



REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Tuesday, January 8, 2019 07:00 PM

I. 7:00 p.m. - Call to Order

1. Pledge of Allegiance
2. Approval of Agenda
3. Communications
4. Recognition: School Board Recognition Month - REVISED

[Proclamation \(p. 3\)](#)

II. Information Items:

1. AVID 12 Reflections
2. Special Services Update

III. Protocol for Addressing Board:

[Welcome to the Board Meeting \(p. 4\)](#)

IV. Hearing of Visitors:

V. Reports:

1. Assistant Superintendent's Report - Curriculum and Instruction
2. Assistant Superintendent's Report - Business and Operations
3. Superintendent's Report
4. Board Members' Reports
5. Student Representatives' Reports

VI. Consent Items: REVISED

1. Certificated Personnel

[Cert Pers - January 8, 2019 \(p. 5\)](#)

2. Classified Personnel - REVISED

[Class Pers - January 8, 2019 \(p. 6\)](#)

3. Approval of Minutes

[Regular Board Meeting - December 11, 2018 \(p. 7\)](#)

[Special Board Meeting - December 18, 2018 \(p. 16\)](#)

[Special Board Meeting - December 21, 2018 \(p. 17\)](#)

4. Contracts and Personal Service Agreements
5. Volunteer Coaches

VII. Old Business:

1. Safety and Security Update

VIII. Action Items: REVISED

1. Surplus of School Bus - REVISED

[Surplus of Bus \(p. 20\)](#)

2. Vouchers

[Payable January 11, 2019 \(p. 21\)](#)

3. Karen Beeman, M.Ed. Service Agreement - REVISED

[Karen Beeman \(p. 34\)](#)

IX. Discussion Items:

X. Future Meetings:

- *Annual Board Workshop, January 10, 2019, ESD 123, 6:00 p.m.*
- *Special Board Meeting, Study Session on Policy No. 2020: Course Design, Selection and Adoption of Instructional Materials, January 15, 2019, Staff Development Room, 6:00 p.m.*
- *Regular Board Meeting, January 22, 2019, Keene-Riverview Elementary, 7:00 p.m.*

XI. Adjournment:

The State of Washington



Proclamation

WHEREAS, the mission of Washington's public school system is to assure that all students achieve at high levels and possess the knowledge and skills to be responsible citizens of a democratic society who enjoy productive and satisfying lives; and

WHEREAS, Washington's 295 locally elected school boards and nine (9) elected educational service district boards are the core of the public education governance system in our state; and

WHEREAS, the districts and regions they lead serve more than one million students, have a combined annual budget of over \$15 billion, and employ approximately 120,000 people; and

WHEREAS, school directors play a crucial role in promoting student learning and achievement by creating a vision, establishing policies and budgets, and setting clear standards of accountability for all involved; and

WHEREAS, school directors are directly accountable to the citizens in their districts and regions, serving as a vital link between members of the community and their schools; and

WHEREAS, school directors and educational service districts provide a passionate voice of advocacy for public schools and the welfare of school children; and

WHEREAS, it is appropriate to recognize school directors as outstanding volunteers and champions for public education;

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, do hereby proclaim January 2019 as

School Board Recognition Month

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

Signed this 4th day of January, 2019

A handwritten signature in blue ink, appearing to read "Jay Inslee".

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: Scotty Hunt, President; Jesalyn Cole, Vice-President; Andy Howe, Peggy S. Douglas and Scott Coleman. Student representatives are Naomi Akinbade, Layne Padelford and Kord Tuttle.

About Board Meetings

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

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

About Executive Sessions

The board may occasionally go into executive session, thus excluding the public and the news media from witnessing the discussion. You should

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

Study Sessions

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

Addressing the Board

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

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

The board is interested in hearing your concerns and your compliments too. It's best to call the superintendent's office a couple of days before the meeting. If this isn't possible, you can ask the board president to recognize you during the hearing section.

Board Hearings

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

About Your Board

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

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

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

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

BOARD PACKET

TO: Board of Directors
SUBJECT: Certificated Personnel
AGENDA: Consent
DATE: January 8, 2019
PREPARED BY: Mr. Matthew Ellis, *Superintendent*

Certificated Employees

There are no recommendations at this time.

BOARD PACKET

TO: Board of Directors
SUBJECT: Classified Personnel - **REVISED**
AGENDA: Consent
DATE: January 8, 2019
PREPARED BY: Craig Reynolds, *Assistant Superintendent*

CLASSIFIED EMPLOYEES

Greg North has been hired as the computer desktop technician. His duties began on January 7, 2019.

Kurt Voegele has been hired as an armed security officer at the elementary schools. His duties began on January 8, 2019.

Board Meeting December 11, 2018

EXECUTIVE SESSION:

An executive session of the Prosser School District Board of Directors was called to order at 5:30 p.m. by Peggy S. Douglas, President. Other Board members present included Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Also present were Superintendent, Matt Ellis and Assistant Superintendents, Deanna Flores and Craig Reynolds.

The purpose of the executive session was to “receive and evaluate complaints or charges brought against a public officer or employee – RCW 42.30.110)1) (f).

The executive session was expected to last 30 minutes.

The special meeting was held at Keene-Riverview Elementary, 832 Park Avenue.

At 6:00 p.m. it was announced that the Executive session would last another 30 minutes.

The executive session adjourned at 6:30 p.m.

RESUME STUDY SESSION:

A special meeting of the Board of Directors of Prosser School District was called to order at 6:33 p.m. by Peggy S. Douglas, President. Other Board members present included Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Also present were Superintendent, Matt Ellis, Assistant Superintendents Deanna Flores and Craig Reynolds and Julie Hyatt, Secretary. There was also an audience of school district staff and media. Student representatives Naomi Akinbade, Layne Padelford and Kord Tuttle arrived shortly after the study session began.

The purpose of the special meeting was for the secondary schools’ administrators to present their School Improvement Plans to the Board of Directors.

The special meeting was held at Keene-Riverview Elementary, 832 Park Avenue.

Housel Middle School

Michael Denny, HMS principal, distributed a handout to the Board members detailing the HMS Schoolwide Plan. Mr. Denny began his presentation showing assessment scores in math and ELA subject areas for 6th, 7th and 8th grade students. Also included in the presentation was how Housel Middle School students compare to other middle schools in Washington state. Mr. Denny then reviewed the three goals which the middle school staff created for their students for the 2018/19 school year. The detailed information provides important data which Mr. Denny explained is very important to set appropriate goals for students.

Mr. Denny also answered questions from the Board.

Prosser High School

Kevin Lusk, PHS principal, distributed a handout to the Board members detailing the PHS Schoolwide Plan. Mr. Lusk said the high school’s overall purpose was to identify goals which would allow students to achieve success – particularly to meet graduation requirements. Kevin then provided a detailed explanation of the strategies the high school is using to impact and increase graduation percentages. This included an explanation of the interventions used to help students achieve the necessary knowledge and credits needed to graduate.

Board Meeting December 11, 2018

Mr. Lusk also answered questions from the Board.

The special meeting adjourned at 7:23 p.m.

RESUME REGULAR BOARD MEETING:

The regular meeting of the Board of Directors of Prosser School District was called to order at 7:27 p.m. by Peggy S. Douglas, President. Other Board members present included Andy Howe, Scotty Hunt, Jesalyn Cole and Scott Coleman. Student Board representatives Naomi Akinbade, Layne Padelford and Kord Tuttle were also in attendance. Also present were Superintendent, Matt Ellis, Assistant Superintendents Deanna Flores and Craig Reynolds and Julie Hyatt, Secretary. There was also an audience of school district staff and community members.

