



REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Wednesday, October 9, 2019 06:00 PM

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

1. Pledge of Allegiance
2. Approval of Agenda
3. Communications
4. Recognition: Ezekiel Akinbade Video - Jesse Owens: Triumph in Germany, Tragedy at Home

II. Information Items:

III. Protocol for Addressing Board:

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

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 - REVISED

[Cert - October 9, 2019 \(p. 4\)](#)

2. Classified Personnel

[Class - October 9, 2019 \(p. 5\)](#)

3. Approval of Minutes

[Special Board Meeting - September 19, 2019 - Safety and Security \(p. 6\)](#)

[Regular Board Meeting - September 24, 2019 \(p. 10\)](#)

[Special Board Meeting - September 25, 2019 - Elementary Construction \(p. 16\)](#)

4. Contracts and Personal Service Agreements

It is recommended the Board of Directors approve the contracts and agreements listed below.

[Ernesto Lara Jr. DJ Services \(p. 18\)](#)

Graduation Alliance Dropout Recovery Program (p. 19)

Agreement with the City of Prosser Regarding Interchanging of Facility (p. 51)

Interlocal Agreement with the City of Prosser Regarding Use of Public Facilities (Aquatic Center) (p. 63)

Professional Services Agreement - Teach for America (p. 70)

5. Volunteer Coaches

6. Vouchers

Payable October 11, 2019 (p. 86)

VII. Old Business:

VIII. Action Items: REVISED

1. Emergency Substitute Certificate Teacher Assignment - KRV

Emergency Sub - KRV (p. 114)

2. Emergency Substitute Certificate Teacher Assignment - HMS

Emergency Sub - HMS (p. 115)

3. 2018-19 Salary Adjustments for Special Services Director and Coordinator of Bilingual and Migrant Programs

SPED Dir & Bilingual Coord (p. 116)

4. 2018-19 Salary Adjustments for Assistant Superintendents - REVISED

Asst. Supts (p. 117)

5. Adoption of Policy No. 6100: Revenues from Local, State and Federal Sources - FIRST READING

Policy No. 6100 (p. 120)

6. Letter of Agreement Ratification with the Public School Employees of Washington (PSE), Prosser Chapter

PSE (p. 125)

7. Amendment to Policy No. 1400: Meeting Conduct, Order of Business and Quorum - FIRST READING - REVISED

Policy No. 1400 (p. 126)

IX. Discussion Items:

1. Safety and Security

2. Roles of the Board and the Superintendent

Resource Alignment (p. 132)

3. Construction Update

X. Future Meetings:

- *Regular Board Meeting, October 23, 2019, PHS Library, 6:00 p.m.*
- *Special Board Meeting, Safety and Security, October 24, 2019, PHS Library, 6:30 p.m.*

XI. Adjournment:

SCHOOL BOARD MEETINGS

Prosser School District No. 116 , 1500 Grant Avenue, 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.

Board members are: Scotty Hunt, President; Jesalyn Cole, Vice-President; Andy Howe, Peggy S. Douglas and Scott Coleman. Student representatives are: Rebekah Bestebreur, Cacia Roy, Martha Akinbade and Zane Castilleja.

About Board Meetings

Business meetings are held twice each month, on the 2nd and 4th Wednesday. 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 6:00 p.m.

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

About Executive Sessions

The Board may occasionally go into executive session, thus excluding the public and the news media from witnessing the discussion. You should know though, that the Board will only discuss issues in executive session. It must, by law, take all actions in an

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

Study Sessions

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

Addressing the Board

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

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

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

Board Hearings

The school Board can be compared to a "court of last resort." If a concern cannot be solved by first talking with

the teacher, principal, or appropriate District personnel, it may be forwarded to the Board for hearing. Sometimes this hearing may be conducted in "executive session," meaning the public and the media are not in attendance.

About Your Board

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

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

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

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

BOARD PACKET

TO: Board of Directors
SUBJECT: Certificated Personnel - **REVISED**
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Mr. Matthew Ellis, *Superintendent*

Certificated Employees

Brenda Dilbeck has declined Prosser School District's offer of employment as a special education preschool teacher, for one day per week for the 2019/20 school year.

Samantha Rivera has been recommended as a special education resource room math teacher at Prosser High School for the 2019/20 school year, in the absence of the regular teacher.

Marlene Hughes has been recommended as a preschool teacher, for two days per week, three and ½ hours per day for the 2019/20 school year.

Sue Ellen Davis has been recommended as a math interventionist at Housel Middle School for the 2019/20 school year.

BOARD PACKET

TO: Board of Directors
SUBJECT: Classified Personnel
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Craig Reynolds, *Assistant Superintendent*

CLASSIFIED EMPLOYEES

Janet Barboza has resigned her position as a special education paraeducator at Prosser Heights Elementary School.

Stormee Van Belle has been hired as an assistant volleyball coach at Prosser High School.

Board Meeting September 19, 2019

SPECIAL BOARD MEETING

CALL TO ORDER

A special meeting of the Prosser School District Board of Directors was called to order at 6:31 p.m. by Mr. Scotty Hunt, President. Other Board members present included Mr. Andy Howe and Mrs. Peggy S. Douglas. Also present were Mr. Matt Ellis, Superintendent; Craig Reynolds, Assistant Superintendent; and Julie Hyatt, Secretary. Also in attendance were the following District staff members: Amiee Cook, Transportation Supervisor; David Funk, PHS Asst. Principal; Shawn Shultz, Technology Director; Eric Larez, HMS/PHE Asst. Principal; Kevin Gilman, Whitstran Principal; Bryan Bailey, PHS Asst. Principal; Dave Schell, Maintenance Supervisor; Michael Denny, HMS Principal; Kris Moore, KRV Principal; Sally Juzeler, PHE Principal and Kurt Voegele, Pat McCullough, John Chumley, Scott Hutson and Glen Thompson, security guards for the District.

The special meeting was held at the Prosser High School Library, 1203 Prosser Avenue, Prosser, WA. The purpose of the special meeting was to appoint a Safety and Security Committee and to develop organizational plans, objectives and recommendations to the Board of Directors related to matters before the committee.

APPROVAL OF AGENDA

The agenda was approved by unanimous consensus.

DISCUSSION ITEMS:

ICEBREAKER EXERCISE

President Hunt divided the attendees into five groups (by building) and provided each of the groups with a scenario of an active shooter threat at their buildings. The scenario was a white male, 15-20 years old, wearing dark clothes, came into the school carrying a rifle and two pistols and began shooting students. Each group was to take 20 minutes to discuss and formulate a plan to deal with the threat and come back to the table.

INTRODUCTION OF NEW SECURITY STAFF AND BACKGROUND

Each security guard introduced themselves and stated their lengthy law enforcement background:

Glen Thompson, PHS
Scott Hutson, HMS
John Chumley, PHE
Pat McCullough, KRV
Kurt Voegele, WS

ICEBREAKER EXERCISE RESULTS

Mr. Hunt explained the purpose of the exercise was to identify other support staff resources which might be needed as well as to bring ideas or areas of need back to the committee.

Each group's representative explained their plan of action to deal with the threat Mr. Hunt had described in the scenario. These plans included the training each building has had in the event of an active shooter. Some of the protocols mentioned were the initial call for a lockdown, communication among staff in the building, the security guard moving immediately to engage the threat, notifying law enforcement, locking classroom doors and barricading in rooms,

Board Meeting September 19, 2019

triaging victims, notifying and controlling parents and reunification plans.

Discussion ensued about effective protocols already in place, areas of weakness and ways to improve our security process by different means such as updating equipment, improving technology, more training, increasing communication and purchasing additional safety and security items. Some of the specific suggestions and areas of weakness were:

Suggestions:

- Security guards having Chromebooks to monitor the situation in real time
- All radios for administrators and security guards have all channels available
- Meshing and upgrading all radio frequencies for more effective and instant communication
- A secondary hard line phone which is not tied to our current internal District phone system
- Integrated camera system at all schools
- Ability for law enforcement to view the camera systems in all of our schools
- Radios meshing with transportation radios
- Seeking available federal grants

Areas of Weakness:

- Multiple entrances at some buildings depending on the time of day
- Design of current school buildings
- Dead spots and inability to hear the PA system in some areas
- Whitstran's rural location takes longer response time
- Not every classroom has a radio
- KRV has two different radio systems, requiring staff to carry two phones to communicate internally and externally
- Some schools have no cameras
- Reunification plan discrepancies

Mr. Hunt said that as the committee moves forward, we want to identify the weaknesses in our system and prioritize our needs.

Mr. Ellis played a video, produced by the parents who lost their children in the Sandy Hook shooting several years ago.

REVIEW PROGRESS MADE LAST YEAR WITH CHANGES TO USE OF FORCE POLICY

Mr. Hunt reviewed our current Use of Force policy, which had been provided to the attendees.

He said the Board's goal is to put a District-wide safety plan to address the safety needs of each building.

