. We greatly appreciate the help and support from Prosser Basketball AAU.

### **Recommendation:**

It is recommended that the Board of Directors accept the donation from Prosser Basketball AAU.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Donation from Prosser Fraternal Order of Eagles #2647  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, Business Manager

### **Background**

The Prosser School District has received a donation of \$1,093.00 from Fraternal Order of Eagles #2647. The donation will go into the CHAMPS Associated Student Body account. We greatly appreciate the help and support from Prosser Fraternal Order of Eagles.

### **Recommendation:**

It is recommended that the Board of Directors accept the donation from Prosser Fraternal Order of Eagles.

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 May 9, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$168,171.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:  
Warrant Numbers 191296 through 191379, totaling \$168,171.05

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

Check Nbr	Vendor Name	Check Date	Check Amount
191296	AARSTAD, LORELLE M	05/10/2017	106.46
191297	AMAZON.COM	05/10/2017	187.40
191298	APS INC	05/10/2017	311.74
191299	ATS INLAND NW	05/10/2017	2,552.10
191300	AVID CENTER	05/10/2017	17,093.00
191301	BANK, U S	05/10/2017	7,758.61
191302	BENDER, ANN C	05/10/2017	134.97
191303	BENTON REA	05/10/2017	3,259.95
191304	BLEYHL FARM SERVICE	05/10/2017	12,800.38
191305	BSN SPORTS	05/10/2017	2,212.58
191306	CAMPBELL OFFICE SUPPLY/YAKIMA	05/10/2017	418.82
191307	CAREERSTAFF UNLIMITED	05/10/2017	2,340.00
191308	CASCADE NATURAL GAS CO	05/10/2017	5,118.43
191309	CDI COMPUTER DEALERS INC	05/10/2017	1,004.92
191310	CDW GOVERNMENT INC	05/10/2017	293.88
191311	CENTRAL WASHINGTON UNIVERSITY	05/10/2017	600.00
191312	CHAPMAN, JOHN JAY	05/10/2017	2,700.00
191313	CHARTER COMMUNICATIONS	05/10/2017	8,769.30
191314	CI INFORMATION MANAGEMENT	05/10/2017	38.12
191315	CITY OF PROSSER	05/10/2017	11,591.12
191316	CLASS 5	05/10/2017	1,909.76
191317	COLE, KRISTAL L	05/10/2017	64.20
191318	CULLIGAN YAKIMA, WA	05/10/2017	549.21
191319	DELL	05/10/2017	856.17
191320	DEPARTMENT OF L & I BOILER SEC	05/10/2017	1,187.20
191321	DISCOVERIES WORKSHOP	05/10/2017	450.00
191322	DYNAMIC MEASUREMENT GROUP, INC	05/10/2017	306.00
191323	ESD #105	05/10/2017	15,422.03
191324	ESD #123	05/10/2017	26,366.78
191325	FASSLER, DOUGLAS J	05/10/2017	232.50
191326	FILEMAKER INC	05/10/2017	484.86
191327	FOLLETT SCHOOL SOLUTIONS, INC	05/10/2017	94.75
191328	FOOD DEPOT	05/10/2017	754.75

Check Nbr	Vendor Name	Check Date	Check Amount
191329	GALLEGOS, JESSE C	05/10/2017	17.33
191330	GILBERTSON, KALI J	05/10/2017	177.00
191331	GREGORY, LARRY F	05/10/2017	535.70
191332	COOK'S ACE HARDWARE	05/10/2017	150.14
191333	HEALTH CARE AUTHORITY	05/10/2017	256.39
191334	HENDRICKS, ANGELA K	05/10/2017	64.20
191335	HOUGHTON MIFFLIN HARCOURT INTE	05/10/2017	1,989.01
191336	HUMBERSTAD, ROBIN ELISE	05/10/2017	306.83
191337	INTEGRATED REGISTER SYSTEMS	05/10/2017	120.55
191338	JENNINGS, VIVIAN E	05/10/2017	45.60
191339	K C D A	05/10/2017	2,839.32
191340	KATHRYN KARSCHNEY	05/10/2017	3,900.00
191341	KIMBALL MIDWEST	05/10/2017	1.50
191342	KIRK, LINDA W	05/10/2017	152.48
191343	MANSFIELD ALARM	05/10/2017	984.00
191344	MCMURTREY, JENNIFER L	05/10/2017	161.00
191345	MERCER, KIMBERLE D	05/10/2017	2.68
191346	MOORE, KRISTINE	05/10/2017	64.20
191347	MORENO, JEREMY	05/10/2017	10.00
191348	MORROW, DARLENE M.	05/10/2017	140.00
191349	OFFICE DEPOT INC	05/10/2017	815.40
191350	OXARC INC	05/10/2017	392.03
191351	PINNACLE INVESTIGATION CORP	05/10/2017	391.34
191352	PMH MEDICAL CENTER	05/10/2017	1,200.00
191353	PRIMARY CONCEPTS	05/10/2017	64.03
191354	PROSSER RECORD BULLETIN	05/10/2017	434.70
191355	PURELAND SUPPLY LLC	05/10/2017	762.00
191356	RAINWATER INC	05/10/2017	18.00
191357	RESPONDING TO AUTISM SERVICES	05/10/2017	800.00
191358	RIVERSIDE STORAGE	05/10/2017	537.00
191359	SCHOOL DIST #116 REVOLV FUND	05/10/2017	892.50
191360	SCOTTO, FABIOLA E	05/10/2017	350.00
191361	SHENYER, PAULINE J	05/10/2017	26.54
191362	SMITH, BRIAN R	05/10/2017	30.00
191363	SMITH, DEAN DONALD	05/10/2017	195.03
191364	STAPLES BUSINESS ADVANTAGE	05/10/2017	115.39
191365	SUPER DUPER PUBLICATIONS	05/10/2017	260.80
191366	THE PRINT GUYS	05/10/2017	139.01
191367	TNT EXCAVATION AND HEAVY HAULI	05/10/2017	625.00
191368	TRI-CITY HERALD	05/10/2017	717.62
191369	TRIMBLE, JAYMI	05/10/2017	100.00
191370	U S BANK EQUIPMENT FINANCE	05/10/2017	7,427.17
191371	VALLEY SEPTIC SERVICE LLC	05/10/2017	96.00
191372	WAL-MART COMMUNITY	05/10/2017	429.62
191373	WASHINGTON STATE FFA	05/10/2017	1,960.00
191374	WASHINGTON STATE PARKS	05/10/2017	4,699.01
191375	WASTE MANAGEMENT OF KENNEWICK	05/10/2017	263.16
191376	WSSDA	05/10/2017	120.00
191377	YAKIMA HERALD-REPUBLIC	05/10/2017	356.28
191378	YVUA	05/10/2017	1,453.50

Check Nbr	Vendor Name	Check Date	Check Amount
191379	YVUA	05/10/2017	2,612.00
84	Computer	Check(s) For a Total of	168,171.05