Minutes from the November 20, 2018, special Board meeting and the November 27, 2018 regular Board meeting were presented and approved.

APPROVAL OF AGENDA:

Motion by Scotty Hunt, seconded by Andy Howe and motion carried unanimously to approve the revised agenda. Revisions included the addition of an executive session and an Action item.

Board member Hunt requested the approval for the secondary school improvement plans be taken off this agenda and moved to the last meeting in December.

COMMUNICATIONS

Mr. Ellis reported we received a Christmas card from Architects West.

INFORMATION ITEMS:

PTA Update

Jani Andrews provided an update on recent PTA activities which occurred in October and November. The update included a report on ten mini-grants awarded to various PSD staff. A showing of Polar Express is coming up December 21. One thousand dollars is being donated to Camp Wooten. The Read-a-Thon is coming up next month.

2018-19 State & Federal Categorical Programs

Deanna Flores provided the Board with a brief explanation of this information, which was included in the Board packet.

AVID 12 Reflections

Kasey Blair, PHS AVID advisor introduced four AVID students who were in attendance. The students who addressed the Board were: Brizeida Hernandez, Azalia Alvarez, Nayeli Cabrera and Elizabeth Hernandez.

Each student expressed how much AVID has helped them in their studies, in their leadership and public speaking skills as well as preparing them for college.

Mrs. Blair concluded the presentation by stating the incredible growth she has seen in each of the students and that she is very proud of each of them.

Board Meeting December 11, 2018

Secondary Schools Trimester Schedule Update

Bryan Bailey, PHS Athletic Director reported on the schedule change to trimesters. This included information on the graduation percentage at PHS. Mr. Bailey said trimesters were instituted to provide more course offerings for students. He added that this is a learning curve and we're all on the same team to provide better learning offerings for our kids.

Mr. Ellis added remarks about the need to create a different type of master schedule to better accommodate student needs.

Mr. Bailey stated there are no new course offerings for second trimester and there will likely not be any until next school year.

PROTOCOL FOR ADDRESSING BOARD:

Mr. Ellis did not read the protocol for addressing the Board.

HEARING OF VISITORS

None

REPORTS:

Assistant Superintendent's Report – Curriculum and Instruction

- An ELA consultant was in the District last week working with elementary staff.
- Attended a PEDA meeting today with Peggy Douglas. A possible grant opportunity is available to help with workforce training for our students once they graduate from high school.
- There has been fantastic support from our community, buildings, hospital and District office, helping with needy families, unaccompanied youth and foster families for Christmas.

Assistant Superintendent's Report – Business and Operations

- September 2018 Financial Reports

Superintendent's Report

- Weekly Update now includes Craig, Deanna and Syndi Duehn.
- Accepted into Prosser Leadership with the next meeting coming up in January.
- Invited the Board to an advocacy session this Friday with Bill Jenkin at Bill's.
- Met with an L&I representative from ESD 123. Prosser has a high proportionality of L&I claims. We are working with them on safety measures.
- We are continuing to foster a partnership with Paterson School District by looking at ways to assist them.
- The principals will continue working on instructional leadership with Wilma Kozai.
- Working with Bill Petersen on winter weather protocols.
- There is a PAC meeting this Friday.

Board Members' Reports

Scotty Hunt

No report

Jesalyn Cole

- Enjoyed attending the 2nd grade Christmas program at HMS recently.

Board Meeting December 11, 2018

Peggy S. Douglas

- Attended the constructability meeting on Dec 3 in Kennewick with others from our District.
- Attended the HMS Winter Carnival and it was amazing.
- Attended the PTA meeting yesterday and they are doing wonderful things.
- Working with PEDDA and Mrs. Flores on a skilled worker grant.

Andy Howe

No report

Scott Coleman

- VFW donated a lot of food and toys to needy families. There has been a tremendous amount of community support.

Student Representatives' Reports

Naomi Akinbade

- Reported on the PHS Coat Drive.
- PHS students are writing Santa letters to younger students.
- Merry Mustang Week is next week. The Penny Drive is Dec. 19, with proceeds going to Mustangs for Mustangs
- Upcoming basketball games this week in Othello and Toppenish.

Layne Padelford

- Apple Judging team went to state competition and two students placed in the Top 10.

Kord Tuttle

- Proceeds from the Penny Drive will go to Mustangs for Mustangs.
- Apple Judging team members placed 1st and 3rd at state.

CONSENT ITEMS:

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

Certificated Personnel

There were no recommendations.

Classified Personnel

Anastacia Brito resigned her position as a bilingual paraeducator at Whitstran Elementary School. Her last day was December 7, 2018.

Kason Blair was hired as an assistant boys' basketball coach at Prosser High School.

Janet Barboza was hired as a special education paraeducator at Heights Elementary School.

Lori Riggs transferred from a special education paraeducator to a paraeducator at HMS.

Sally Hewitt resigned her position as a secretary for the Prosser School District. Her last day was December 6, 2018.

Board Meeting December 11, 2018

Approval of Minutes

Minutes from the November 20, 2018 special Board meeting and the November 27, 2018 regular Board meeting were presented.

Contracts and Personal Service Agreements:

Contract Renewal of Support Services with ATS Inland NW, LLC:

ATS provides building automation and control system services. These services include environmental control and central monitoring of mechanical and HVAC systems. The contract is for 5 years with a quarterly cost of \$3,440, paid out of the maintenance budget.

Volunteer Coaches

Brook K. Haringa and Stormee VanBelle completed paperwork to be volunteer girls' basketball coaches at Prosser High School.

Morris L. Smith completed paperwork to be a volunteer boys' wrestling coach at PHS.

Donations

None

ANNUAL ORGANIZATIONAL MEETING: ELECTION OF OFFICERS

Calls for Nominations for President

Motion by Scott Coleman, seconded by Andy Howe and motion carried unanimously to nominate Scotty Hunt as Board President.

There were no other nominations.

Election of President (roll call vote)

Motion by Scott Coleman, seconded by Andy Howe and motion carried unanimously to elect Scotty Hunt as Board President.

ROLL CALL: All yes.

Assumption of Office by New President

Scotty Hunt assumed his position as Board President.

Calls for Nominations for Vice-President

Motion by Scott Coleman, seconded by Peggy Douglas and motion carried unanimously to nominate Jesalyn Cole as Vice-President.

There were no other nominations.

Election of Vice-President (roll call vote)

Motion by Scott Coleman, seconded by Peggy Douglas and motion carried unanimously to elect Jesalyn Cole as Vice-President.

ROLL CALL: All yes.

OLD BUSINESS:

Board Meeting December 11, 2018

Safety and Security

Firearms policy review committee meeting will be held Tuesday, Dec. 18 in the PHS library at 6:30 p.m.

Mr. Ellis said interviews for the security officers will be held Monday morning. He invited the Board to attend.

Mr. Ellis met recently with Jon Ladines from Force Dynamics. Mr. Ladines offered to conduct Gap training and to be a consultant for our District and assess our safety and security. Mr. Ladines thinks consistency is very important in addressing this issue.

There will be a Gap training refresher course on February 6, 2019 at 2:15 p.m. at Bethel Church.