IMPLEMENTATION OF POLICIES AND REQUIRED TRAININGS/RECORDKEEPING

Discussion

Glen Thompson announced that he had completed Jon Ladines' firearms instructor course, so he is now a certified firearms trainer for the District. He will need to be re-certified annually,

Board Meeting September 19, 2019

but this will save the District money as we won't have to rely on Mr. Ladines for trainings. Mr. Thompson invited all staff and Board to be trained in the use of firearms.

David Funk maintains all training records of security guards at the high school, as well as sending the information to HR. He has been considered the "point person" for compliance.

Mr. Hunt asked if the security officers had standard issue items which were listed in the policy, as being provided by the District, such as vests, badges, radios, gun safe, handcuffs, etc.

Because our guards are former law enforcement, they have a lot of their own equipment. Vests are not currently being used consistently by the security guards and the District has not purchased them. They do have badges, radios and handcuffs, only one has a gun safe.

Mr. Hunt said we will work on getting the guards all the equipment they need, as it is the expectation which is stated in the policy.

Mr. Ellis said we need to purchase and/or reimburse our security guards for items they have purchased.

Glen Thompson said Jon Ladines is working on developing dvd's which the District can purchase, showing Gap Training for teachers and other staff. Mr. Thompson also said there has been discussion about Mr. Ladines training Scott Hutson to be our Gap instructor.

The District is behind in Gap training for staff. It needs to be an ongoing, scheduled training. Regarding substitutes and Gap training; in the past, they could attend Gap Training if they wanted to, it was optional. Lockdown procedures are listed in each classroom, with substitutes having access to those procedures. Secondary students can be of assistance to substitute teachers in the event of a lockdown.

The importance of training students to know how to respond to an active shooter situation was discussed. It was also mentioned that it is important to use terms with age-appropriateness in mind, especially with our young students. As students go through our trainings year after year, the security guards' jobs should become easier.

Amiee Cook said she would need to know the need for buses in the event of an emergency as soon as possible. There are always 4 or 5 people on site who can drive a bus. It will take 10-15 minutes to get them on the road. Bus radios will need to be included in any upgrade.

Reunification issues were also discussed, as the plans are old and need to be examined and updated. The last few times there have been evacuations; the students have gone to a different location than in the procedure. The idea of providing the buildings with a secondary reunification site was also mentioned, depending on the type of threat. Keeping the secondary reunification site confidential was also mentioned as important.

Mr. Hunt asked the group to take the topics which had been discussed tonight such as communication, transportation and equipment, break them down and in future meetings, these areas of need can be discussed, so the District can provide in the best way for the buildings.

ESTABLISHMENT OF DIRECTIONAL AREAS (1-3) TO IMPLEMENT THIS YEAR

Board Meeting September 19, 2019

- a. Training: tabletop, Gap, full evacuation drills, lockdown evaluations, controlled bleeding
- b. Review existing policy/procedure, create new policy, review or update security policy in buildings, District, protocols and procedures
- c. Purchases: example – kits, radios, controlled bleeding stations
- d. Management: inventory, command center, connecting with other stakeholders

Mr. Hunt briefly reviewed the above areas such as the need for more in-depth tabletop exercises, trainings, proper use of lockdown terms, purchasing controlled bleeding kits, (he provided an example), and reviewing and updating the security policy, procedures and safety kits.

Mr. Ellis stated the importance of keeping an inventory of needed supplies in each classroom, which is checked annually. Having security guards oversee the annual check of inventory supplies might be the best solution.

Mr. Hunt said he had reached out to law enforcement, seeking information on their response times. Discussion ensued about expected response times both within our city limits and Whitstran.

Mr. Hunt would like to move forward with what we've talked about tonight and determine what we are going to focus on, in terms of spending money.

The group would like to hear from the architects about safety features in the new elementary buildings.

Mr. Ellis said this is a developing topic and will look very different in a few years, than it does now. The possibility of running a tech/safety levy was mentioned to help with safety and security purchases. There is strong community support for our security guards and improving our safety and security measures.

Mr. Hunt asked the ad team to also engage in the safety and security discussion. He also encouraged everyone to provide feedback about tonight's meeting.

Another meeting will be scheduled in approximately a month. Julie Hyatt will send out an invitation soon, with a potential date.

Eric Larez said this tabletop exercise can be documented in Rapid Responder.

The Board members agreed we need to start moving forward on this topic, even though we can't do everything at once.

The meeting was adjourned at 8:02 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Board Meeting September 24, 2019

REGULAR BOARD MEETING:

CALL TO ORDER

The regular meeting of the Board of Directors of Prosser School District was called to order at 7:00 p.m. by Mr. Scotty Hunt, President. Other Board members present included Mr. Andy Howe, Mrs. Peggy S. Douglas, Mrs. Jesalyn Cole and Mr. Scott Coleman. Student representatives Rebekah Bestebreuer and Zane Castilleja were also in attendance. Also present were Mr. Matt Ellis, Superintendent; Mrs. Deanna Flores and Mr. Craig Reynolds, Assistant Superintendents and Julie Hyatt, Secretary. There was also an audience of District staff. Student representatives Martha Akinbade and Cacia Roy arrived shortly after the meeting began.

The Board meeting was held at Keene-Riverview Elementary, 832 Park Avenue. Minutes from the September 10, 2019, regular Board meeting and the September 11, 2019, special board meeting were presented and approved.

APPROVAL OF AGENDA:

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

COMMUNICATIONS:

None

INFORMATION ITEMS:

None

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

- Six *College in the High School* courses have been implemented at PHS. There are about 120 students eligible for these courses. At least 5 credits per student will be paid for by the District. Classes are English, French 2, Spanish 3 and Pre-Calculus. Mrs. Flores also reported that in addition to *College in the High School* courses, we are also “dual crediting” with CBC in our CTE program.

Assistant Superintendent's Report – Business and Operations

- September 2019 Student Enrollment:
 - Elementary enrollment is higher than the projected amount; secondary enrollment is slightly less than projected.
 - *Running Start* enrollment has doubled from last year.
 - The Year End report will be ready for presentation in November.

There was discussion about the possibility of increasing *College in the High School* classes, to potentially reduce the number of *Running Start* students.

Board Meeting September 24, 2019

Superintendent's Report

- Wilma continues to provide professional development to our principals and teachers.
- Mr. Ellis and Julie Hyatt have assumed some of the safety and security and construction responsibilities.
- Bargaining continues with several groups.
- Mr. Ellis would like to schedule a Board Retreat soon as there are many topics to discuss. He will be in contact with the Board members about this.

Board Members' Reports

Scott Coleman

- Mr. Coleman was sorry to hear about the resignation of one of our staff members.

Andy Howe

- Mr. Howe was sorry to hear about the resignation of one of our staff members.
- Attended the safety and security committee meeting last week and thought it went well.

Jesalyn Cole

- PHS cheerleaders recently hosted a K-5 Camp last Friday. Over 50 students attended.
- Volunteered last Friday at KRV and enjoys being in the classroom.
- Participated again in the local history class which Angela Skeen is teaching.
- This weekend is the Balloon Festival, which includes the chalk art competition downtown.
- Next week are tryouts for Missoula Children's Theatre.

Peggy S. Douglas

- Attended the safety meeting last week and felt it was a really good start with a good group of people.

Scotty Hunt

No report

Student Representatives

Martha Akinbade

No report

Rebekah Bestebreur

- *Running Start* has begun.
- The NHS Breakfast is this Saturday at KRV.
- Thrive hosted an "After Party" last Friday after the game.
- There has been a good turnout for games this year.

Cacia Roy

No report

Zane Castilleja

- "Jammin for Jazzy" fundraiser event is taking place this week.
- Homecoming Week is October 7 -11.
- FFA is currently participating in the Central WA State Fair.

Board Meeting September 24, 2019

CONSENT ITEMS:

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

Certificated Personnel

Brenda Dilbeck was recommended as a special education preschool teacher, for one day per week for the 2019/20 school year.

Gilberto Muñoz was recommended as the head boys' soccer coach at Housel Middle School for the 2019/20 school year.

Vicki Wentz submitted a letter of resignation from her position as a third grade teacher at Whitstran Elementary, effective September 27, 2019.

Classified Personnel

There were no recommendations.

Approval of Minutes

Minutes from the September 10, 2019 regular Board meeting and the September 11, 2019 special Board meeting were presented.