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191296	AARSTAD, LORELLE M	05/10/2017	PRIVACY SHIELDS		0	106.46	106.46
10 E 530 0100 27 5000 110 0000 0000			General Fund/Expenditures/Basic Education			106.46	
191297	AMAZON.COM	05/10/2017	243467935906		0	187.40	187.40
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-16.12	
10 E 530 9795 64 5000 120 0000 0000			General Fund/Expenditures/Insurance Claims			203.52	
191298	APS INC	05/10/2017	60606	FP Postbase 65 automatic feeder/sealer and scale	7201600017	311.74	311.74
10 E 530 9700 13 7000 072 0000 0000			General Fund/Expenditures/District-Wide Support			311.74	
191299	ATS INLAND NW	05/10/2017	S 024991	Yearly PO HVAC Controls	7201600015	2,552.10	2,552.10
10 E 530 9700 64 7000 074 0000 0000			General Fund/Expenditures/District-Wide Support			2,552.10	
191300	AVID CENTER	05/10/2017	00019766		0	17,093.00	17,093.00
10 E 530 5102 31 7000 240 0000 0000			General Fund/Expenditures/Title I -Staff Dev			4,318.00	
10 E 530 5102 31 7000 450 0000 0000			General Fund/Expenditures/Title I -Staff Dev			4,318.00	
10 E 530 5102 31 7000 130 0000 0000			General Fund/Expenditures/Title I -Staff Dev			2,819.00	
10 E 530 5102 31 7000 120 0000 0000			General Fund/Expenditures/Title I -Staff Dev			2,819.00	
10 E 530 5102 31 7000 110 0000 0000			General Fund/Expenditures/Title I -Staff Dev			2,819.00	
191301	BANK, U S	05/10/2017	april 2017		0	7,758.61	7,758.61
10 E 530 0100 28 8030 450 0000 0000			General Fund/Expenditures/Basic Education			394.81	
10 E 530 9700 12 5000 071 0000 0000			General Fund/Expenditures/District-Wide Support			519.39	
10 E 530 9700 12 8030 071 0000 0000			General Fund/Expenditures/District-Wide Support			103.04	
10 E 530 5210 31 5000 240 0000 0000			General Fund/Expenditures/Title II TQ - Part A			32.57	
10 E 530 6500 31 8030 060 0000 0000			General Fund/Expenditures/State Trans Bilingual			6,033.80	
10 E 530 0194 27 5000 240 0000 0000			General Fund/Expenditures/Student Competitions			435.00	
10 E 530 0194 27 5000 450 0000 0000			General Fund/Expenditures/Student Competitions			240.00	
191302	BENDER, ANN C	05/10/2017	FEB, MARCH & APRIL		0	134.97	134.97
10 E 530 9700 13 7000 072 0000 0000			General Fund/Expenditures/District-Wide Support			134.97	
191303	BENTON REA	05/10/2017	0990255700 4/30/17		0	9.95	3,259.95
10 E 530 9700 13 7530 072 0000 0000			General Fund/Expenditures/District-Wide Support			9.95	
			107587		0	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	
			107644		0	3,100.00	
10 E 530 9700 72 7540 076 0000 0000			General Fund/Expenditures/District-Wide Support			3,100.00	
191304	BLEYHL FARM SERVICE	05/10/2017	4/30/2017		0	12,800.38	12,800.38
10 E 530 3160 27 5900 450 0000 0000			General Fund/Expenditures/Agriculture			237.90	
10 E 530 7100 27 5900 450 0000 0000			General Fund/Expenditures/Traffic Safety			131.63	
10 E 530 9700 12 5900 071 0000 0000			General Fund/Expenditures/District-Wide Support			143.03	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 61 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		144.84	
10 E 530 9700 62 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		72.08	
10 E 530 9700 64 5900 074 0000 0000				General Fund/Expenditures/District-Wide Support		649.95	
10 E 530 9700 75 5900 073 0000 0000				General Fund/Expenditures/District-Wide Support		332.98	
10 E 530 9800 44 5900 075 0000 0000				General Fund/Expenditures/Food Service		87.97	
10 E 530 9900 51 5900 073 0000 0000				General Fund/Expenditures/Pupil Transportation		24.63	
10 E 530 9900 52 5900 073 0000 0000				General Fund/Expenditures/Pupil Transportation		10,950.79	
10 E 530 5320 27 5900 060 0000 0000				General Fund/Expenditures/Migrant Ed		24.58	
191305 BSN SPORTS		05/10/2017	98894610	Sports Equipment	2401600044	2,212.58	2,212.58
10 E 530 0100 28 5000 240 0000 0000				General Fund/Expenditures/Basic Education		2,212.58	
191306 CAMPBELL OFFICE SUPPLY/YAKIMA		05/10/2017	251674-0	2016/2017 Open PO for District Office supplies.	7201600004	238.06	418.82
10 E 530 9700 12 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		119.03	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		119.03	
			251714-0		0	78.17	
10 E 530 0100 21 5000 060 0000 0000				General Fund/Expenditures/Basic Education		39.08	
10 E 530 5210 31 5000 060 0000 0000				General Fund/Expenditures/Title II TQ - Part A		39.09	
			252129-0	2016/2017 Open PO for District Office supplies.	7201600004	102.59	
10 E 530 9700 12 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		51.30	
10 E 530 9700 13 5000 072 0000 0000				General Fund/Expenditures/District-Wide Support		51.29	
191307 CAREERSTAFF UNLIMITED		05/10/2017	35651-401241		0	2,340.00	2,340.00
10 E 530 2100 26 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		2,340.00	
191308 CASCADE NATURAL GAS CO		05/10/2017	4/28/2017		0	5,118.43	5,118.43
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,177.86	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		312.22	
10 E 530 9700 65 7840 073 0000 0000				General Fund/Expenditures/District-Wide Support		160.64	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		35.23	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		10.60	
10 E 530 9700 65 7840 120 0000 0000				General Fund/Expenditures/District-Wide Support		1,651.86	
10 E 530 9700 65 7840 240 0000 0000				General Fund/Expenditures/District-Wide Support		809.31	
10 E 530 9700 65 7840 130 0000 0000				General Fund/Expenditures/District-Wide Support		857.78	
10 E 530 9700 65 7840 450 0000 0000				General Fund/Expenditures/District-Wide Support		102.93	
191309 CDI COMPUTER DEALERS INC		05/10/2017	576050	Projector	7601600141	1,004.92	1,004.92
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-86.42	
10 E 530 0100 23 5330 240 0000 0000				General Fund/Expenditures/Basic Education		545.67	
10 E 530 9700 72 5330 450 0000 0000				General Fund/Expenditures/District-Wide Support		545.67	
191310 CDW GOVERNMENT INC		05/10/2017	hqm1253	Speaker for M. Little with PD Money	7601600158	293.88	293.88