Discussion ensued about the security guards not being former law enforcement, but former military. The question was posed if Clear Risk Solutions would be satisfied if Jon Ladines trained them so they could then be certified. After discussion, it was agreed to have Mr. Ladines look at our current procedures and grade them.

Mr. Ellis mentioned that Keith Merritt is another resource we currently use. He focuses on evacuation drills.

The Board would like to have substitutes included in the trainings we conduct.

PHS Construction Update

Deanna Flores reported on the constructability meeting which was held on December 3. It was led by Steve Roth from Architects West. The plans presented that day were at 85%.

There will be a final review meeting scheduled for some time in January. The plans will be 100% completed on January 21, 2019.

It was agreed to schedule a meeting with Steve Roth in early January for the Board to review the progress of the building plan. Deanna Flores will contact Mr. Roth and schedule a meeting.

Dax Logsdon and Mike Melling addressed the Board about the progress of the PHS construction project. A handout was distributed to the Board. Dax reported we were able to capture additional eligibility so there is one more opportunity to gain additional square footage.

Mr. Logsdon explained the process for the modernization of the elementary schools and capturing as many funds as possible. He has begun running a budgetary module. He also explained what is coming next in the process of remodeling our elementary schools.

The importance of our enrollment numbers was stated as that is what drives our construction funding.

Mrs. Douglas wanted to go on record by stating she is unhappy that Whitstran is now ineligible for modernization funding dollars.

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Mr. Logsdon explained that he still hopes and expects to accomplish Whitstran's modernization by continuing to fine-tune the budget.

Discussion ensued among the Board members and guests about the possible order in which to modernize the elementary schools.

Unpaid Student Meal Charges

Scotty Hunt reported the policy had been reviewed again and there will be some changes presented at the next regular meeting.

Student Drug Testing and Education Policy

Board member Hunt said this policy is being reviewed to make sure we are on track. Mr. Ellis will bring back any updates to the next meeting after meeting with administrators.

ACTION ITEMS:

Revision of Policy No. 6220: Bid Requirements – FIRST READING

The District recently received a bulletin from the Superintendent of Public Instruction announcing updates for procurements made under federal awards. The threshold for micro-purchases for grants was increased from \$3,500 to \$10,000 and the threshold for purchases of services requiring competitive/sealed bids increased from \$150,000 to \$250,000. The updated policy draft was included in the Board packet.

Motion by Peggy S. Douglas, seconded by Andy Howe and motion carried unanimously to approve the First Reading of Policy No. 6220: Bid Requirements, as amended.

Vouchers

"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.

General Fund Voucher numbers 195969 through 196054 totaling \$215,121.97

Capital Projects Voucher numbers 200000099 through 200000104 totaling \$447,802.46

Capital Projects Voucher number 200000105 totaling \$84,546.41

Associated Student Body Fund Voucher numbers 185986 through 186001 totaling \$7,022.92

Motion by Scott Coleman, seconded by Andy Howe and motion carried unanimously to approve accounts payable vouchers, payable December 14, 2018.

School Building Approval – Keene-Riverview, Heights and Whitstran Elementary Schools

WAC 180-16-220 requires annual school building approval by the District's Board of Directors as a condition of the District's entitlement to state basic education allocation funds. All schools in the state write/revise their School Improvement Plan (SIP) each year. The plan, which is data driven, promotes a positive impact on student learning, and includes a continuous improvement process to monitor, adjust and update.

In addition, all schools in our District (Whitstran, Heights, Keene-Riverview Elementary, Housel Middle School and Prosser High) are Title I Schoolwide Schools. This means that federal and state program and basic education dollars (with the exception of state transitional

Board Meeting December 11, 2018

bilingual funds and Title I migrant funds) that flow to these schools may be blended to the benefit of all students at risk of not meeting state standards. These five schools combine their School Improvement Plan with their federally required Title I Schoolwide Plan.

Annually, the site team at each school reviews, revises and updates their School Improvement Plan and Schoolwide Plan. This is an ongoing process of evaluation of data, planning of programs and interventions and assessment of results. These plans are on file at the curriculum office.

At the study session on November 27th, the administrative staff from Keene-Riverview, Prosser Heights and Whitstran Elementary reviewed highlights from their plans and how they will effectively support our students.

Motion by Jesalyn Cole, seconded by Scott Coleman and motion carried unanimously to approve Keene-Riverview, Prosser Heights and Whitstran Elementary Schools.

Out-of-State Travel: PHS Mustang Thrive to CADCA (Community Anti-Drug Coalitions of America) National Forum in National Harbor, Maryland

The Prosser High School Mustang Thrive Club requested permission to travel to the Community Anti-Drug Coalitions (CADCA) National Forum. It will be held February 3-8, 2019, in National Harbor, Maryland. Four students and four adults will stay at the Gaylord Hotel where the conference will be held. The Prosser Thrive Coalition is funding the trip to increase the education of students participating in the drug and alcohol prevention work at Prosser High School. CADCA National Forum is a weeklong conference packed with multiple adult and youth-oriented opportunities to learn the latest strategies to fight substance abuse and hear from nationally known experts and policymakers with a full day dedicated to Capitol Hill events. Students will meet with Washington State senators and representatives to share the concerns and successes of our community in drug and alcohol prevention work.

Mustang Thrive advisor, Meghan Van de Graaf was present to answer questions from the Board.

Motion by Andy Howe, seconded by Jesalyn Cole and motion carried unanimously to approve the out-of-state travel request for the PHS Mustang Thrive Club to travel to the CADCA National Forum in National Harbor, MD, in February 2019.

DISCUSSION ITEMS:

Second Meeting in December

After discussion, it was agreed to hold a special Board meeting to conduct necessary business, on December 21, 2018 at 9:00 a.m. at the District office. The scheduling of this meeting is necessary due to the next regular Board meeting falling on Christmas day.

Legislative Conference – February 10-11, 2019

Details of the conference were discussed, including travel arrangements.

Special Board Meeting Scheduled

Board Meeting December 11, 2018

As requested by the Board President, a study session was scheduled for January 15, 2019, at the staff development room at 6:00 p.m. The purpose of the study session will be to discuss curriculum and course selection at PHS.

Food Service Inspection Failure

Board member Coleman reported he had read in the Tri City Herald that Housel Middle School food services had failed a Department of Health inspection.

Craig Reynolds explained that he had just been made aware of this situation and corrective action has been taken.

FUTURE MEETINGS:

- Special Board Meeting, December 21, 2018, Administration Office, 9:00 a.m.
- Regular Board Meeting, January 8, 2019, Keene-Riverview Elementary, 7:00 p.m.
- Annual Board Workshop, January 10, 2019, ESD 123, Pasco, 6:00 p.m.
- Special Board Workshop, Review of PHS curriculum and course selection, January 15, 2019, staff development room, 6:00 p.m.

ADJOURNMENT:

Motion by Scott Coleman seconded by Peggy S. Douglas and motion carried unanimously to adjourn the regular Board meeting at 9:46 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Special Board Meeting December 18, 2018

A quorum of the Board of Directors of Prosser School District attended a meeting at the Prosser High School library on December 18, 2018 at 6:30 p.m. The Board members in attendance were Scotty Hunt, President, Peggy S. Douglas and Andy Howe. Mr. Matt Ellis, Superintendent was also present at the meeting. There were also several Prosser School District staff members in attendance.