Contracts and Personal Service Agreements:

1. 2019-2020 Larry Gregory Service Agreement:
Mr. Gregory is our hearing officer. He is requesting an increase from \$250 to \$275 per hearing plus mileage. Funding is provided through the General Fund.
2. 2019-2020 Benton Franklin Counties Juvenile Justice Center (BFJJC):
BFJJC implements and follows up on truancy board recommendations, provides outreach services, family counseling, assessments and treatment referrals, and monitoring of truancy petitions. The cost for this service is \$6,585, with funding provided through the General Fund.
3. 2019-2020 Science Material Kit Service Agreement with Kennewick School District:
The purpose of this agreement is to pay for science kit refurbishments from the Battelle Science Resource Center operated by Kennewick School District. The amount \$27,940 is for fulfillment of all three kit rotations (fall, winter, spring) at Keene-Riverview, Whitstran and Prosser Heights. The funding is paid out of the General Fund.
4. Pegasus Puppet Theatre Agreement:
Pegasus will be performing "The Legends of Coyote" at Keene-Riverview and Prosser Heights Elementary Schools on October 7, 2019. This play will be performed using hand puppets, masks and costumes inspired by Pacific Northwest Native American Art. The total cost for the performance is \$1,200. Each school will pay \$600 out of their Associated Student Body Account.
5. Traveling Lantern Theatre Company:
Traveling Lantern will be performing "Peter Pan" at Whitstran Elementary School on October 22, 2019. This play will be performed using hand puppets and masks. The total

Board Meeting September 24, 2019

cost for the performance is \$445.50 and will be funded by the Associated Student Body Account.

Volunteer Coaches

None

Vouchers and Payroll

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 \$2,900,586.72 were also approved.

General Fund Voucher numbers 300134 through 300213 totaling \$241,452.72

General Fund Voucher numbers 300214 through 300294 totaling \$136,918.52

Capital Projects Voucher numbers 200000156 through 200000159 totaling \$2,441,703.73

Associated Student Body Fund Voucher number 186481 through 186508 totaling \$32,057.27

Payroll Warrant numbers 300134 through 300166 totaling \$2,900,586.72”

Old Business

None

ACTION ITEM:

Instructional Materials Committee Membership – K-12 Arts

The Instructional Materials Committee is the body that makes core instructional material adoption recommendations to the school Board. The table below is a listing of potential members of the committee as we prepare for K-12 arts adoption. As part of the instructional materials adoption procedure, the school Board must approve committee membership.

Deanna Flores	Asst. Superintendent
Tammy Feakin	Asst. to Asst. Superintendent
Kris Moore	Keene-Riverview Principal (Elementary)
Michael Denny	House1 Principal (Secondary)
Sally Juzeler	Prosser Heights Principal (Elementary)
Sue Severson Bray	Music Teacher – KRV
Camille Klingele	Art Teacher – Heights
Wendy Appelgate	Art Teacher – Whitstran
Kay Deffenbaugh	Art Teacher – HMS
Dan Norris	Music Teacher – HMS/PHS
Kila Salyers Smith	Art Teacher – PHS
Sharra Forrister	Parent

Motion by Peggy S. Douglas, seconded by Jesalyn Cole and motion carried unanimously to approve the K-12 Arts Adoption Committee members.

Instructional Materials Committee Membership – Secondary Science

The Instructional Materials Committee is the body that makes core instructional material adoption recommendations to the school Board. The table below is a listing of potential members of the committee as we prepare for 6-12 secondary (non-CTE) science adoption. As part of the instructional materials adoption procedure, the school Board must approve committee membership.

Board Meeting September 24, 2019

Deanna Flores	Assistant Superintendent
Tammy Feakin	Assistant to the Assistant Superintendent
Michael Denny	Housel Principal
Eric Larez	Housel Vice Principal
David Funk	PHS Vice Principal
Linda Suhadolnik	6,7 Science Teacher – Housel
Ryan Russell	6,7 Science Teacher – Housel
Patrick Humberstad	7,8 Science Teacher – Housel
Stephanie Ard	7,8 Science Teacher – Housel
Meghan Van de Graaf	Biology Teacher – PHS
Timothy Straub	Physical Science Teacher – PHS
Susan Wierenga	Biology Teacher – PHS
Susan Watkins	Chemistry Teacher – PHS
Jason Crook	Physics Teacher - PHS
Lynn Blair	Parent
Prashant Swamy	Parent

Motion by Peggy S. Douglas, seconded by Jesalyn Cole and motion carried unanimously to approve the 6-12 Secondary Science Adoption Committee members.

Amendment of Policy No. 1400: Meeting Conduct, Order of Business and Quorum – FIRST READING

Mr. Ellis requested an amendment to this policy to allow the Superintendent and Board members the ability to attend other meetings that conflict with our current meeting schedule. We currently meet the second and fourth Tuesday of each month. Mr. Ellis proposed our regular Board meetings shift to the second and fourth Wednesday of each month. Mr. Ellis also asked the Board to consider waiving the First Reading and move to Second and Final Reading of this policy amendment. Policy No. 1400 was included in the Board packet.

Motion by Jesalyn Cole, seconded by Andy Howe and motion carried unanimously to approve the amendment of Policy No. 1400: Meeting Conduct, Order of Business and Quorum, waive the First Reading and move to Second and Final Reading of this policy amendment.

Discussion

After discussion, it was agreed to also recommend a new start time for Board meetings, to this Action item. The proposed time is 6:00 p.m. Regular Board meetings currently start at 7:00 p.m.

Motion by Peggy S. Douglas, seconded by Andy Howe and motion carried unanimously to change the start time of regular Board meetings to 6:00 p.m., waive the First Reading and move to Second and Final Reading of this policy amendment.

DISCUSSION ITEMS:

Safety and Security

Mr. Ellis reported on the safety and security meeting last week. He stated the meeting started with a tabletop exercise, then a discussion on the current policy. There are a few areas which were identified as areas of needed growth. Mr. Ellis would like feedback from the Board members who attended the meeting.

Board Meeting September 24, 2019

Mr. Hunt briefly described the tabletop exercise, which had been conducted at the safety and security meeting. He thanked the principals who attended and had worked with their security officers.

Construction Update

Mr. Ellis mentioned the elementary construction meeting tomorrow night and the high school construction meeting on Thursday. He also said we now need to find a lot of topsoil for the new high school. This expense was not expected. This issue will be brought up at the meeting on Thursday. Mr. Ellis will keep the Board apprised of decisions and expenditures.

Discussion ensued about ways to remedy the need for top soil.

There was discussion about possibly combining the elementary construction meetings with the regular Board meetings, due to the schedule change or changing the day they will be held. There was no decision reached. Our next regular Board meeting will reflect the change in the day and time. It will be held Wednesday, October 9 at 6:00 p.m.

Roles of the Board and the Superintendent

Accountability

Mr. Ellis said that he and Mr. Hunt went around to the buildings and delivered small welcome gifts to new teachers. It was good to be out in the District and meet the new staff. Mr. Ellis also said he was glad he and Mr. Hunt could see the great work our buildings are doing.

FUTURE MEETINGS:

- Elementary Construction Meeting, September 25, 2019, Staff Development Room, 6:30 p.m.
- Regular Board Meeting, Wednesday, October 9, 2019, Keene-Riverview, 6:00 p.m.

ADJOURNMENT:

Motion by Scott Coleman, seconded by Jesalyn Cole and motion carried unanimously to adjourn the regular Board meeting at 7:38 p.m.

EXECUTIVE SESSION:

President Hunt called an executive session to order at 7:45 p.m. 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 sixty minutes.

At 8:43 p.m., President Hunt announced the executive session would be extended 30 minutes.

The executive session adjourned at 9:11 p.m.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Special Board Meeting September 25, 2019

SPECIAL BOARD MEETING

CALL TO ORDER:

A special meeting of the Prosser School District Board of Directors was called to order by President Scotty Hunt at 6:30 p.m. Other Board members present included Mrs. Jesalyn Cole, Mr. Andy Howe and Mrs. Peggy S. Douglas. Also present were Superintendent, Mr. Matt Ellis; Assistant Superintendents Mr. Craig Reynolds and Mrs. Deanna Flores; Elementary principals Mrs. Sally Juzeler and Mrs. Kris Moore; Maintenance Supervisor, Mr. Dave Schell; Representatives from Architects West and CSG; and secretary, Mrs. Julie Hyatt. Board member Mr. Scott Coleman was excused from the meeting.

The meeting was held at the staff development room, 1500 Grant Avenue, Prosser, WA, 99350.

The purpose of the special meeting was to discuss construction planning for the three elementary schools.

APPROVAL OF AGENDA:

The agenda was approved by unanimous consensus.

DISCUSSION ITEM:

Elementary Construction Planning

Next Steps

Prior to discussing the floor plans, Mr. Steve Roth wanted the Board's opinion on when to bring the finalized schematic design drawings to the Board for approval. After discussion, it was agreed that the SD's will be presented to the Board for approval on October 23, 2019.

Whitstran

Steve Roth, Architects West, presented each elementary school's floor plan via slides on the screen. Mr. Roth said that this meeting was basically the last opportunity for the District to make any changes to the plans as the schematic design drawings will be submitted on October 3.