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0151 31 5000 240 0000 0000				General Fund/Expenditures/Staff Dev-PEA Allocation		293.88	
191311	CENTRAL WASHINGTON UNIVERSITY	05/10/2017	20413081 4/25/2017		0	600.00	600.00
10 E 530 2100 26 7010 063 0000 0000				General Fund/Expenditures/Spec Ed - State		600.00	
191312	CHAPMAN, JOHN JAY	05/10/2017	MAY 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	
191313	CHARTER COMMUNICATIONS	05/10/2017	APRIL 21, 2017	Metro Ethernet Year 3 of 5	7201600007	8,769.30	8,769.30
10 E 530 9731 72 7890 076 0000 0000				General Fund/Expenditures/Erate		8,769.30	
191314	CI INFORMATION MANAGEMENT	05/10/2017	0048968	CI SHRED	6301600071	19.06	38.12
10 E 530 2100 21 7000 063 0000 0000				General Fund/Expenditures/Spec Ed - State		19.06	
			0048973	Yearly Shred Service	7201600022	19.06	
10 E 530 9700 13 7000 072 0000 0000				General Fund/Expenditures/District-Wide Support		19.06	
191315	CITY OF PROSSER	05/10/2017	4/21/2017		0	11,591.12	11,591.12
10 E 530 9700 65 7850 482 0000 0000				General Fund/Expenditures/District-Wide Support		26.53	
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		43.42	
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		316.33	
10 E 530 9700 65 7860 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,200.96	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		450.71	
10 E 530 9700 65 7880 450 0000 0000				General Fund/Expenditures/District-Wide Support		20.60	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		224.77	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		315.32	
10 E 530 9700 65 7880 450 0000 0000				General Fund/Expenditures/District-Wide Support		38.25	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		286.88	
10 E 530 9700 65 7870 450 0000 0000				General Fund/Expenditures/District-Wide Support		407.16	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		25.51	
10 E 530 9700 65 7850 450 0000 0000				General Fund/Expenditures/District-Wide Support		35.48	
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		56.65	
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		25.51	
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		24.51	
10 E 530 9700 65 7860 063 0000 0000				General Fund/Expenditures/District-Wide Support		89.32	
10 E 530 9700 65 7870 063 0000 0000				General Fund/Expenditures/District-Wide Support		40.30	
10 E 530 9700 65 7880 063 0000 0000				General Fund/Expenditures/District-Wide Support		0.63	
10 E 530 9700 65 7850 120 0000 0000				General Fund/Expenditures/District-Wide Support		352.32	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7860 120 0000 0000				General Fund/Expenditures/District-Wide Support		685.30	
10 E 530 9700 65 7870 120 0000 0000				General Fund/Expenditures/District-Wide Support		503.93	
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		55.93	
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		98.65	
10 E 530 9700 65 7850 055 0000 0000				General Fund/Expenditures/District-Wide Support		122.03	
10 E 530 9700 65 7870 055 0000 0000				General Fund/Expenditures/District-Wide Support		155.46	
10 E 530 9700 65 7850 240 0000 0000				General Fund/Expenditures/District-Wide Support		828.68	
10 E 530 9700 65 7860 240 0000 0000				General Fund/Expenditures/District-Wide Support		790.18	
10 E 530 9700 65 7870 240 0000 0000				General Fund/Expenditures/District-Wide Support		673.92	
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		407.61	
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		45.88	
10 E 530 9700 65 7860 074 0000 0000				General Fund/Expenditures/District-Wide Support		527.60	
10 E 530 9700 65 7870 074 0000 0000				General Fund/Expenditures/District-Wide Support		83.79	
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		242.66	
10 E 530 9700 65 7860 130 0000 0000				General Fund/Expenditures/District-Wide Support		415.88	
10 E 530 9700 65 7870 130 0000 0000				General Fund/Expenditures/District-Wide Support		341.77	
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		57.40	
10 E 530 9700 65 7870 130 0000 0000				General Fund/Expenditures/District-Wide Support		100.82	
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		8.93	
10 E 530 9700 65 7880 055 0000 0000				General Fund/Expenditures/District-Wide Support		25.51	
191316 CLASS 5		05/10/2017	38107		0	1,909.76	1,909.76
10 E 530 9700 65 7810 072 0000 0000				General Fund/Expenditures/District-Wide Support		1,909.76	
191317 COLE, KRISTAL L		05/10/2017	NGSS WALLA WALLA		0	64.20	64.20
10 E 530 0186 31 8030 060 0000 0000				General Fund/Expenditures/Science Kits		64.20	
191318 CULLIGAN YAKIMA, WA		05/10/2017	0714029	Change Filter and Replaced DI tank in Ms. Watkins Room	4501600109	549.21	549.21
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		549.21	
191319 DELL		05/10/2017	10161218142	Computer for Travis	7601600156	856.17	856.17
10 E 530 3160 27 5310 450 0000 0000				General Fund/Expenditures/Agriculture		856.17	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191320	DEPARTMENT OF L & I BOILER SEC	05/10/2017	283671		0	1,187.20	1,187.20
10 E 530 9700 64 7000 074 0000 0000			General Fund/Expenditures/District-Wide Support			1,187.20	
191321	DISCOVERIES WORKSHOP	05/10/2017	Felicijan	Being an All Around Educator-Video Class	2401600094	450.00	450.00
10 E 530 0151 31 7000 240 0000 0000			General Fund/Expenditures/Staff Dev-PEA Allocation			450.00	
191322	DYNAMIC MEASUREMENT GROUP, INC	05/10/2017	21700		0	306.00	306.00
10 E 530 0100 27 5000 110 0000 0000			General Fund/Expenditures/Basic Education			332.32	
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-26.32	
191323	ESD #105	05/10/2017	0000052267	Data Processing 2016/2017	7201600005	10,422.03	15,422.03
10 E 530 9700 72 5030 076 0000 0000			General Fund/Expenditures/District-Wide Support			2,310.83	