The purpose of the Special meeting was to discuss and review the current firearms policy.

The meeting ended at 8:54 p.m.

FUTURE MEETINGS:

- Special Board Meeting to Conduct Necessary Business, December 21, 2018, Administration Office, 9:00 a.m.
- Special Board Meeting, PHS Construction Plan Overview, January 3, 2019, KRV, 5:30 p.m.
- Regular Board Meeting, January 8, 2019, Keene-Riverview Elementary, 7:00 p.m.
- Annual Board Workshop, January 10, 2019, ESD 123, Pasco, 6:00 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Special Board Meeting December 21, 2018

A Special Meeting of the Board of Directors of Prosser School District was called to order at 9:00 a.m. by Jesalyn Cole, Vice-President. Other Board members present included Andy Howe and Peggy S. Douglas. Superintendent, Matt Ellis; Assistant Superintendent, Craig Reynolds and Secretary, Julie Hyatt were also present.

The meeting was held at the District Administration Office, 1126 Meade Avenue, Suite A, Prosser, WA, 99350.

The purpose of the Special meeting was for the Board to conduct necessary business.

APPROVAL OF AGENDA:

Motion by Andy Howe, seconded by Peggy S. Douglas and motion carried unanimously to approve the agenda.

COMMUNICATIONS:

Mr. Ellis reported the District had received several Christmas cards from other agencies and businesses.

RECOGNITION:

Mr. Ellis announced that Mrs. Douglas had completed WSSDA VIP classes at the annual conference which was held in November. Two certificates were mailed to the District, recognizing Mrs. Douglas' completion of the courses. These certificates will be kept at the District office.

REPORTS:

Assistant Superintendent of Business and Operations

- December 2018 Student Enrollment

Superintendent

- Mr. Ellis reported the District is entering into a severance agreement with an employee.
- There have been discussion this past week on developing partnerships with other community organizations to assist students. Discussion ensued about the homeless youth in our area. Board members feel this is an issue which needs to be addressed in our community. The possibility of several local communities working together alongside churches, school districts and other community organizations was discussed.

CONSENT ITEM:

Classified Personnel

Harmon Jansen notified the District of his intention to retire effective December 31, 2018.

Heather Hultberg was hired as a one-to-one paraeducator at Whitstran Elementary School.

Vicky Nyman was hired as a noon duty at Housel Middle School.

Motion by Andy Howe, seconded by Peggy S. Douglas and motion carried unanimously to approve the Consent Item.

Special Board Meeting December 21, 2018

ACTION ITEMS:

Amendment of Policy No. 6220: Bid Requirements – SECOND READING

At the December 11, 2018 regular Board meeting, the amended Policy No. 6220: Bid Requirements was presented and approved for First Reading. It was brought back for Second and Final Reading at the December 21, 2018 special Board meeting.

Motion by Peggy S. Douglas, seconded by Andy Howe and motion carried unanimously to approve Policy No. 6220: Bid Requirements as amended for Second and Final Reading.

Contract Ratification with the Prosser Association of Educational Office Professionals (PAEOP)

On December 11, 2018, the District and PAEOP (secretaries) completed negotiations with a tentative agreement, and notification that the PAEOP members ratified the contract. The following provisions have been agreed to:

1. Contract duration of two (2) years from 9-1-2018 through 8-31- 2020; with one (1) reopener in 2019 if the state institutes the proposed School Employees Benefits Board insurance law effective January 1, 2020.
2. 2018-19 base wage increase of 9.5%; the 2019-20 adjustment will be based on the Implicit Price Deflator as allocated by the state.
3. The District will contribute an annual amount of \$450 per employee to a Voluntary Employee Beneficiary Association Plan; for 2019-20, this amount will increase by \$100 per employee.
4. Add one (1) more personal leave day.

Motion by Andy Howe, seconded by Peggy S. Douglas and motion carried to ratify the agreement with PAEOP. Andy Howe voted no.

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 \$2,523,680.10 were also approved.

General Fund Voucher numbers 196055 through 196191 totaling \$259,463.54
Capital Projects Voucher number 200000106 through 200000108 totaling \$13,488.00
Associated Student Body Fund Voucher numbers 186002 through 186034 totaling \$39,929.73
Payroll Warrant numbers 52102 through 52141 totaling \$2,523,680.10”.

Motion by Peggy S. Douglas, seconded by Andy Howe and motion carried unanimously to approve the accounts payable vouchers and payroll, payable December 31, 2018.

School Building Approval – Housel Middle School and Prosser High School

WAC 180-16-220 requires annual school building approval by the school district Board of Directors as a condition of the District’s entitlement to state basic education allocation funds.

All schools in the state write/revise their School Improvement Plan (SIP) each year. The plan, which is data driven, promotes a positive impact on student learning, and includes a continuous improvement process to monitor, adjust, and update.

Special Board Meeting December 21, 2018

In addition, all schools in our District (Whitstran, Heights, Keene-Riverview, Housel Middle School and Prosser High) are Title I Schoolwide Schools. This means that federal and state program and basic education dollars (with the exception of state transitional bilingual funds and Title I migrant funds) that flow to these schools may be blended to the benefit of all students at risk of not meeting state standards. These five schools combine their School Improvement Plan with their federally required Title I Schoolwide Plan.

Annually, the site team at each school reviews, revises and updates their School Improvement Plan and Schoolwide Plan. This is an ongoing process of evaluation of data, planning of programs and interventions and assessment of results. These plans are on file at the curriculum office.

At the study session on December 11, administrative staff reviewed highlights from Housel Middle School and Prosser High School plans and how they will effectively support students.

Discussion

The Board approved the plans but recognizes that more work needs to be accomplished. Mr. Ellis agreed and said there will be an ongoing effort in reporting and assessing data.

Motion by Andy Howe, seconded by Peggy S. Douglas and motion carried unanimously to approve Housel Middle School and Prosser High School.

FUTURE MEETINGS:

- Special Board Meeting, PHS Construction Plan Overview, January 3, 2019, Keene-Riverview Elementary, 5:30 p.m.
- Regular Board Meeting, January 8, 2019, Keene-Riverview Elementary, 7:00 p.m.
- Annual Board Workshop, January 10, 2019, ESD 123, 6:00 p.m.

ADJOURNMENT:

Motion by Peggy S. Douglas, seconded by Andy Howe and motion carried unanimously to adjourn the Special meeting at 9:26 a.m.

Clerk to the Board

Board Vice-President

Secretary to the Clerk of the Board

BOARD PACKET

TO: Board of Directors
SUBJECT: Surplus of School Bus-**REVISED**
AGENDA: Action Item
DATE: January 8, 2019
PREPARED BY: William T. Petersen, Transportation Supervisor

Background:

In the continuous cycle to improve our bus fleet, the District needs to surplus the following vehicle as it has become unreliable. We also have qualified for a Department of Ecology grant that is going to pay the District \$35,000 for this bus.

2000 Bluebird Micro, Vin # 1GBHG31F4Y1201221; this bus is 18 years old and has 239,203 miles.

Recommendation:

It is recommended that the Board of Directors approve the surplus of this bus.