Bob Schmidt, Architects West, began reviewing Whitstran's floor plan, saying there were no major changes from the last meeting. He noted that the instructional coach's and title interventionist's rooms are now on the far east side, and are still included in the alternate plan. All regular classrooms are now included in the base bid, there will be no portables used for classrooms.

Regarding the space needed for food service, Mr. Schmidt reported he had met with Darlene Morrow and determined the current amount of proposed space is needed, 951 square feet.

There was discussion about adding sets of doors in the vestibule and hallway leading to the gym.

Architects West will meet individually with each building principal and "user", prior to October 23, to go over the floor plans in greater detail.

Mr. Schmidt showed a rendering of the exterior of the building, and explained that roof heights can be raised on the new addition.

Mark Puddy reported that he had met with the county earlier today and discussed required improvements on Foisy Road. There was also discussion about the bussing entry and exit route.

Special Board Meeting September 25, 2019

Keene-Riverview

Mr. Schmidt reviewed the floor plans and stated that overall, they have not changed too much from two weeks ago.

Discussion ensued with some changes being recommended by the KRV principal, such as the location of the rest rooms, near the administration office. There was also discussion about removing the SLP office and making it a larger room. These minor changes will continue to be discussed when the team meets with KRV staff.

A rendering of the exterior of KRV was shown on a slide. Insulation will be added to the outdoor metal panels which were displayed on the slide. The slide also showed the location change of the main entrance to the school. There was a lengthy discussion about the best place for bus and parent drop-offs of students. There was also lengthy discussion about the best way to utilize space for parking, both staff and parents.

Prosser Heights

Mr. Schmidt reviewed the floor plans and described several of the changes which were made since the last meeting. Other areas of the building were reviewed as well. There were some internal changes to classrooms, based on the principal's recommendations at the last meeting.

A rendering of the exterior of PHE was shown on a slide. Mr. Schmidt described some of the changes as well as some of the construction points, such as a "spine" running through the middle of the roof.

Mark Puddy reviewed the site plan for PHE. After discussion, it was determined there may be potential parking changes, including buses. This will be discussed in greater detail when Mrs. Juzeler and her staff meet with the architects.

It was announced that the Value Engineering meeting has been moved to the first week in November.

It was announced that the updated schematic design package will be presented at the November 13, 2019, regular Board meeting.

The Board members requested they receive information on the schematic design drawing changes prior to the November 13, 2019, Board meeting.

FUTURE MEETINGS:

- Regular Board Meeting, October 9, 2019, Keene-Riverview Elementary, 6:00 p.m.
- Regular Board Meeting, October 23, 2019, Keene-Riverview Elementary, 6:00 p.m.

ADJOURNMENT

The special meeting was adjourned at 8:19 p.m. by unanimous consensus.

Clerk to the Board

Board President

Secretary to the Clerk of the Board

BOARD PACKET

TO: Board of Directors
SUBJECT: Ernesto Lara Jr. DJ Services
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Bryan Bailey, *PHS Assistant Principal*

Background

Ernesto Lara will provide DJ services for Prosser High School's Homecoming Dance on October 12, 2019. The cost for this service is \$800.00 and will be funded by the cheer account.

BOARD PACKET

TO: Board of Directors

SUBJECT: Graduation Alliance Dropout Recovery Program

AGENDA: Consent

DATE: October 9, 2019

PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background

Prosser High School has a percentage of students every year who drop out of school prior to graduation or do not meet graduation requirements in their senior year, failing to graduate. The high school works to get those students to return and earn a diploma, but many do not.

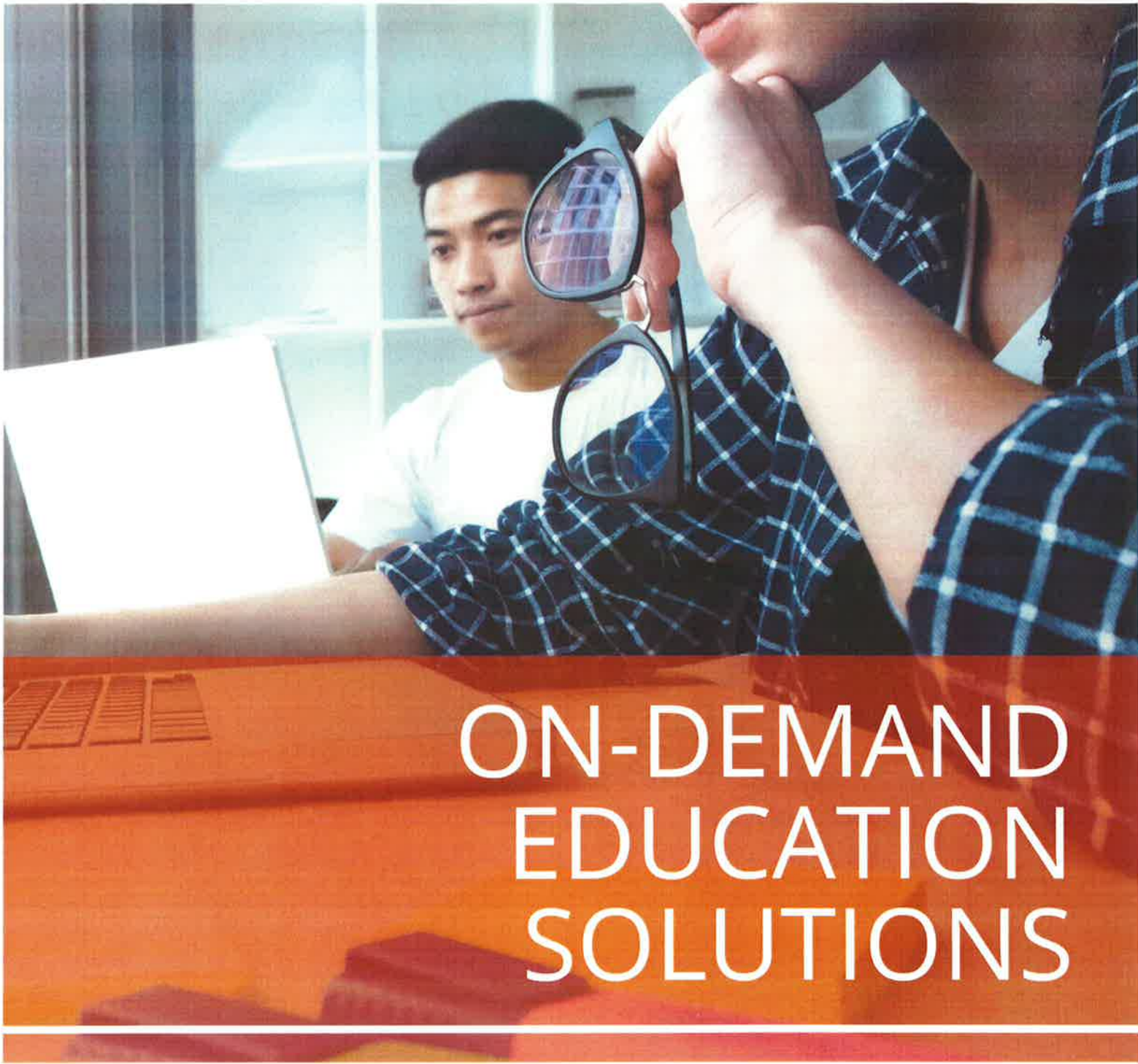
Graduation Alliance provides a program that finds students who have dropped out of school or may be near dropping out, and helps them earn a high school diploma. Their courses are rigorous, but rigor paired with comprehensive support systems.

This program will, at a minimum, be cost neutral to our District. Students who graduate will receive a diploma from our District and help improve our graduation rate.

The following documents are included with this Board item:

- 1) Graduation Alliance brochure
- 2) WA ALE (Alternative Learning Environment) Dropout Recovery Program contract
- 3) WA 1418 Dropout Recovery Program Agreement contract
- 4) Graduation Alliance Open Doors Letter of Intent Youth Reengagement Program MOU*

*An MOU is required by OSPI as Graduation Alliance is an approved Open Doors Dropout Recovery provider.