10 E 530 9700 72 7500 076 0000 0000			General Fund/Expenditures/District-Wide Support			8,111.20	
			0000052366	Registrations for PBIS Team Training in Yakima on October 26, 27, January 24, February 28 HMS/PHS	6001600038	5,000.00	
10 E 530 0199 31 7000 071 0000 0000			General Fund/Expenditures/Reserve			5,000.00	
191324	ESD #123	05/10/2017	0000025886		0	25,288.78	26,366.78
10 E 530 2100 26 7000 063 0000 0000			General Fund/Expenditures/Spec Ed - State			25,288.78	
			0000025899	2016/2017 Open PO for Finger Printing	7201600014	78.00	
10 E 530 9700 14 7960 072 0000 0000			General Fund/Expenditures/District-Wide Support			78.00	
			0000025916		0	500.00	
10 E 530 0194 27 7000 450 0000 0000			General Fund/Expenditures/Student Competitions			500.00	
			0000025927		0	500.00	
10 E 530 0194 27 7000 450 0000 0000			General Fund/Expenditures/Student Competitions			500.00	
191325	FASSLER, DOUGLAS J	05/10/2017	SPOKANE 4/22/2017		0	232.50	232.50
10 E 530 3161 27 8030 450 0000 0000			General Fund/Expenditures/Business			232.50	
191326	FILEMAKER INC	05/10/2017	5177367	filemaker pro	7601600107	484.86	484.86
10 E 530 9700 72 5030 076 0000 0000			General Fund/Expenditures/District-Wide Support			484.86	
191327	FOLLETT SCHOOL SOLUTIONS, INC	05/10/2017	565025F-5	Librart books	2401600076	94.75	94.75
10 E 530 0100 22 5060 240 0000 0000			General Fund/Expenditures/Basic Education			94.75	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191328	FOOD DEPOT	05/10/2017	157421		1487	45.02	754.75
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			45.02	
			157426		1546	7.99	
10 E 530 9800 42 5430 075 0000 0000			General Fund/Expenditures/Food Service			7.99	
			157428		1483	97.01	
10 E 530 3165 27 5000 450 0000 0000			General Fund/Expenditures/Home/Family			97.01	
			157429		1488	96.34	
10 E 530 3165 27 5000 450 0000 0000			General Fund/Expenditures/Home/Family			96.34	
			157430		1489	11.56	
10 E 530 3165 27 5000 450 0000 0000			General Fund/Expenditures/Home/Family			11.56	
			157432		27	50.00	
10 E 530 5104 27 5000 060 0000 0000			General Fund/Expenditures/Title I-Homeless			50.00	
			157440		515	56.46	
10 E 530 0135 23 5000 482 0000 0000			General Fund/Expenditures/Alt High School			56.46	
			157441		1490	8.96	
10 E 530 3165 27 5000 450 0000 0000			General Fund/Expenditures/Home/Family			8.96	
			157442		1307	50.00	
10 E 530 5104 27 5000 060 0000 0000			General Fund/Expenditures/Title I-Homeless			50.00	
			157499		696	38.41	
10 E 530 0100 28 5000 450 0000 0000			General Fund/Expenditures/Basic Education			38.41	
			157499-		695	100.00	
10 E 530 0100 28 5000 450 0000 0000			General Fund/Expenditures/Basic Education			100.00	
			167826		1309	96.00	
10 E 530 5500 27 5000 130 0000 0000			General Fund/Expenditures/State Learning Assistance			96.00	
			167827		1308	72.00	
10 E 530 5500 27 5000 130 0000 0000			General Fund/Expenditures/State Learning Assistance			72.00	
			167828		1311	25.00	
10 E 530 5500 27 5000 130 0000 0000			General Fund/Expenditures/State Learning Assistance			25.00	
191329	GALLEGOS, JESSE C	05/10/2017	APRIL 2017		0	17.33	17.33
10 E 530 2100 26 8010 063 0000 0000			General Fund/Expenditures/Spec Ed - State			17.33	
191330	GILBERTSON, KALI J	05/10/2017	SPOKANE		0	177.00	177.00
10 E 530 3161 27 8030 450 0000 0000			General Fund/Expenditures/Business			177.00	
191331	GREGORY, LARRY F	05/10/2017	303		0	535.70	535.70
10 E 530 9700 12 7010 071 0000 0000			General Fund/Expenditures/District-Wide Support			535.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
191332	COOK'S ACE HARDWARE	05/10/2017	A401396		1544	36.90	150.14
10 E 530 9800 44 5000 075 0000 0000			General Fund/Expenditures/Food Service			36.90	
			a402197		482	6.06	
10 E 530 0100 27 5000 130 0000 0000			General Fund/Expenditures/Basic Education			6.06	
			a402393	Open PO for PHS	4561600001	6.51	
				CTE Supplies			
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			3.26	
10 E 530 3167 27 5000 450 0000 0000			General Fund/Expenditures/Technology Education			3.25	
			c14619	Open PO for PHS	4561600001	37.53	
				CTE Supplies			
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			18.77	
10 E 530 3167 27 5000 450 0000 0000			General Fund/Expenditures/Technology Education			18.76	
			C15494		1547	40.36	
10 E 530 9800 44 5000 075 0000 0000			General Fund/Expenditures/Food Service			40.36	
			c15837		1545	22.78	
10 E 530 9800 44 5000 075 0000 0000			General Fund/Expenditures/Food Service			22.78	
191333	HEALTH CARE AUTHORITY	05/10/2017	HCASBH2218		0	6.44	256.39
10 A 330 0000 00 0000 000 0000 0000			General Fund/Due from Other Govt Units			6.44	
			HCASBH2249		0	249.95	
10 A 330 0000 00 0000 000 0000 0000			General Fund/Due from Other Govt Units			249.95	
191334	HENDRICKS, ANGELA K	05/10/2017	16/17 TRAVEL		0	64.20	64.20
10 E 530 9700 13 8010 072 0000 0000			General Fund/Expenditures/District-Wide Support			64.20	
191335	HOUGHTON MIFFLIN HARCOURT INTE	05/10/2017	953049002	Woodcock Johnson	6301600086	1,989.01	1,989.01
			- Testing				
			Booklets FORM A				
10 E 530 2100 27 5000 063 0000 0000			General Fund/Expenditures/Spec Ed - State			1,989.01	
191336	HUMBERSTAD, ROBIN ELISE	05/10/2017	CAMP SUPPLIES		0	306.83	306.83
10 E 530 0170 27 5000 110 0000 0000			General Fund/Expenditures/Camp Wooten			306.83	
191337	INTEGRATED REGISTER SYSTEMS	05/10/2017	IN014084	Receipting paper	4501600082	120.55	120.55
10 E 530 0100 27 5000 450 0000 0000			General Fund/Expenditures/Basic Education			120.55	
191338	JENNINGS, VIVIAN E	05/10/2017	LABEL TAPE		0	45.60	45.60
10 E 530 0100 27 5000 110 0000 0000			General Fund/Expenditures/Basic Education			45.60	
191339	K C D A	05/10/2017	300139083	Copier Paper for	4501600097	264.39	2,839.32
			ASB/Counseling/Off				
			ice-as items:				
			17661, 17663 (10				
			Reams of each)				