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 January 8, 2019, the board, by a _____ vote, approves payments, totaling \$168,396.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 196192 through 196228, totaling \$168,396.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
196192	AJW CONSTRUCTION	01/11/2019	325.80
196193	ALL AMERICAN PROPANE	01/11/2019	1,942.16
196194	AMERICAN TREE TRIMMERS	01/11/2019	7,373.94
196195	AMERICAN LEAK DETECTION OF THE	01/11/2019	675.00
196196	APOLLO	01/11/2019	406.21
196197	BENTON COUNTY PUD	01/11/2019	25.65
196198	BENTON REA	01/11/2019	150.00
196199	CAREERSTAFF UNLIMITED	01/11/2019	6,537.25
196200	CASCADE NATURAL GAS CORP	01/11/2019	13,367.37
196201	CHAPMAN, JOHN JAY	01/11/2019	2,700.00
196202	CHARTER COMMUNICATIONS	01/11/2019	9,188.30
196203	CITY OF PROSSER	01/11/2019	12,270.36
196204	CLASS 5	01/11/2019	1,935.51
196205	DAN BEEBE GROUP, INC	01/11/2019	10,587.00
196206	DEVORE, TRAVIS C	01/11/2019	26.40
196207	ESD #123	01/11/2019	89,753.91
196208	FOOD DEPOT	01/11/2019	43.50
196209	GROENEVELD, JULAINE K	01/11/2019	24.57
196210	COOK'S ACE HARDWARE	01/11/2019	17.80
196211	LINK, CENTURY	01/11/2019	112.32
196212	LITTLE, MARK W	01/11/2019	138.00
196213	MOON SECURITY SERVICES INC	01/11/2019	249.06
196214	OXARC INC	01/11/2019	200.99
196215	PHASE 2 ELECTRONIC INC	01/11/2019	905.24
196216	PINNACLE INVESTIGATION CORP	01/11/2019	41.50
196217	PMH MEDICAL CENTER	01/11/2019	119.00
196218	RAINWATER INC	01/11/2019	155.39
196219	RIVERSIDE STORAGE	01/11/2019	537.00
196220	SCHOOL OUTFITTERS	01/11/2019	171.18
196221	SHENYER, PAULINE J	01/11/2019	46.64
196222	STAPLES BUSINESS ADVANTAGE	01/11/2019	297.32
196223	TED BROWN MUSIC	01/11/2019	2,161.84
196224	VALLEY WATER SERVICES	01/11/2019	1,037.50