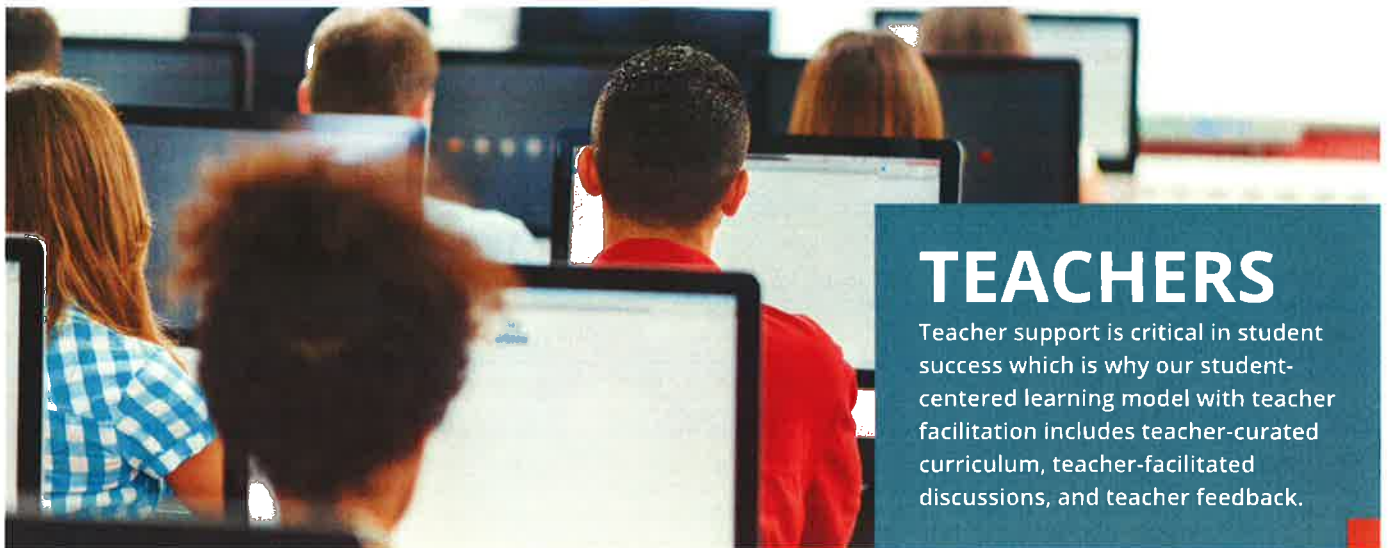
ON-DEMAND EDUCATION SOLUTIONS



ABOUT GRADUATION ALLIANCE

In partnership with educators, government agencies, and community leaders across the nation, Graduation Alliance provides versatile pathways to high school graduation, fosters college and career exploration, and connects job creators to skilled and ready workers.

Since 2007, Graduation Alliance has partnered with more than 250 state agencies, school districts, community colleges, and workforce boards around the country to recruit, re-enroll, educate, and mentor students. Graduation Alliance also operates The American Academy, an exemplary online high school that is fully accredited by the Northwest Accreditation Commission, a division of AdvancED.



OUTCOMES

Since inception, we have worked with more than 15,000 students who have completed more than 80,000 courses with a 90% course pass rate.

We measure success for high school age returning dropouts based on graduation, and return to the traditional classroom. The success of students in Graduation Alliance's dropout recovery programs, measured after completion of orientation, is shown below:

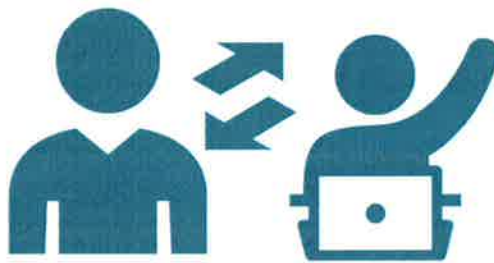
HIGH SCHOOL AGE	SENIORS	JUNIORS	SOPHOMORES
Success Rate	67%	41%	38%
Graduation Rate	95%	60%	20%
Back to Classroom	5%	40%	78%

ON-DEMAND EDUCATION SOLUTIONS

Graduation Alliance provides a comprehensive slate of data-driven solutions to ensure all students are on track for graduation and planning for successful post-secondary lives. We don't just create programs, we provide individualized on-demand education solutions, including comprehensive curriculum, social emotional learning tools, college and career planning resources, and multiple layers of social and academic support — especially for those facing substantial life challenges.

SERVICES BASED ON NEEDS

Teachers Are The Foundation Of Our Individualized Student Support



Academic Support

Teachers | 24/7 Online Tutors
Academic Coaches

Social & Emotional Support

Assessments & Intervention
Local Advocates

Curriculum

Online | Asynchronous
Over 100 Core & Elective Courses

Post-Secondary Support
Career Discovery | College Planning
Certificates & Credentials

District

School-Led Support | Administrative Portal
Real-Time Reports | Pay-For-Use Pricing Model

Engagement

Credit Recovery | Dropout Recovery
Re-Engagement Team

Immediate Access To Any Tier For All Students - Pay Only For What You Use

Features	Tier 1 Single Course	Tier 2 Multi-Course	Tier 3 Support Services	Tier 4 Dropout Recovery
Single Course	✓			
Multi-Course		✓	✓	✓
Highly Qualified Teachers	✓	✓	✓	✓
Student/Parent/School Portal	✓	✓	✓	✓
Student Reporting	✓	✓	✓	✓
Program Monitoring	✓	✓	✓	✓
Transcript Review			✓	✓
Learning Plan Development			✓	✓
Course Registration			✓	✓
Academic Coaches (pacing/progress)			✓	✓
24/7 Tutors			✓	✓
Local Advocates				✓
Enrollment Support & Recruitment		*	*	✓
SEL Assessments & Counseling				✓
Career & College Planning				✓
Internet Enabled Laptop	*	*	*	✓

* Available on an a la cart basis and can be incorporated into the tiers as shown.

INDIVIDUALIZED SOLUTIONS FOR EVERY TYPE OF STUDENT



TIER 1: Single Course

- Student in need of original credit due to missing or failing a course
- Additional elective options
- Teacher resource limitations
- Summer school
- Scheduling conflicts



TIER 2: Multi-Course

- Hospital or homebound
- Credit deficient
- Students enrolled in an onsite part-time alternative program
- Districts wanting to offer blended learning options



TIER 3: Support Services

- Expelled or homebound
- Chronic absenteeism
- Limited administrative support resources
- Districts wanting to offer blended learning options with student support



TIER 4: Dropout Recovery

Students who cannot or will not attend school:

- Severely behind in credits
- Family complications
- Social & emotional issues
- Pregnant and/or parenting

“

The Graduation Alliance program provides districts with another tool to help students who cannot and/or will not go to school. We have integrated their program model with our school districts and have achieved multiple successful student outcomes including: reengaging students and having them return to the classroom, credit attainment, acquisition of career-ready life skills and high school graduates. One of the key selling points for us was the fact that students graduate with a diploma from their local district, when they participate in this program. The kids remain a part of our community.

Shannon Cox | Assistant Superintendent, Montgomery County ESC

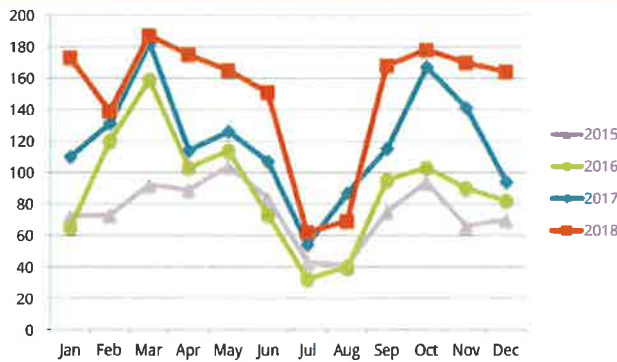


PACIFIC NORTHWEST AT A GLANCE

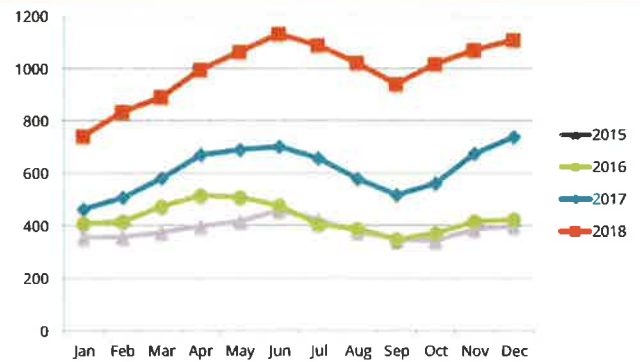
When a student drops out of school, the impact is significant — this unfortunate and often unavoidable decision has a ripple effect on families, communities, and the schools these students leave behind. Helping them come back, however, is no easy task, requiring extensive resources to track them down and place them on an alternative pathway to success.

Graduation Alliance partners with school districts across the nation to re-engage former students, while minimizing the burden felt by schools leaders. But don't take our word for it: see the results for yourself.