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PQ Number	Invoice Amount	Check Amount
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		264.39	
			300139084	Copier Paper for ASB/Counseling/Office-as items: 17661, 17663 (10 Reams of each)	4501600097	304.67	
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		304.67	
			300149036	School supplies	2401600091	257.94	
10 E 530 0100 27 5000 240 0000 0000				General Fund/Expenditures/Basic Education		257.94	
			300150030	Open PO for CTE Supplies	4561600000	3.73	
10 E 530 3160 27 5000 450 0000 0000				General Fund/Expenditures/Agriculture		1.31	
10 E 530 3161 27 5000 450 0000 0000				General Fund/Expenditures/Business		1.31	
10 E 530 3165 27 5000 450 0000 0000				General Fund/Expenditures/Home/Family		0.56	
10 E 530 3167 27 5000 450 0000 0000				General Fund/Expenditures/Technology Education		0.55	
			300151191	Pallet of Paper	4501600106	1,677.52	
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		1,677.52	
			300151617	Graph Paper	6001600076	55.38	
10 E 530 0173 27 5000 240 0000 0000				General Fund/Expenditures/WASL Testing Costs		55.38	
			300152842	Terri Beale, KCDA Order	1301600015	20.18	
10 E 530 0117 27 5000 130 0000 0000				General Fund/Expenditures/3rd Grade		20.18	
			300152890	Supplies	1101600047	21.61	
10 E 530 0100 27 5000 110 0000 0000				General Fund/Expenditures/Basic Education		21.61	
			300152892	Supplies	1101600050	211.11	
10 E 530 0100 27 5000 110 0000 0000				General Fund/Expenditures/Basic Education		211.11	
			300154365	School supplies	2401600091	22.79	
10 E 530 0100 27 5000 240 0000 0000				General Fund/Expenditures/Basic Education		22.79	
191340 KATHRYN KARSCHNEY		05/10/2017	APRIL 2017		0	3,900.00	3,900.00
10 E 530 0187 31 7000 060 0000 0000				General Fund/Expenditures/Text Adoption		3,900.00	
191341 KIMBALL MIDWEST		05/10/2017	5420276-TAX		0	1.50	1.50
10 E 530 9700 64 5000 074 0000 0000				General Fund/Expenditures/District-Wide Support		1.50	
191342 KIRK, LINDA W		05/10/2017	CAMP 2017		0	152.48	152.48
10 E 530 0170 27 8030 110 0000 0000				General Fund/Expenditures/Camp Wooten		152.48	
191343 MANSFIELD ALARM		05/10/2017	216471	2016-2017 Annual Contract	7201600016	984.00	984.00
10 E 530 9700 64 7910 130 0000 0000				General Fund/Expenditures/District-Wide Support		186.00	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 64 7910 240 0000 0000				General Fund/Expenditures/District-Wide Support		258.00	
10 E 530 9700 64 7910 120 0000 0000				General Fund/Expenditures/District-Wide Support		36.00	
10 E 530 9700 64 7910 110 0000 0000				General Fund/Expenditures/District-Wide Support		84.00	
10 E 530 9700 64 7910 450 0000 0000				General Fund/Expenditures/District-Wide Support		150.00	
10 E 530 9700 64 7910 482 0000 0000				General Fund/Expenditures/District-Wide Support		150.00	
10 E 530 9700 64 7910 060 0000 0000				General Fund/Expenditures/District-Wide Support		120.00	
191344 MCMURTREY, JENNIFER L		05/10/2017	FBLA STATE 2017		0	161.00	161.00
10 E 530 3161 27 8030 450 0000 0000			General Fund/Expenditures/Business			161.00	
191345 MERCER, KIMBERLE D		05/10/2017	april travel		0	2.68	2.68
10 E 530 0135 27 8010 482 0000 0000			General Fund/Expenditures/Alt High School			2.68	
191346 MOORE, KRISTINE		05/10/2017	MOXEE & SELAH		0	64.20	64.20
10 E 530 6500 27 8030 120 0000 0000			General Fund/Expenditures/State Trans Bilingual			64.20	
191347 MORENO, JEREMY		05/10/2017	FOOD CARD		0	10.00	10.00
10 E 530 9800 44 7000 075 0000 0000			General Fund/Expenditures/Food Service			10.00	
191348 MORROW, DARLENE M.		05/10/2017	conference reg.		0	140.00	140.00
10 E 530 9800 44 7000 075 0000 0000			General Fund/Expenditures/Food Service			140.00	
191349 OFFICE DEPOT INC		05/10/2017	920035574001	OFFICE/LONG	1201600051	273.14	815.40
10 E 530 0100 27 5000 120 0000 0000			General Fund/Expenditures/Basic Education			74.36	
10 E 530 0115 27 5000 120 0000 0000			General Fund/Expenditures/1st Grade			198.78	
			920035614001	OFFICE/LONG	1201600051	17.29	
10 E 530 0100 27 5000 120 0000 0000			General Fund/Expenditures/Basic Education			4.71	
10 E 530 0115 27 5000 120 0000 0000			General Fund/Expenditures/1st Grade			12.58	
			922524672001	keyboard for sped	7601600159	60.72	
10 E 530 2100 27 5000 130 0000 0000			General Fund/Expenditures/Spec Ed - State			52.77	
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			7.95	
			923878579001	printer	7601600160	464.25	
10 E 530 2100 21 5320 063 0000 0000			General Fund/Expenditures/Spec Ed - State			464.25	
191350 OXARC INC		05/10/2017	30016657	Open PO for Metal Shop Supplies	4561600002	124.28	392.03
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			124.28	
			30020800	Open PO for Metal Shop Supplies	4561600002	98.94	
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			98.94	
			60003255	Open PO for Metal Shop Supplies	4561600002	168.81	
10 E 530 3160 27 5000 450 0000 0000			General Fund/Expenditures/Agriculture			168.81	
191351 PINNACLE INVESTIGATION CORP		05/10/2017	55762	2016/2017 Open PO	7201600010	391.34	391.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Client Service agreement			
10 E 530 9700 14 7000 072 0000 0000			General Fund/Expenditures/District-Wide Support			391.34	
191352 PMH MEDICAL CENTER		05/10/2017	4/30/2017 SPEECH		0	1,200.00	1,200.00
10 E 530 2100 26 7000 063 0000 0000			General Fund/Expenditures/Spec Ed - State			1,200.00	
191353 PRIMARY CONCEPTS		05/10/2017	0213977-IN	Speech Learning Materials	6301600089	64.03	64.03
10 E 530 2100 26 5000 240 0000 0000			General Fund/Expenditures/Spec Ed - State			64.03	
191354 PROSSER RECORD BULLETIN		05/10/2017	311358	2016-2017 Open PO for Job listings	7201600011	217.35	434.70
10 E 530 9700 14 7050 072 0000 0000			General Fund/Expenditures/District-Wide Support			217.35	
			311388	2016-2017 Open PO for Job listings	7201600011	217.35	
10 E 530 9700 14 7050 072 0000 0000			General Fund/Expenditures/District-Wide Support			217.35	
191355 PURELAND SUPPLY LLC		05/10/2017	620995	bulbs	7601600157	533.00	762.00
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			578.84	
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-45.84	
			621731	bulbs	7601600162	229.00	
10 E 530 9700 72 5000 076 0000 0000			General Fund/Expenditures/District-Wide Support			248.69	
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-19.69	
191356 RAINWATER INC		05/10/2017	056118	2016-2017 Annual contract Renewal for Curriculum/Technol ogy/Migrant Offices	6001600024	18.00	18.00
10 E 530 0100 21 7000 060 0000 0000			General Fund/Expenditures/Basic Education			6.00	
10 E 530 5320 24 5000 060 0000 0000			General Fund/Expenditures/Migrant Ed			6.00	
10 E 530 9730 72 7000 076 0000 0000			General Fund/Expenditures/Tech Coordinator - Office			6.00	