Check Nbr	Vendor Name	Check Date	Check Amount
196225	VIG SOLUTIONS	01/11/2019	4,519.94
196226	WAL-MART COMMUNITY	01/11/2019	288.92
196227	WAX, LARRY D	01/11/2019	50.00
196228	WHITE, CORTNEY J	01/11/2019	13.73
37	Computer	Check(s) For a Total of	168,396.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
196192	AJW CONSTRUCTION	01/11/2019	535		0	325.80	325.80
10 E 530 9700 64 7000 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		325.80	
196193	ALL AMERICAN PROPANE	01/11/2019	178136	2018-2019 Annual	7201800017	914.05	1,942.16
				PO for Fuel @ Whitstran			
10 E 530 9700 65 7840 110 0000 0000 0				General Fund/Expenditures/District-Wide Support		914.05	
			183233	2018-2019 Annual	7201800017	1,028.11	
				PO for Fuel @ Whitstran			
10 E 530 9700 65 7840 110 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,028.11	
196194	AMERICAN TREE TRIMMERS	01/11/2019	2335		0	7,373.94	7,373.94
10 E 530 9700 64 7000 110 0000 0000 0				General Fund/Expenditures/District-Wide Support		7,373.94	
196195	AMERICAN LEAK DETECTION OF THE	01/11/2019	22667	Leaking Testing	7401800007	675.00	675.00
				for the boiler at HMS			
10 E 530 9700 64 7000 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		675.00	
196196	APOLLO	01/11/2019	940018822-	Monthly	7401800001	300.00	406.21
				Maintenance Fee			
10 E 530 9700 64 7950 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		300.00	
			940018840-	Monthly	7401800001	106.21	
				Maintenance Fee			
10 E 530 9700 64 7950 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		106.21	
196197	BENTON COUNTY PUD	01/11/2019	2292		0	25.65	25.65
10 E 530 9700 65 7000 076 0000 0000 0				General Fund/Expenditures/District-Wide Support		25.65	
196198	BENTON REA	01/11/2019	108470		0	150.00	150.00
10 E 530 9700 72 5030 076 0000 0000 0				General Fund/Expenditures/District-Wide Support		100.00	
10 E 530 9700 72 7000 076 0000 0000 0				General Fund/Expenditures/District-Wide Support		50.00	
196199	CAREERSTAFF UNLIMITED	01/11/2019	35651-461186		0	3,337.75	6,537.25
10 E 530 2100 26 7000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		3,337.75	
			35651-461862		0	3,199.50	
10 E 530 2100 26 7000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		3,199.50	
196200	CASCADE NATURAL GAS CORP	01/11/2019	DEC. 19, 2018		0	13,367.37	13,367.37
10 E 530 9700 65 7840 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		5,294.77	
10 E 530 9700 65 7840 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		223.68	
10 E 530 9700 65 7840 073 0000 0000 0				General Fund/Expenditures/District-Wide Support		295.35	
10 E 530 9700 65 7840 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		16.71	
10 E 530 9700 65 7840 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		13.78	
10 E 530 9700 65 7840 120 0000 0000 0				General Fund/Expenditures/District-Wide Support		3,407.30	
10 E 530 9700 65 7840 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		2,248.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7840 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,682.64	
10 E 530 9700 65 7840 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		184.55	
196201	CHAPMAN, JOHN JAY	01/11/2019	JANUARY 2019	Monthly Rent Agreement	7201800009	2,700.00	2,700.00
10 E 530 9700 63 7000 072 0000 0000 0				General Fund/Expenditures/District-Wide Support		2,700.00	
196202	CHARTER COMMUNICATIONS	01/11/2019	0000456122118	Metro Ethernet Year 4 of 5	7201800002	9,188.30	9,188.30
10 E 530 9731 72 7890 076 0000 0000 0				General Fund/Expenditures/Erate		9,188.30	
196203	CITY OF PROSSER	01/11/2019	12/18/2018		0	12,270.36	12,270.36
10 E 530 9700 65 7850 100 0000 0000 0				General Fund/Expenditures/District-Wide Support		27.37	
10 E 530 9700 65 7860 100 0000 0000 0				General Fund/Expenditures/District-Wide Support		194.62	
10 E 530 9700 65 7870 100 0000 0000 0				General Fund/Expenditures/District-Wide Support		44.83	
10 E 530 9700 65 7880 100 0000 0000 0				General Fund/Expenditures/District-Wide Support		5.67	
10 E 530 9700 65 7850 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		287.96	
10 E 530 9700 65 7860 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,200.52	
10 E 530 9700 65 7870 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		407.88	
10 E 530 9700 65 7880 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		317.62	
10 E 530 9700 65 7850 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		261.04	
10 E 530 9700 65 7870 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		368.13	
10 E 530 9700 65 7880 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		172.28	
10 E 530 9700 65 7850 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		265.34	
10 E 530 9700 65 7870 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		374.48	
10 E 530 9700 65 7880 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		146.15	
10 E 530 9700 65 7850 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		29.40	
10 E 530 9700 65 7850 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		26.53	
10 E 530 9700 65 7860 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		19.80	
10 E 530 9700 65 7870 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		43.59	
10 E 530 9700 65 7880 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		33.75	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		2.84	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		30.90	
10 E 530 9700 65 7850 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7860 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7870 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7880 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7850 120 0000 0000 0				General Fund/Expenditures/District-Wide Support		339.21	
10 E 530 9700 65 7860 120 0000 0000 0				General Fund/Expenditures/District-Wide Support		690.51	
10 E 530 9700 65 7870 120 0000 0000 0				General Fund/Expenditures/District-Wide Support		483.57	
10 E 530 9700 65 7880 120 0000 0000 0				General Fund/Expenditures/District-Wide Support		897.33	
10 E 530 9700 65 7850 073 0000 0000 0				General Fund/Expenditures/District-Wide Support		52.45	
10 E 530 9700 65 7860 073 0000 0000 0				General Fund/Expenditures/District-Wide Support		194.80	
10 E 530 9700 65 7870 073 0000 0000 0				General Fund/Expenditures/District-Wide Support		94.13	
10 E 530 9700 65 7850 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		105.98	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		316.78	
10 E 530 9700 65 7870 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		130.72	
10 E 530 9700 65 7850 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		872.69	
10 E 530 9700 65 7860 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		813.02	
10 E 530 9700 65 7870 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		716.66	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7880 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		32.85	
10 E 530 9700 65 7880 240 0000 0000 0				General Fund/Expenditures/District-Wide Support		9.84	
10 E 530 9700 65 7850 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		47.72	
10 E 530 9700 65 7860 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		223.86	
10 E 530 9700 65 7870 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		87.14	
10 E 530 9700 65 7880 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		162.61	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		2.26	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		62.00	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		3.55	
10 E 530 9700 65 7880 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		2.49	
10 E 530 9700 65 7850 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		255.38	
10 E 530 9700 65 7860 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		437.86	
10 E 530 9700 65 7870 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		359.77	
10 E 530 9700 65 7880 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		134.29	
10 E 530 9700 65 7850 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		70.70	
10 E 530 9700 65 7870 130 0000 0000 0				General Fund/Expenditures/District-Wide Support		121.07	
10 E 530 9700 65 7880 093 0000 0000 0				General Fund/Expenditures/District-Wide Support		61.96	
10 E 530 9700 65 7880 093 0000 0000 0				General Fund/Expenditures/District-Wide Support		4.59	
10 E 530 9700 65 7880 093 0000 0000 0				General Fund/Expenditures/District-Wide Support		10.88	
10 E 530 9700 65 7850 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		26.53	
10 E 530 9700 65 7860 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		95.79	
10 E 530 9700 65 7870 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		43.59	
10 E 530 9700 65 7880 063 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.69	
10 E 530 9700 65 7850 055 0000 0000 0				General Fund/Expenditures/District-Wide Support		44.39	
196204 CLASS 5		01/11/2019	128609		0	1,935.51	1,935.51
10 E 530 9700 65 7810 072 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,935.51	
196205 DAN BEEBE GROUP, INC		01/11/2019	12/26/2018		0	10,587.00	10,587.00