MONTHLY NEW STUDENT ENROLLMENT



YEAR OVER YEAR ENROLLMENT GROWTH



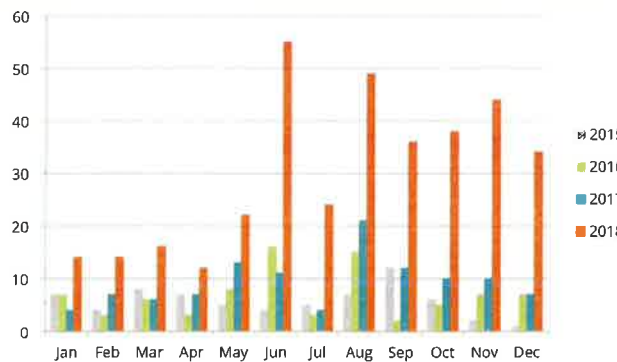
MONTHLY CREDITS EARNED



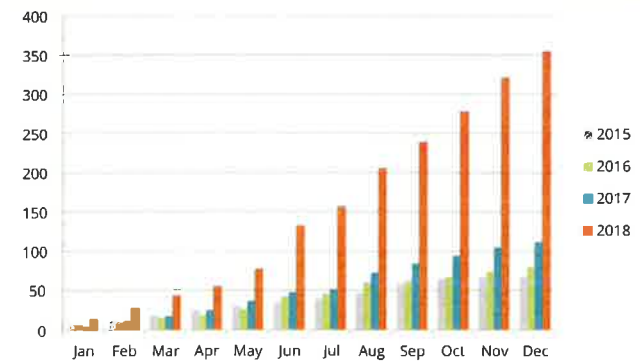
MONTHLY AVERAGE CREDITS EARNED RATE



MONTHLY GRADUATES



YEAR TO DATE CUMULATIVE GRADUATES



What Students Are Saying



"I dropped out of high school during my junior year and I couldn't see my future. When Graduation Alliance was presented to me as an option to get my diploma, I wasn't sure if it was right for me. I had struggled in my regular school, and I wasn't sure if I was going to fare any better at an online school. I was afraid that it wouldn't help me graduate at all. Once I started, I knew it would work. I started completing classes and I felt recognized for the hard work I had done and I knew I could finish. My academic coach and my local advocate helped me when I struggled and they stayed on top of me to do my work. They didn't reject me if I failed, they encouraged me even more. Now that I'm a graduate, I'm looking in college photography course to help my career and push me even harder. I am so thankful that I found out about this program, if I hadn't I might have still been at home doing nothing. I know I did the right thing for my future."

-Judith V. | Dropout Recovery Diploma Graduate



"High school didn't really work very well for me since I suffer from anxiety. I was having a really tough time and I decided to drop out. Shortly afterward, my school contacted me and helped me join Graduation Alliance. I enjoyed the classes I took (math and government) and my academic coaches worked with me and helped me a ton. Since I completed my diploma, I've gotten a much better job and recently delivered my first child. I'm grateful for the help GA gave to me and the opportunities I'll have now."

-Blanca G. | Dropout Recovery Diploma Graduate



"When graduation time came around, I didn't have enough credits and I decided I would just try to get my GED instead. Graduation Alliance called me and it sounded amazing and I joined that day. While working on my last remaining credits, my academic coaches were crucial. There's no way I would have finished without them. I finally finished my senior credits and I graduated at last! I'm now heading to Perry Tech in order to get qualified to become an electrician. I left like a loser after I didn't graduate and now I know that I am a winner."

-Wyatt R. | Dropout Recovery Diploma Graduate

"I was struggling in school and tutoring was not helping me. The school district recommended I try Graduation Alliance and once I did I really enjoyed it. I was able to go at own pace and work on two classes a day; that worked perfectly for me. I have my diploma now and I'm getting enrolled in college to get my communication degree. I'm really looking forward to seeing my potential and the better jobs that are waiting for me out there."

-Eric G. | Dropout Recovery Diploma Graduate

WA ALE Dropout Recovery Program

between

Graduation Alliance, Inc.

AND

Prosser School District

(hereinafter referred to as “District”)

(each identified individually as a “Party” and collectively as the “Parties”)

A. Purpose.

It shall be the purpose of this Scope of Work (the “Agreement”) to:

1. Support the statewide Alternative Learning Experience program as defined in WAC 392-121-182.
2. Comply with requirements outlined in WAC 392-121-182 and provide regular education opportunities for eligible students who are working toward course credits which can be converted to high school credits through the Alternative Learning Experience (hereinafter referred to as “Program”) operated by Graduation Alliance.

B. Duration of Scope of Work.

This Agreement is effective from the date of Customer signature on this Agreement (the “Effective Date”) and expires on the August 31st following the three-year anniversary of the Effective Date. This Agreement automatically renews for successive one (1) year terms unless either party notifies the other in writing not less than sixty (60) days prior to the expiration of the current term of its intention not to renew. Either party may choose not to renew this Agreement without cause for any reason.

C. Eligibility.

Youth are eligible for the program when they meet the following criteria:

1. Under twenty-one (21) years of age as of as of September 1, AND
2. Have not yet met high school graduation requirements.

D. Program Administration.

Graduation Alliance shall develop and deliver to District a Policy and Operations manual detailing the expectations for students, the instructional model, attendance policy, student services, and how program exceptions are managed. Modifications to the Policy and Operations Manual, if necessary, shall be made annually upon mutual agreement of the parties and re-submitted to the District prior to the start of subsequent School Years. District is responsible for gaining approval and adoption by the District’s Board or other governing entity in advance of the start of the School Year as needed.

E. Web Portal Configuration.

Graduation Alliance will provide the District with an Account Portal through which authorized District staff can monitor the program, including the enrollments, registrations, and progress of students in the program as a whole as well as for individual students. The Portal also includes records of courses students complete through the Program and Graduation Alliance transcripts which can be accessed by the high school registrar to certify that students have met the District’s graduation requirements.

The Portal also allows Graduation Alliance to custom-configure proactive alerts and notifications delivered via email and/or text message about various system triggers, including student activity and progress.

F. Enrollment.

1. A student will be considered enrolled when he/she has:
 - a) Met all eligibility criteria specified in Section C.
 - b) Completed all steps of the application process established by the District and the Program.
 - c) Been accepted for enrollment by the District.
 - d) Been enrolled by the Program.

G. Instruction.

Graduation Alliance will be responsible for the provision and oversight of all instruction under this Scope of Work in accordance with the following:

1. Instruction for students must include:

- a) Academic skills instruction and high school equivalency certificate preparation coursework with curriculum, and instruction appropriate to each student's skills levels and academic goals.
- b) College readiness and work readiness preparation coursework.
2. Each area of coursework, as specified in Sections G.1. and G.2., will have a course outline that specifies:
 - a) Identified instructional materials.
 - b) Specific intended learning outcomes.
 - c) Procedures and standards for determining attainment of learning outcomes.
 - d) Policy for grading and award of credit.
3. The Program may restrict or deny access into specific program elements if a student's academic performance or conduct does not meet established guidelines.
4. Graduation Alliance will provide instruction, tuition, and required academic skills assessments at no cost to the students. Consumable supplies, textbooks, and other materials that are retained by the student do not constitute tuition or a fee.
5. All instructional staff will be assigned by Graduation Alliance and will have prior experience in working with at-risk youth and/or in providing individualized instruction.

H. College and Career Transition Counseling

Graduation Alliance shall provide a College and Career Transition Counselor (CCTC) to meet at least quarterly, individually and/or one-on-one, with students within 5.0 credits of graduation. The CCTC shall meet monthly with active students within 2.0 credits of graduation. The CCTC will work directly with the District's designee to ensure proper coordination around high school completion activities.

I. Academic Coaching and Tutoring

Graduation Alliance provides each student enrolled in any Program an assigned Academic Coach. The Academic Coach is responsible for the initial introduction of the Program to the student, regular contact with the student via phone, email, SMS or IM to review progress and resolve issues and to provide support in case the student is having difficulties with the Program. Academic Coaches are available during normal business hours, Monday through Friday, excluding US holidays. Academic Coaches may also be available during non-standard hours and on weekends, at the Coach's sole discretion. The Academic Coach also maintains regular contact with the Local Advocates and the Program management team as they work to keep the student engaged and making progress. Academic coaches will also assist in the development, monitoring, and revision of the written student learning plan.

J. Online Tutoring

Graduation Alliance will provide unlimited access to online tutoring to students enrolled in the Program for courses in Math, Science, English and Social Studies. This tutoring is available 24/7 year-round (except Christmas Eve/Day, Thanksgiving, and Independence Day), and is accessed through our student learning environment. Graduation Alliance reserves the right to limit or revoke access if a student's use is considered excessive in any two consecutive months or if student is found to be using the tutoring for purposes other than for direct participation Programs offered under this Agreement.

K. Recruiting Services

1. Graduation Alliance provides student Recruiting Services for this Program, including the establishment of a student recruiting team, setup and configuration of recruiting systems, and active recruiting of prospective students to join the Programs offered.
2. Within 5 business days of the Effective Date of this Agreement, The District shall provide a list of names and contact information (including but not limited to: child name, last known address, phone numbers, parent/guardian names, email address or other contact information on file in school records) of children who are eligible to enroll in the Program. Graduation Alliance will initiate contact to the students via phone, direct mail, face-to-face meetings, and/or "town hall" style information sessions to inform prospective students about the school's Program. After the Program's initial launch, the District's representative, as defined in the Policy and Operations Manual, shall provide names and contact information of newly eligible students to Graduation Alliance as soon as the students become eligible, and in no event less frequently than quarterly. All prospective students whose contact information is provided by the District according to the terms in this paragraph shall be considered "District Referrals".
3. Graduation Alliance may recruit prospective students who are not District Referrals, however Graduation Alliance shall not enroll any students who are not District Referrals without prior approval by District. Regardless of referral source, Graduation Alliance shall only enroll students within recruiting periods that are aligned with the specified Count Dates, unless otherwise directed by the District.