191357 RESPONDING TO AUTISM SERVICES		05/10/2017	198	Guidance Education Support for HMS Student # 118471	6301600088	800.00	800.00
10 L 601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable			-68.80	
10 E 530 2100 26 7010 063 0000 0000			General Fund/Expenditures/Spec Ed - State			868.80	
191358 RIVERSIDE STORAGE		05/10/2017	MAY 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			107.40	
10 E 530 5320 24 7000 060 0000 0000			General Fund/Expenditures/Migrant Ed			107.40	
10 E 530 9700 13 7340 072 0000 0000			General Fund/Expenditures/District-Wide Support			107.40	
10 E 530 9700 64 7340 074 0000 0000			General Fund/Expenditures/District-Wide Support			107.40	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 72 7340 076 0000 0000				General Fund/Expenditures/District-Wide Support		107.40	
191359	SCHOOL DIST #116 REVOLV FUND	05/10/2017	4504		0	892.50	892.50
10 E 530 0170 27 7000 110 0000 0000				General Fund/Expenditures/Camp Wooten		892.50	
191360	SCOTTO, FABIOLA E	05/10/2017	CLASS ED462P		0	130.00	350.00
10 E 530 0151 31 7000 240 0000 0000				General Fund/Expenditures/Staff Dev-PEA Allocation		130.00	
				CLASS ED462Q	0	220.00	
10 E 530 0151 31 7000 240 0000 0000				General Fund/Expenditures/Staff Dev-PEA Allocation		220.00	
191361	SHENYER, PAULINE J	05/10/2017	4/24/17 BOOKS		0	26.54	26.54
10 E 530 0100 23 5000 120 0000 0000				General Fund/Expenditures/Basic Education		26.54	
191362	SMITH, BRIAN R	05/10/2017	STOP FEE		0	30.00	30.00
10 E 530 0100 23 5000 450 0000 0000				General Fund/Expenditures/Basic Education		30.00	
191363	SMITH, DEAN DONALD	05/10/2017	MATERIALS		0	26.70	195.03
10 E 530 0151 31 5000 240 0000 0000				General Fund/Expenditures/Staff Dev-PEA Allocation		26.70	
				SURFACE KEYBOARD	0	168.33	
10 E 530 0100 27 5000 240 0000 0000				General Fund/Expenditures/Basic Education		40.83	
10 E 530 0151 31 5000 240 0000 0000				General Fund/Expenditures/Staff Dev-PEA Allocation		127.50	
191364	STAPLES BUSINESS ADVANTAGE	05/10/2017	3338838121	office supplies-as	4501600107	115.39	115.39
10 E 530 0100 27 5000 450 0000 0000				General Fund/Expenditures/Basic Education		115.39	
191365	SUPER DUPER PUBLICATIONS	05/10/2017	2248313A	Water damaged replacement items for KRV.	7201600030	260.80	260.80
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-22.43	
10 E 530 9795 64 5000 120 0000 0000				General Fund/Expenditures/Insurance Claims		283.23	
191366	THE PRINT GUYS	05/10/2017	110389		0	19.55	139.01
10 E 530 9700 12 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		19.55	
				110416	0	119.46	
10 E 530 9700 11 5000 071 0000 0000				General Fund/Expenditures/District-Wide Support		119.46	
191367	TNT EXCAVATION AND HEAVY HAULI	05/10/2017	4/15/17		0	125.00	625.00
10 E 530 0100 28 5000 240 0000 0000				General Fund/Expenditures/Basic Education		125.00	
				4/6/2017	0	500.00	
10 E 530 0100 28 5000 240 0000 0000				General Fund/Expenditures/Basic Education		500.00	
191368	TRI-CITY HERALD	05/10/2017	103045890-04262017	2016-2017 Open PO for Job postings	7201600012	363.60	717.62
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		363.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			103052579-04292017	2016-2017 Open PO for Job postings	7201600012	325.68	
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		325.68	
			76798105 4/11/17	Newspaper subscription	2401600093	28.34	
10 E 530 0100 22 5050 240 0000 0000				General Fund/Expenditures/Basic Education		28.34	
191369 TRIMBLE, JAYMI		05/10/2017	DRIVERS ED REFUND		0	100.00	100.00
10 R 960 7100 21 2171 450 0000 0000				General Fund/Revenues/Traffic Safety Education		100.00	
191370 U S BANK EQUIPMENT FINANCE		05/10/2017	330066127		0	7,427.17	7,427.17
10 E 530 9700 73 7290 110 0000 0000				General Fund/Expenditures/District-Wide Support		418.89	
10 E 530 9700 73 7290 120 0000 0000				General Fund/Expenditures/District-Wide Support		932.11	
10 E 530 9700 73 7290 130 0000 0000				General Fund/Expenditures/District-Wide Support		837.04	
10 E 530 9700 73 7290 240 0000 0000				General Fund/Expenditures/District-Wide Support		1,229.20	
10 E 530 9700 73 7290 450 0000 0000				General Fund/Expenditures/District-Wide Support		1,673.34	
10 E 530 3151 21 7290 450 0000 0000				General Fund/Expenditures/Voc Director		334.97	
10 E 530 2100 21 7290 063 0000 0000				General Fund/Expenditures/Spec Ed - State		418.89	
10 E 530 9700 13 7290 072 0000 0000				General Fund/Expenditures/District-Wide Support		418.89	
10 E 530 0135 27 7290 482 0000 0000				General Fund/Expenditures/Alt High School		308.23	
10 E 530 0100 21 7290 060 0000 0000				General Fund/Expenditures/Basic Education		198.31	
10 E 530 9730 72 7290 076 0000 0000				General Fund/Expenditures/Tech Coordinator - Office		198.31	
10 E 530 9900 51 7290 073 0000 0000				General Fund/Expenditures/Pupil Transportation		260.69	
10 E 530 5320 24 7290 060 0000 0000				General Fund/Expenditures/Migrant Ed		198.30	
191371 VALLEY SEPTIC SERVICE LLC		05/10/2017	141835		0	96.00	96.00
10 E 530 3160 27 5000 450 0000 0000				General Fund/Expenditures/Agriculture		96.00	
191372 WAL-MART COMMUNITY		05/10/2017	711100400944		0	429.62	429.62
10 E 530 5320 24 5000 060 0000 0000				General Fund/Expenditures/Migrant Ed		429.62	
191373 WASHINGTON STATE FFA		05/10/2017	2017-201	State FFA Convention Advisor/Chaperone Registration	4561600030	1,960.00	1,960.00
10 E 530 3160 27 7000 450 0000 0000				General Fund/Expenditures/Agriculture		1,960.00	
191374 WASHINGTON STATE PARKS		05/10/2017	41-42 0780	Camp Wooten	0	4,699.01	4,699.01
10 E 530 0170 27 7000 110 0000 0000				General Fund/Expenditures/Camp Wooten		4,699.01	
191375 WASTE MANAGEMENT OF KENNEWICK		05/10/2017	1727653-1819-8		0	263.16	263.16
10 E 530 9700 65 7860 110 0000 0000				General Fund/Expenditures/District-Wide Support		263.16	
191376 WSSDA		05/10/2017	50392	Register Ray and board members for WSSDA regional meeting, May 3, 2017	7101600009	120.00	120.00
10 E 530 9700 11 7000 071 0000 0000				General Fund/Expenditures/District-Wide Support		99.60	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 12 7000 071 0000 0000				General Fund/Expenditures/District-Wide Support		20.40	
191377	YAKIMA HERALD-REPUBLIC	05/10/2017	728614	2016-2017 Open PO for Job postings	7201600013	356.28	356.28
10 E 530 9700 14 7050 072 0000 0000				General Fund/Expenditures/District-Wide Support		356.28	
191378	YVUA	05/10/2017	175 B-18	Softball Umpires	4501600099	1,453.50	1,453.50
10 E 530 0100 28 7000 450 0000 0000				General Fund/Expenditures/Basic Education		1,453.50	
191379	YVUA	05/10/2017	012	Boys Baseball Umpires	4501600100	2,612.00	2,612.00
10 E 530 0100 28 7000 450 0000 0000				General Fund/Expenditures/Basic Education		2,612.00	
84	Computer			Check(s) For a Total of			168,171.05