10 E 530 9700 12 7000 071 0000 0000 0				General Fund/Expenditures/District-Wide Support		10,587.00	
196206 DEVORE, TRAVIS C		01/11/2019	SUPPLIES 12/13/2018		0	26.40	26.40
10 E 530 3151 21 5000 450 0000 0000 0				General Fund/Expenditures/Voc Director		26.40	
196207 ESD #123		01/11/2019	0000028053-32	Science Kit Training- 1st Grade 12/01/2018	6001800032	725.00	89,753.91
10 E 530 0186 31 7000 110 0000 0000 0				General Fund/Expenditures/Science Kits		120.83	
10 E 530 0186 31 7000 120 0000 0000 0				General Fund/Expenditures/Science Kits		604.17	
			0000028053-33	Science Kit Training- 2nd Grade 12/01/2018	6001800033	1,160.00	
10 E 530 0186 31 7000 110 0000 0000 0				General Fund/Expenditures/Science Kits		145.00	
10 E 530 0186 31 7000 120 0000 0000 0				General Fund/Expenditures/Science Kits		1,015.00	
			0000028053-34	Science Kit Training- 4th Grade, 12/01/2018	6001800034	1,015.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0186 31 7000 110 0000 0000 0				General Fund/Expenditures/Science Kits		145.00	
10 E 530 0186 31 7000 130 0000 0000 0				General Fund/Expenditures/Science Kits		870.00	
			0000028053-35	Science Kit Training- 5th Grade, 12/01/2018	6001800035	870.00	
10 E 530 0186 31 7000 110 0000 0000 0				General Fund/Expenditures/Science Kits		124.29	
10 E 530 0186 31 7000 130 0000 0000 0				General Fund/Expenditures/Science Kits		745.71	
			0000028053-36	Science Kit Training- 3rd Grade: 12/1/2018	6001800036	1,160.00	
10 E 530 0186 31 7000 110 0000 0000 0				General Fund/Expenditures/Science Kits		257.78	
10 E 530 0186 31 7000 130 0000 0000 0				General Fund/Expenditures/Science Kits		902.22	
			0000028053-62	Science Kit Training- Kindergarten 12/01/2018	6001800062	145.00	
10 E 530 0186 31 7000 120 0000 0000 0				General Fund/Expenditures/Science Kits		145.00	
			0000028055		0	1,513.13	
10 E 530 0178 27 7000 450 0000 0000 0				General Fund/Expenditures/Drop-Out Re-Engagement		1,513.13	
			0000028068		0	41,582.89	
10 E 530 2100 26 7000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		41,582.89	
			0000028094		0	41,582.89	
10 E 530 2100 26 7000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		41,582.89	
196208 FOOD DEPOT		01/11/2019	183119		1672	24.71	43.50
10 E 530 3165 27 5000 450 0000 0000 0				General Fund/Expenditures/Home/Family		24.71	
			183200		1675	18.79	
10 E 530 3151 21 5000 450 0000 0000 0				General Fund/Expenditures/Voc Director		18.79	
196209 GROENEVELD, JULAINE K		01/11/2019	BUG SPRAY		0	24.57	24.57
10 E 530 0100 27 5000 240 0000 0000 0				General Fund/Expenditures/Basic Education		24.57	
196210 COOK'S ACE HARDWARE		01/11/2019	a475378	Open PO for CTE Supplies	4561800002	17.80	17.80
10 E 530 3160 27 5000 450 0000 0000 0				General Fund/Expenditures/Agriculture		17.80	
10 E 530 3161 27 5000 450 0000 0000 0				General Fund/Expenditures/Business		0.00	
10 E 530 3165 27 5000 450 0000 0000 0				General Fund/Expenditures/Home/Family		0.00	
10 E 530 3167 27 5000 450 0000 0000 0				General Fund/Expenditures/Technology Education		0.00	
196211 LINK, CENTURY		01/11/2019	313804811 12/11/18		0	112.32	112.32
10 E 530 9700 65 7810 110 0000 0000 0				General Fund/Expenditures/District-Wide Support		112.32	
196212 LITTLE, MARK W		01/11/2019	NCTM		0	138.00	138.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 7951 31 8030 240 0000 0000 0				General Fund/Expenditures/GEAR UP		138.00	
196213	MOON SECURITY SERVICES INC	01/11/2019	957169	2018/2019 Annual contract for: video and monitoring of PHS facilities	7201800008	249.06	249.06
10 E 530 9700 64 7910 450 0000 0000 0				General Fund/Expenditures/District-Wide Support		249.06	
196214	OXARC INC	01/11/2019	30536895	Open PO for Metal Shop Supplies	4561800003	200.99	200.99
10 E 530 3160 27 5000 450 0000 0000 0				General Fund/Expenditures/Agriculture		200.99	
196215	PHASE 2 ELECTRONIC INC	01/11/2019	P2-5835.1F		0	303.60	905.24
10 E 530 9700 64 7000 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		303.60	
10 E 530 9700 64 7000 074 0000 0000 0				P2-5896.1F General Fund/Expenditures/District-Wide Support	0	601.64	601.64
196216	PINNACLE INVESTIGATION CORP	01/11/2019	63982	2018/2019 Open PO Client Service agreement	7201800013	41.50	41.50
10 E 530 9700 14 7000 072 0000 0000 0				General Fund/Expenditures/District-Wide Support		41.50	
196217	PMH MEDICAL CENTER	01/11/2019	12/10/2018	2018-2019 Annual PO for CDL Physicals	7201800018	119.00	119.00
10 E 530 9900 52 7000 073 0000 0000 0				General Fund/Expenditures/Pupil Transportation		119.00	
196218	RAINWATER INC	01/11/2019	038002	Monthly water cooler rental and bottled water delivery (6 bottles per month) to Special Services Office	6301800001	4.32	155.39
10 E 530 2100 21 5000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		4.32	
10 E 530 9800 44 7000 075 0000 0000 0				038003 Yearly Purchase Order for the Water softener for KRV Production kitchen	7501800001	129.48	
10 E 530 0100 21 7000 060 0000 0000 0				General Fund/Expenditures/Basic Education		1.44	
10 E 530 5320 24 5000 060 0000 0000 0				General Fund/Expenditures/Migrant Ed		1.44	
10 E 530 9730 72 7000 076 0000 0000 0				General Fund/Expenditures/Tech Coordinator - Office	6001800024	1.44	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			038005	Monthly water cooler rental and bottled water delivery (6 bottles per month) to Special Services Office.	6301800000	4.32	
10 E 530 2100 21 5000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		4.32	
			081417	Monthly water cooler rental and bottled water delivery (6 bottles per month) to Special Services Office.	6301800000	12.95	
10 E 530 2100 21 5000 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		12.95	
196219	RIVERSIDE STORAGE	01/11/2019	JANUARY 2019	2018/2019 Rentals of storage units.	7201800007	537.00	537.00
10 E 530 2100 21 7340 063 0000 0000 0				General Fund/Expenditures/Spec Ed - State		134.00	
10 E 530 5320 24 7000 060 0000 0000 0				General Fund/Expenditures/Migrant Ed		55.00	
10 E 530 9700 13 7340 072 0000 0000 0				General Fund/Expenditures/District-Wide Support		112.00	
10 E 530 9700 64 7340 074 0000 0000 0				General Fund/Expenditures/District-Wide Support		79.00	
10 E 530 9700 72 7340 076 0000 0000 0				General Fund/Expenditures/District-Wide Support		157.00	
196220	SCHOOL OUTFITTERS	01/11/2019	INV13026947	Stools (PTA Grant)	2401800059	171.18	171.18
10 R 960 0000 25 2500 240 0000 0000 1				General Fund/Revenues/Program 00		171.18	
196221	SHENYER, PAULINE J	01/11/2019	BOOK		0	46.64	46.64
10 E 530 0112 27 5000 120 0000 0000 0				General Fund/Expenditures/Specialist		46.64	
196222	STAPLES BUSINESS ADVANTAGE	01/11/2019	3400623287	Toner for C. Padelford	4501800063	107.28	297.32
10 E 530 0100 27 5000 450 0000 0000 0				General Fund/Expenditures/Basic Education		107.28	
			3400623288	Office supplies	4501800065	69.08	
10 E 530 0100 27 5000 450 0000 0000 0				General Fund/Expenditures/Basic Education		69.08	
			3400623289	office supplies	4501800066	43.78	
10 E 530 0100 27 5000 450 0000 0000 0				General Fund/Expenditures/Basic Education		43.78	
			3400623291	Batteries?	4501800068	43.64	
10 E 530 0100 27 5000 450 0000 0000 0				General Fund/Expenditures/Basic Education		43.64	
			3400623292	desk calendar/scotch tape	4501800069	33.54	
10 E 530 0100 27 5000 450 0000 0000 0				General Fund/Expenditures/Basic Education		33.54	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
196223	TED BROWN MUSIC	01/11/2019	3249947	Open PO for instruments, accessories and repairs. Music Matters Grant	2401800047	2,161.84	2,161.84
10 R	960 0000 25 2500 240 0000 0000 1			General Fund/Revenues/Program 00		2,161.84	
196224	VALLEY WATER SERVICES	01/11/2019	13330		0	1,037.50	1,037.50
10 E	530 9700 64 7000 110 0000 0000 0			General Fund/Expenditures/District-Wide Support		1,037.50	
196225	VIG SOLUTIONS	01/11/2019	7330	15 Computers	7601800066	3,974.00	4,519.94
10 E	530 9700 72 5310 076 0000 0000 0			General Fund/Expenditures/District-Wide Support		4,315.76	
10 L	601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable		-341.76	
			7394	HMS Lunch Chromebooks	7601800087	545.94	
10 E	530 9700 72 5310 240 0000 0000 0			General Fund/Expenditures/District-Wide Support		592.89	
10 L	601 0000 00 0000 000 0000 0000			General Fund/Accounts Payable		-46.95	
196226	WAL-MART COMMUNITY	01/11/2019	834800380396		0	98.19	288.92
10 E	530 3465 27 5000 240 0000 0000 0			General Fund/Expenditures/Home/Family HMS		98.19	
			835000409929		0	71.87	
10 E	530 3465 27 5000 240 0000 0000 0			General Fund/Expenditures/Home/Family HMS		71.87	
			835100895429		0	66.54	
10 E	530 3465 27 5000 240 0000 0000 0			General Fund/Expenditures/Home/Family HMS		66.54	
			835200319400		0	52.32	
10 E	530 3165 27 5000 450 0000 0000 0			General Fund/Expenditures/Home/Family		52.32	
196227	WAX, LARRY D	01/11/2019	CDL 18/19		0	50.00	50.00
10 E	530 9900 52 7000 073 0000 0000 0			General Fund/Expenditures/Pupil Transportation		50.00	
196228	WHITE, CORTNEY J	01/11/2019	nov. travel 2018		0	13.73	13.73
10 E	530 2100 27 8010 130 0000 0000 0			General Fund/Expenditures/Spec Ed - State		13.73	
				37 Computer	Check(s) For a Total of	168,396.30	