L. Local Advocacy and Student Support

Graduation Alliance will be responsible for the provision of local advocacy services to all enrolled students in accordance with the following:

1. Local Advocates will be assigned to the Program to provide accessible, consistent support to students, as well as, academic advising, career guidance information, employment assistance or referrals, and referrals to DSHS.
2. Program staff will be available to meet with each student weekly to discuss and mitigates barriers to success in the program.
3. The Program will maintain a local advocacy staff to student ratio not to exceed 1:75 (one case manager FTE to seventy-five (75) enrolled students) on a full-time continuous basis throughout the school year.

M. Hardware and Internet Connectivity

1. If requested by the student, Graduation Alliance will provide laptop computers necessary to complete Services offered in this Agreement. Computers shall be offered on a case-by-case basis for specified students' use during the period students are enrolled in the Program. Laptops will be released to students after a Financial Responsibility Form has been signed by the student's legal guardian. Parents/Guardians will be financially responsible for damage/theft to the laptop, or for failure to return the laptop if the student leaves, removed from or no longer eligible to participate in the Program. Failure to return the laptop may also result in the students' official records and credits earned while in the Program being placed on hold until the obligation is satisfied.
2. Graduation Alliance will provide internet capability based upon commercially-available services offered in the District's geographic region. Internet connectivity is offered on a monthly basis, and the service provider selected is at the sole discretion of Graduation Alliance. Internet connectivity may be revoked if enrolled student violates either Graduation Alliance's Terms and Conditions as defined in this Agreement, or the Student Honor Code accepted by the student at the start of enrollment in a Program.

N. District Administrative Responsibilities.

1. The District will work cooperatively with Graduation Alliance to implement this Scope of Work and to ensure that quality program delivery services are provided in accordance with WAC 392-121-182.
2. The District will designate a primary contact person to work with Graduation Alliance in implementing this Scope of Work and to provide oversight and technical assistance.

O. Statewide Student Assessment.

The District will work with Graduation Alliance to ensure that all students have the opportunity to participate in the statewide student assessment and understand that this assessment, or an approved alternative, is a high school graduation requirement.

P. Provision of Special Education.

The District will be responsible for the provision of special education services to any enrolled student who qualifies for special education in accordance with all state and federal law. Graduation Alliance shall provide common Special Education accommodations at the direction of the District and after evaluation of the student's current IEP.

Q. Provision of Section 504 Accommodation Plan.

The District will provide the same accommodations to students under Section 504 of the 1973 Rehabilitation Act as it provides to all students otherwise enrolled in the District. Graduation Alliance shall provide common Section 504 accommodations at the direction of the District and after evaluation of the student's current 504 Plan.

R. Award of Credit.

In accordance with RCW 28A.175.100, high school credit will be awarded for all Graduation Alliance coursework in which students are enrolled in accordance with the following:

1. High school credit will be awarded for the Program instruction provided by Graduation Alliance
2. The District will ensure that the process for awarding high school credits as described above is implemented as part of the District's policy regarding award of credits per WAC 180-51-050(5) and (6).
3. Graduation Alliance documentation related to the earned credits will be provided to the student and the District that will be responsible awarding of credits.

S. Annual School Calendar.

The following requirements will be met in relation to the school calendar:

1. The school year begins in September 1st and ends on August 31st of the following year.

2. The Program will provide the District a calendar of school year prior to the beginning of the Program’s start date.

T. Reporting of Student Enrollment.

1. The following requirements must be met when reporting student enrollment for state funding:
 - a) Met the eligibility criteria as specified in Section C.
 - b) Met the enrollment criteria as specified in Section F.
 - c) Met the requirement for two-way contact with a certificated teacher within the 20 consecutive school days prior to the monthly count day.
 - d) Attained satisfactory progress as defined in the Policy and Operations Manual or has an intervention plan on file within 5 school days of the monthly count day.
 - e) Has not withdrawn or been dropped prior to the monthly count day.
 - f) Is not enrolled in course work that has been reported by a college for postsecondary funding.
 - g) Has not exceeded 1.0 AAFTE for the current school year.
2. Enrollment will be reported on a monthly basis in accordance with the following:
 - a) Enrollment is based on the number of students enrolled on the monthly count day.
 - b) Graduation Alliance shall submit by the fifth (5th) business day of each month data to District to enable the District to submit monthly P223 to the State.
 - c) If the student’s hours of planned instruction as reported in their written student learning plan and validated by a licensed teacher is 27.75 or greater for each week, each enrolled student will be reported as a 1.0 FTE on the monthly P223 form count day provided the criteria outlined in Section T.1.a. applies.

U. Funding and Reimbursement.

The District will receive state basic education apportionment funding through OSPI, according to the procedures set forth below.

1. Each student eligible for state funding as specified in Section T will be reported as a full or part-time FTE on each monthly count day.
2. The Program standard reimbursement rates from District to Graduation Alliance is based on the Basic Education Allocation (BEA) determined by OSPI. This rate is charged per eligible, non-vocational student per month for up to 10 months per school year. The rates are as follows:

i. 1 to 14 students per month:	8.6% of the BEA per student per month
ii. 15 to 39 students per month:	8.1% of the BEA per student per month
iii. 40 to 99 students per month:	7.8% of the BEA per student per month
iv. 100 or more students per month:	7.6% of the BEA per student per month

In the event a student has been counted 10 times prior to the end of the school year and cannot be included on a district’s monthly P223 report for July and/or August, the District is not required to reimburse Graduation Alliance, provided the District submits evidence of such to Graduation Alliance prior to June 30th. For months in which Graduation Alliance is not reimbursed students may not be required to complete satisfactory progress expectations nor will the student’s status in those months be affected.

3. Distribution of funding will be as follows:
 - a) Within 30 days of the execution of this Agreement, the District shall provide a written schedule to Graduation Alliance identifying the dates that Graduation Alliance shall submit invoices for reimbursement to the District. Invoices will correlate to the enrollment reported monthly on the P223 form submitted by the District.
 - b) The District shall remit payment within thirty (30) days of the receipt of an invoice.
4. Graduation Alliance reserves the right to increase the Program standard reimbursement rates above once per year by an amount commensurate with relevant increases in funding received by the District (if any).

V. Termination and Student Transfer.

If District chooses not to renew this Agreement per Section B above, and students are still active in the Program upon notifying Graduation Alliance of its intention not to renew, the District shall be responsible for the following:

1. Offering a substantially similar program to active students.
2. Obtaining a signed Transfer Consent from Student (or if Student is under the age of 18 as of the expiration date of this agreement, a signed consent from the Student's parent or legal guardian) authorizing the transfer.
3. Transferring active students to the substantially similar program.
4. Signed Transfer Consents must be presented to Graduation Alliance within 30 days of notification of District's intention not to renew this Agreement.
5. If District cannot secure signed Transfer Consents for any active student within the 30 day period, this Agreement remains in full force and effect for that specific active student and District agrees to delay its intention to not renew until terms in this Section W are met.
6. Regardless of whether the above terms and conditions in this Section W are met, following the District's notification of its intention not to renew, no new students shall be enrolled in the Program without the District's express written consent.

W. Required Documentation and Reporting.

1. Student Documentation:
 - a) Graduation Alliance shall maintain student documentation to support eligibility as specified in Section C. and enrollment as specified in Section F.
 - b) Graduation Alliance shall, on behalf of the District, request school records for each student from the last school they attended.
 - c) Graduation Alliance shall maintain documentation of award of credit.
 - d) Graduation Alliance will comply with all state and federal laws related to the privacy, sharing, and retention of student records.
 - e) Access to all student records will be provided in accordance with the Family Educational Rights and Privacy Act (FERPA).
2. The District will ensure that all required Program student information is reported in the student information system and in CEDARS in accordance with OSPI's standard procedures.

X. LIMITATION OF LIABILITY.

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES EXCEPT AS OTHERWISE CONTEMPLATED IN THIS AGREEMENT. EXCEPT FOR GRADUATION ALLIANCE'S CONFIDENTIALITY OBLIGATIONS, IN NO EVENT SHALL THE AGGREGATE LIABILITY OF GRADUATION ALLIANCE, IF ANY, INCLUDING LIABILITY ARISING OUT OF CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT OR WARRANTY, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL OF FEES PAYABLE BY CUSTOMER FOR THE SIX (6) PERIODS IMMEDIATELY PRECEDING THE CLAIM FOR SUCH LIABILITY.