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 May 9, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$100.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP WARRANTS PAYABLE:  
Warrant Numbers 200000010 through 200000010, totaling \$100.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
200000010	SCHOOL DIST #116 REVOLV FUND	05/10/2017	100.00
1	Computer	Check(s) For a Total of	100.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200000010	SCHOOL DIST #116 REVOLV FUND	05/10/2017	4503		0	100.00	100.00
20 E 530 0013 63 7050 100 0450 0000				Capital Projects/Expenditures/PHS NEW CONSTRUCTION		100.00	
				1 Computer	Check(s) For a Total of		100.00

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

As of May 9, 2017, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$17,833.15. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS PAYABLE:  
Warrant Numbers 184899 through 184919, totaling \$17,833.15

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

Check Nbr	Vendor Name	Check Date	Check Amount
184899	AC DAVIS HIGH SCHOOL	05/10/2017	350.00
184900	ATOMIC BOWL	05/10/2017	418.11
184901	BANK, U S	05/10/2017	169.29
184902	COLGREN, SUZANNE I	05/10/2017	203.69
184903	EPCO INC / IN STITCHES	05/10/2017	120.00
184904	FOOD DEPOT	05/10/2017	171.08
184905	GILBERTSON, KALI J	05/10/2017	545.35
184906	GO USA	05/10/2017	1,230.17
184907	HOUSEL MIDDLE SCHOOL IMPREST	05/10/2017	30.00
184908	HUDL	05/10/2017	1,629.00
184909	HUMBERSTAD, ROBIN ELISE	05/10/2017	21.58
184910	INSTRUMENTALIST AWARDS LLC	05/10/2017	71.00
184911	JOSTENS	05/10/2017	732.50
184912	NORTHWEST STEEL WORKS LLC	05/10/2017	844.91
184913	PASCO HIGH SCHOOL	05/10/2017	50.00
184914	SHS VOLLEYBALL	05/10/2017	550.00
184915	SKEEN, ANGELA P	05/10/2017	46.61
184916	TEAM EXPRESS	05/10/2017	270.00
184917	U S AWARDS INC	05/10/2017	125.86
184918	WAHSET DISTRICT #5	05/10/2017	1,900.00
184919	WASHINGTON STATE FFA	05/10/2017	8,354.00

21	Computer	Check(s) For a Total of	17,833.15
----	----------	-------------------------	-----------



Check Nbr	Vondor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
184899	AC DAVIS HIGH SCHOOL	05/10/2017	BOYS GOLF	Joe Lanburg Classic Golf Tournament	4521600271	175.00	350.00
40 E 530 2180 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/GOLF-BOYS			175.00	
			GIRLS GOLF	Joe Lanburg annual classic golf tournament	4521600263	175.00	
40 E 530 2185 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/GOLF-GIRLS			175.00	
184900	ATOMIC BOWL	05/10/2017	6348	bowling and food	4521600248	418.11	418.11
40 E 530 4665 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/CHAMPS			418.11	
184901	BANK, U S	05/10/2017	7506 april asb		0	169.29	169.29
40 E 530 3018 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/CLASS OF 2018			169.29	
184902	COLGREN, SUZANNE I	05/10/2017	supplies 4/27/17		0	203.69	203.69
40 E 530 4610 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/HONOR SOCIETY			203.69	
184903	EPCO INC / IN STITCHES	05/10/2017	17203	Baseball Hats	2421600017	120.00	120.00
40 R 960 1040 04 0000 000 0000 0000			Associated Student Body Fund/Revenues/GENERAL			120.00	
184904	FOOD DEPOT	05/10/2017	157280	supplies for next generation college fair celebration	4521600280	62.16	171.08
40 E 530 4625 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/NEXT GENERATI			62.16	
			157494	Food and Water for Track Meets	4521600265	108.92	
40 E 530 2010 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/CONTEST MGT			108.92	
184905	GILBERTSON, KALI J	05/10/2017	CHAP. DINNERS		0	545.35	545.35
40 E 530 4180 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/FBLA			545.35	
184906	GO USA	05/10/2017	17760-1	girls basketball second order of spirit packs	4521600255	525.71	1,230.17
40 E 530 2210 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/BASKETBALL GI			525.71	
			18047-1	State Shirts	4521600291	704.46	
40 E 530 2210 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/BASKETBALL GI			704.46	
184907	HOUSEL MIDDLE SCHOOL IMPREST	05/10/2017	1734		0	30.00	30.00
40 E 530 6100 04 0000 000 0000 0000			Associated Student Body Fund/Expenditures/SAUL HAAS			30.00	
184908	HUDL	05/10/2017	11222-IN-391189	Sideline Replay Tech	4521600256	1,629.00	1,629.00
40 E 530 2140 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/FOOTBALL			1,629.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
184909	HUMBERSTAD, ROBIN ELISE	05/10/2017	pizza		0	21.58	21.58
40 E 530 1040 01 0000 000 0000 0000			Associated Student Body Fund/Expenditures/GENERAL			21.58	
184910	INSTRUMENTALIST AWARDS LLC	05/10/2017	HOUSEL 3/17/2017	Band award - Will Fax Order	2421600022	71.00	71.00
40 L 601 0000 00 0000 000 0000 0000			Associated Student Body Fund/Accounts Payable			-6.11	
40 R 960 4360 04 0000 000 0000 0000			Associated Student Body Fund/Revenues/BAND			77.11	
184911	JOSTENS	05/10/2017	1362	NHS graduation gold cords	4521600210	732.50	732.50
40 E 530 4610 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/HONOR SOCIETY			732.50	
184912	NORTHWEST STEEL WORKS LLC	05/10/2017	1003	Engraved trophy, acrylic trophy	4521600257	844.91	844.91
40 E 530 2030 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/ATHLETIC AWAR			844.91	
184913	PASCO HIGH SCHOOL	05/10/2017	80512	Track meet, entry fee for Pasco Invite	4521600288	50.00	50.00
40 E 530 2150 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/TRACK			50.00	
184914	SHS VOLLEYBALL	05/10/2017	ATOMIC LEAGUE	teams for summer league at Southridge hs	4521600272	550.00	550.00
40 E 530 2240 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/VOLLEYBALL			550.00	
184915	SKEEN, ANGELA P	05/10/2017	SUPPLIES 4/21/2017		0	46.61	46.61
40 E 530 4350 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/LEADERSHIP			46.61	
184916	TEAM EXPRESS	05/10/2017	INV001349677	Softball gear/equipment	4521600231	270.00	270.00
40 E 530 2230 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/SOFTBALL			293.22	
40 L 601 0000 00 0000 000 0000 0000			Associated Student Body Fund/Accounts Payable			-23.22	
184917	U S AWARDS INC	05/10/2017	inv50065	"P's" with megaphone	4521600274	125.86	125.86
40 E 530 2030 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/ATHLETIC AWAR			125.86	
184918	WAHSET DISTRICT #5	05/10/2017	MEET THREE	WAHSET Meet 3 Fees Camping, stalls, shavings	4521600281	1,356.00	1,900.00
40 E 530 4420 05 0000 000 0000 0000			Associated Student Body Fund/Expenditures/EQUESTRIAN TE			1,356.00	
			STATE 2017	WAHSET STATE camping fees, stalls and shavings Brown, Rainer, Smithyman, McLemore	4521600285	544.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
40 E 530 4420 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/EQUESTRIAN TE		544.00	
184919	WASHINGTON STATE FFA	05/10/2017	2017-200	student	4521600270	8,354.00	8,354.00
				registrations			
40 E 530 4150 05 0000 000 0000 0000				Associated Student Body Fund/Expenditures/FFA		8,354.00	
				21 Computer	Check(s) For a Total of		17,833.15

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Donation from Prosser United Good Neighbors - RESCIND  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Craig Reynolds, Business Manager

### **Background**

At the March 27, 2017, regular Board meeting, the Board of Directors accepted a \$1,000 donation from Prosser United Good Neighbors to be deposited into the Washington State High School Equestrian Team account.