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 January 8, 2019, the board, by a _____ vote, approves payments, totaling \$141,548.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP WARRANTS PAYABLE:
Warrant Numbers 200000109 through 200000109, totaling \$141,548.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
200000109	ARCHITECTS WEST, P.A.	01/11/2019	141,548.20
1	Computer	Check(s) For a Total of	141,548.20

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200000109	ARCHITECTS WEST, P.A.	01/11/2019	10044		0	141,548.20	141,548.20
	20 E 530 0013 21 7010 100 0450 0000 0			Capital Projects/Expenditures/PHS NEW CONSTRUCTION		141,548.20	
				1 Computer	Check(s) For a Total of		141,548.20

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 January 8, 2019, the board, by a _____ vote, approves payments, totaling \$2,883.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS PAYABLE:
Warrant Numbers 186035 through 186040, totaling \$2,883.33

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

Check Nbr	Vendor Name	Check Date	Check Amount
186035	DELUXE BUSINESS CHECKS AND SOL	01/11/2019	326.70
186036	DOMINO'S PIZZA PROSSER	01/11/2019	58.17
186037	HUMBERSTAD, ROBIN ELISE	01/11/2019	46.82
186038	KEENE-RIVERVIEW IMPREST FUND	01/11/2019	882.92
186039	PHE IMPREST FUND	01/11/2019	1,367.69
186040	PROSSER FOOD SERVICES	01/11/2019	201.03

6 Computer Check(s) For a Total of 2,883.33

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
186035	DELUXE BUSINESS CHECKS AND SOL	01/11/2019	2043349710		0	326.70	326.70		
40 E 530 1040 01 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		326.70			
186036	DOMINO'S PIZZA PROSSER	01/11/2019	121337	End of season party - Dance Team	2421800019	58.17	58.17		
40 E 530 1040 04 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		58.17			
186037	HUMBERSTAD, ROBIN ELISE	01/11/2019	TEA LIGHTS		0	46.82	46.82		
40 E 530 3150 01 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/FIFTH-BELL		46.82			
186038	KEENE-RIVERVIEW IMPREST FUND	01/11/2019	1306		0	17.38	882.92		
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		17.38			
			1307		0	15.00			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		15.00			
			1308		0	100.00			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		100.00			
			1309		0	38.61			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		38.61			
			1310		0	122.84			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		122.84			
			1311		0	15.00			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		15.00			
			1312		0	468.75			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		468.75			
			1313		0	15.86			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		15.86			
			1314		0	89.48			
40 E 530 1040 02 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/GENERAL		89.48			
186039	PHE IMPREST FUND	01/11/2019	1168		0	1,367.69	1,367.69		
40 E 530 6010 03 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/CHARITABLE		1,367.69			
186040	PROSSER FOOD SERVICES	01/11/2019	151		0	201.03	201.03		
40 E 530 3150 01 0000 000 0000 0000 0				Associated Student Body Fund/Expenditures/FIFTH-BELL		201.03			
						6	Computer	Check(s) For a Total of	2,883.33

BOARD PACKET

TO: Board of Directors
SUBJECT: Karen Beeman, M.Ed. Service Agreement - **REVISED**
AGENDA: Action
DATE: January 4, 2019
PREPARED BY: Leonor de Maldonado, *Bilingual and Migrant Grants Coordinator* and
Deanna Flores, *Assistant Superintendent*

Background:

As part of our implementation of the Prosser School District's Late Exit Bilingual Program, PSD will contract with Karen Beeman of the Center for Teaching for Biliteracy. Ms. Beeman is a professional developer who has achieved national recognition through her work with teachers and principals. She considers herself a "simultaneous" bilingual - one who learns two languages at the same time. Having been born and raised in Mexico City, Ms. Beeman has experienced the challenges that many bilingual students experience as they learn English. Ms. Beeman has a wealth of expertise in her area of specialty, biliteracy and bilingual education.

Ms. Beeman has worked with the Prosser School District in the development of its Late Exit Bilingual Program at Whitstran and KRV. She has provided guidance in curriculum mapping through Summer Institutes and has also provided support on how to provide instruction to students who are learning to read and write in two languages at the same time. Her services will confirm our compliance with our Title III/TBIP grants.

Ms. Beeman has many demands on her services. Being creative and having developed a professional relationship with the Biliteracy team, Ms. Beeman has agreed to work with the Biliteracy team through a series of monthly virtual meetings commencing on January 11th through May 10th. Ms. Beeman's consultant fee is \$3,000 which will come out of the Title III/TBIP grants.

Recommendation:

Approval of the service agreement with Karen Beeman, M.Ed. is recommended.



Agreement

Center for Teaching for Bilingual Education (hereinafter referred to as the Contractor) and Prosser School District (hereinafter referred to as the "District") desire to enter in this Agreement subject to the following terms and conditions:

1. Scope of Services: and 2. Consultant fee and expenses:

Date and Consultant	Activity	Fees
January 11, 2019	Virtual (Video Conference) Meeting with the Bilingual Education mapping Committee 12:00-1:30 pm PT	\$750
February 8, 2019	Virtual (Video Conference) Meeting with the Bilingual Education mapping Committee 8:30-10:00 a.m. PT	\$750
April 12, 2019	Virtual (Video Conference) Meeting with the Bilingual Education mapping Committee 8:30-10:00 a.m. PT	\$750
May 10, 2019	Virtual (Video Conference) Meeting with the Bilingual Education mapping Committee 8:30-10:00 a.m. PT	\$750
Total		\$3,000

3. Independent Contractor.

The Contractor is retained solely for the purposes set forth in this Agreement and shall at all times have the status of an Independent Contractor. The parties agree that the District will not:

- a. Require the contractor to work exclusively for the District; and
- b. Establish a quality standard for the Contractor, or oversee the actual work or instruct the Contractor as to how the work is to be performed, except the Parties agree as stated in Paragraph 1 that the Contractor's services will be consistent with generally accepted industry standards for the Contractor's customary services and products; and
- c. Pay the Contractor only the compensation state in Paragraph 2; and
- d. Terminate the Contractor's current services for particular work the Contractor accepts from the District unless the Contractor violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement; and
- e. Provide more than minimal training for the Contractor; and
- f. Provide tools or benefits to the Contractor; and

- g. Combine its business operations in any way with the Contractor's business, but instead both Parties will maintain their own operations as separate and distinct.

4. Intellectual Property. Neither party shall acquire any rights, either expressed or implied, to the intellectual property of the other unless expressly acknowledged in writing as a "Work For Hire" in this Agreement or another written Agreement between the parties.

5. No Construction Against Drafting Party. The parties and their respective counsel have had the opportunity to review this Agreement, and the Agreement will not be construed against any party merely because the Agreement or any provisions thereof were prepared by a particular party.

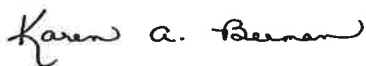
6. Severability. If it is found by a court of competent jurisdiction or by operation of law that a term or provision of this Agreement is invalid or unenforceable, the remainder of the Agreement shall be unimpaired and continue in force and effect, and the invalid or unenforceable term or provision shall be replaced by such valid term or provision as comes closest to the intention underlying the invalid or unenforceable term or provision.

7. Termination of Agreement. Either party may terminate this Contract by giving thirty (30) days' written notice to the other party. Termination of this Contract shall not relieve either party of its obligation to pay amounts due, or to give any credit due, for services rendered prior to the effective date of a breach of contract or termination.

8. Cancellation In the event the District terminates this Agreement without cause more than 30 days before the commencement date, the District shall pay a cancellation fee to Contractor in the sum of \$ 0.

In the event the District terminates this Agreement without cause less than 30 days before the commencement date, the District shall pay an enhanced cancellation fee to Provider in the sum of \$3000.00

Center for Teaching for Biliteracy
An Illinois corporation



By: Karen Beeman date: December 22, 2018

Prosser School District Representative

Signature _____ date _____