This item was inadvertently brought to the Board again for approval on April 25, 2017.

### **Recommendation:**

It is recommended that the Board of Directors rescind the acceptance of the United Good Neighbors donation to WAHSET(Washington High School Equestrian Team) from the April 25, 2017, regular Board meeting as it had already been accepted at the regular Board meeting on March 27, 2017.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Out-of-State Travel: National History Day National Competition at the University of Maryland (Pending Funding) - **REVISED**  
**AGENDA:** Action  
**DATE:** May 9, 2017  
**PREPARED BY:** Ray Tolcacher, *Superintendent*

### **Background**

Prosser School District had seven students qualify for the national competition at the recent state event held at Green River Community College.

The national competition will be held at the University of Maryland from June 10-15, 2017. Four adults will accompany the students to this event.

This request to approve out-of-state travel for these students and adults is pending funds being available for the trip.

### **Recommendation:**

It is requested the Board of Directors approve the out-of-state travel request for seven students and four adults to travel to the National History Day National Competition at the University of Maryland, June 10-15, 2017, pending funds being available.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Policy No. 2021: Electronic  
Communications/Social Media  
**AGENDA:** Discussion  
**DATE:** May 9, 2017  
**PREPARED BY:** Dr. Ray Tolcacher, *Superintendent*

### **Background:**

Due to the increasing use of social media as a tool for public communication, it is incumbent for the school district to have specific policy regarding expectations for all school district staff in the use of social media at all times, while on or off duty.

### **Recommendation:**

It is recommended that after discussion of the draft policy, move the policy to First Reading at the next regular school Board meeting.

## **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.

The Prosser School District supports the use of social media by employees to achieve the benefits of global information sharing and gathering. This policy is intended to help accurately portray, promote and protect the Prosser School District and its reputation. This social media policy provides guidelines for respectful, relevant use of social media to empower people to use social media channels responsibly and confidently.

### **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, Flir, blogs and Wikis.

### **3. Scope**

Staff members who post or share content on social media, at any time on or off-duty, should be cognizant of the effect their actions may have on the District's educational operation and the employees' ability to perform their job. This includes the effect posting or sharing content on social media may have on the staff-student relationship, staff-staff relationship, staff-parent relationship, and/or staff-community relationship. Expressions on social media that cause an actual disruption or a potential disruption that is reasonably predicted to occur to these relationships or the operation of the District may subject an employee to disciplinary action up to and including termination of employment. Factors relevant in determining whether a staff member's expressive conduct caused an actual or potential disruption include, but are not limited to, whether the conduct impairs discipline or control by school administrators, whether the expressive conduct disrupts co-worker relations, whether a staff member's expressive conduct interferes with their ability to perform their job duties, and whether the expressive conduct obstructs routine operations of the school district. Comments or posts on social media related to students or staff members of the District, or the District operations that are discriminatory, constitute bullying, are false or made with a reckless disregard for the truth, or are otherwise illegal may subject an employee to disciplinary action up to and including termination of employment.

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

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.

The Prosser School District supports the use of social media by employees to achieve the benefits of global information sharing and gathering. This policy is intended to help accurately portray, promote and protect the Prosser School District and its reputation. This social media policy provides guidelines for respectful, relevant use of social media to empower people to use social media channels responsibly and confidently.

### **I. Expectations of Staff for all Electronic Communication/Social Media**

- All staff members will be responsible for information that they make public through the use of electronic communication.
  - Be cautious - think before you post. Is this something that you do not mind seeing on the front page of the newspaper? Will this be something that you would want your own children **or all of the** students of the school district to see as a good example of the way to communicate or comment? Post Responsibly.
- The same principles applied to in-person communication should be applied to online communication, such as privacy, decorum and professionalism. No matter what medium of communication a staff member selects, staff should adhere to appropriate staff/student boundaries. These principles are defined in Policy 3421/3421P.
  - Do not share personal information about students, employees and citizens. Likewise, do not share information that the school district has contractually agreed to keep confidential, for example, proprietary information, trade secrets and security information. Do not share legally protected privileged information, such as attorney-client, physician-patient and other privileged information recognized by the law or a court.
- The line between professional life and personal life must be clear at all times. When staff members communicate as employees of the district in their online communications, they must be aware that readers may assume they "speak for the school district." Therefore, all online communications must be professional, comply with codes of conduct, and reflect positively on the Prosser School District.
  - Do not allow anger or other negative emotions to cause you to post information that you will be sorry for later. Is this something that you would be ashamed of if you read it months or years from now? Remember what you place on social media sites, and in

emails, text messages and chat rooms can spread quickly and permanently remain on the internet or in someone's possession. Statements that are harassing, discriminatory, defamatory, and terroristic are not suitable and could subject staff and possibly the school district, to a legal action.

## **II. Use of Personal Devices:**

### **Social Media**

- 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.
- Staff should not use a personal electronic device in a manner that interferes with their job duties.
- Staff should silence personal electronic devices while on duty, when such device is not used for District-related business.
- 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.

## **III. Using Personal Electronic Devices to Communicate with Students**

- 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. 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.

## **IV. Requirements for Creating an Official Social Media Site on Behalf of Prosser School District and Associated Teams and Clubs**

- 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.
- 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.

- The content on a social media site will be monitored and approved by the Advisor/Coach/Administration.
- All "Unofficial" and non-approved sites will be asked to be removed by the PSD Social Media Administrator and failure to comply could be subject to additional discipline.

## V. Content for an Official PSD Social Media Site

- 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.
  - Information must be worthwhile, applicable and accurate; remember what is published on the site will reflect on the school, club, team and the Prosser School District.
  - Site content must be within the law, and be aware that child protection, privacy, data protection, libel defamation, harassment and copyright laws apply to social media.
  - Permission should be sought from the relevant people before citing or referencing their work or referencing service providers, partner or other agencies.
  - Personal opinions should not be expressed on official sites. Information must be worthwhile, applicable and accurate; remember what is published on the site will reflect on the school, club, team, and the Prosser School District.

All staff are expected to comply with the law and relevant policies including the school district policies regarding acceptable use, student records, harassment and discrimination and copyright laws; the internet service provider's terms; the website disclaimers, terms of use and privacy policies; and federal, state and local laws, including the open meetings act and public records act. Also, respect the rights of other users to an open and hospitable technology environment, regardless of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, marital status, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability.

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