Y. Applicable Law.

This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of the state of Washington. The provisions of this Agreement shall be construed to conform to those laws.

Z. Relationship between the Parties.

Each Party is an independent contractor and will be solely responsible for payment of all compensation owed to its employees, as well as employment related taxes. Each Party will maintain appropriate worker's compensation for its employees as well as general liability insurance. Neither this Agreement, nor any terms and conditions contained herein, shall be construed as creating a partnership, joint venture, agency or franchise relationship.

AA. Amendment and Waiver.

This approved Agreement may be waived, changed, modified, or amended only in writing by authorized individuals of both Parties. If any provision of the Agreement shall be deemed in conflict with any statute or rule of law, such provision shall be modified to be in conformance with said statute or rule of law. The waiver by either Party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach. Except for actions for nonpayment or breach of either Party's intellectual property rights, no action, regardless of form, arising out of this Agreement may be brought by either Party more than two years after the cause of action has occurred.

BB. Entire Agreement.

This Scope of Work constitutes the entire agreement of the parties and supersedes any previous written or oral Scope of Works. Any other Scope of Work, representation, or understanding, verbal or otherwise, relating to the services of Graduation Alliance and the District, or otherwise dealing in any manner with the subject matter of this Scope of Work, is hereby deemed to be null and void and of no force and effect whatsoever.

CC. Severability.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provision of this Agreement will remain in full force.

DD. Successors and Assigns.

This Agreement will be binding upon, and will inure to the benefit of, the permitted successors and assigns of each Party hereto. Either Party may assign this Agreement upon providing written notice to the other Party.

EE. Counterparts.

This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

FF. Survivability.

The following Sections shall survive the expiration and termination of this Agreement X, Y, AA and CC.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed below.

Graduation Alliance, Inc.

Prosser School District

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

("Effective Date")

310 South Main Street, 12th Floor
Salt Lake City, UT 84101

Address: _____

WA 1418 Dropout Recovery Program Agreement

between

Graduation Alliance, Inc.

AND

Prosser School District

(hereinafter referred to as "District")

(each identified individually as a "Party" and collectively as the "Parties")

A. Purpose.

It shall be the purpose of this Scope of Work (the "Agreement") to:

1. Support the statewide dropout reengagement system as defined in RCW 28A.175.100.
2. Comply with requirements outlined in WAC 392-700 and education opportunities for eligible students who are working toward course credits which can be converted to high school credits through the Student Reengagement Program ("Program") operated by Graduation Alliance, Inc. ("Graduation Alliance").
3. The language in this Agreement is based on applicable WAC and RCW sections as of September 2018. The District and Graduation Alliance will comply with any future WAC or RCW modifications.

B. Duration.

This Agreement is effective from the date of Customer signature on this Agreement (the "Effective Date") and expires on the August 31st following the three-year anniversary of the Effective Date. This Agreement automatically renews for successive one (1) year terms unless either party notifies the other in writing not less than sixty (60) days prior to the expiration of the current term of its intention not to renew. Either party may choose not to renew this Agreement without cause for any reason.

The Office of Superintendent of Public Instruction's (OSPI) will be responsible for notifying the District and Graduation Alliance when the Program is required to be reapproved and of the re-approval process. The District is responsible for notifying OSPI if they decide to discontinue the Program. OSPI will examine a minimum of two years of data in the re-approval process.

C. Student Eligibility.

1. Pursuant to WAC 392-700-035, youth are eligible for enrolling in an Open Doors [1418] youth reengagement program when they meet the following criteria:
 - a. Under twenty-one years of age, but at least sixteen (16) years of age, as of September 1;
 - b. Has not yet met the high school graduation requirements,
 - c. Has been found to be credit deficient pursuant to WAC 392-700-035(c)
At the time the student enrolls, is significantly behind in credits based on the student's cohort graduation date. The cohort graduation date is established as the end of the fourth school year after a student first enrolls in the ninth grade.
 - i. A student who is more than twenty-four months from their cohort graduation date and has earned less than sixty-five percent of the high school credits expected to be earned by their cohort or has a ratio of earned credits to attempted credits that is less than sixty-five percent. A cohort is the group of district students that enter the ninth grade in the same school year;
 - ii. A student who is between twelve and twenty-four months from their cohort graduation date and has earned less than seventy percent of the high school credits expected to be earned by their cohort or has a ratio of earned credits to attempted credits that is less than seventy percent;
 - iii. A student who is less than twelve months from their cohort graduation date or who has passed their cohort graduation date by less than twelve months and has earned less than seventy-five percent of the high school credits expected to be earned by their cohort or has a ratio of earned credits to attempted credits that is less than seventy-five percent;
 - iv. A student who is passed their cohort graduation date by twelve months or more and has not met their district graduation requirements; or

- v. A student who has never attended the ninth grade and has earned zero high school credits.
 - d. If determined not to be credit deficient as outlined in WAC 392-700-035(c), has been recommended for enrollment by case managers from the Department of Social and Health Services (DSHS), the juvenile justice system, district approved school personnel, or staff from community agencies which provide educational advocacy services;
2. Additionally, prior to enrollment in the Program, all students must:
- a. Have been withdrawn from their last high school, AND
 - b. Have been released from their resident district and accepted by the District, if the District is not the student's resident district.
3. Once determined eligible for enrolling in the Program, a student will retain eligibility, regardless of breaks in enrollment, until the student does one of the following:
- a. Earns a high school diploma; NOTE: Students who earn their General Educational Development (GED) retain their eligibility and may continue to participate in the Program.
 - b. Earns an Associate Degree.
 - c. Becomes ineligible because has turned age twenty-one (21) on or before September 1st of a new school year.

D. Enrollment.

1. A student will be considered enrolled when he/she has:
- a) Met all eligibility criteria specified in Section C.
 - b) Completed all steps of the application process established by the District and the Program.
 - c) Been accepted for enrollment by the District.
 - d) Been enrolled by the Program.

E. Instruction.

Graduation Alliance will be responsible for the provision and oversight of all instruction under this Agreement in accordance with the following:

1. Instruction for reengagement students must include:
- a) Academic skills instruction and high school equivalency certificate preparation coursework with curriculum, and instruction appropriate to each student's skills levels and academic goals.
 - b) College readiness and work readiness preparation coursework.
2. Instruction for reengagement students may include:
- a) Competency-based academic and/or vocational training.
 - b) College preparation math or writing instruction.
 - c) Subject specific high school credit recovery instruction.
 - d) Other coursework approved by the District, including cooperative work experience.
3. Instruction may not be limited to only those courses or subject areas in which students are deficient in high school credits.
4. All reengagement instruction will be designed to help students acquire high school credits, acquire at least high school skills, and be academically prepared for success in college and/or work. All instruction will be provided in accordance with the skill level and learning needs of individual students and not the student's chronological age or associated grade level. Therefore:
- a) All instruction that is at the ninth (9th) grade level or higher shall generate credits that can be applied to high school diploma, and;
 - b) All instruction that is below the ninth (9th) grade level shall not generate high school credits but will be counted as part of the Program's instructional programming for the purposes of calculating student enrollment, and will

be designed to prepare students for coursework that is at the ninth (9th) grade level or higher. (Reference WAC 392.121.107)

5. Each area of coursework, as specified in Sections E.1. and E.2., will have a course outline that specifies:
 - a) Identified instructional materials.
 - b) Specific intended learning outcomes.
 - c) Procedures and standards for determining attainment of learning outcomes.
 - d) Policy for grading and award of credit.
6. The Program may restrict or deny access into specific program elements if a student's academic performance or conduct does not meet established guidelines.
7. Graduation Alliance will administer standardized tests within one (1) month of enrollment or secure test results no more than six (6) months prior to enrollment in order to determine a student's initial math and reading level upon entering the Program. A commonly accepted standardized academic skills assessment tools will be used. All required assessments will be provided to the students free of charge.
8. Graduation Alliance will provide instruction, tuition, and required academic skills assessments at no cost to the students but may collect mandatory fees as established by the Program.
 - a) Consumable supplies, textbooks, and other materials that are retained by the student do not constitute tuition or a fee.
 - b) The Program will establish a waiver/scholarship process for qualifying students.
9. Instruction will be scheduled so that all enrolled students have the opportunity to attend and work with instructional staff during all the hours of the Program's standard instructional day.
10. All instructional staff will be assigned by Graduation Alliance, but must meet the certification criteria set forth for instruction in Washington state (or if instruction is provided from a college, meet the college hiring criteria) and will have prior experience in working with at-risk youth and/or in providing individualized instruction.

F. Instructional Staff to Student Ratio.

1. The scheduled teaching hours of an instructional staff FTE will equal or exceed the hours of the Program's standard instructional day plus one (1) additional hour per every five (5) teaching hours for planning, curriculum development, record-keeping, and required coordination of services with case management staff.
2. Graduation Alliance will assign instructional staff as needed to maintain an instructional staff FTE to student ratio that does not exceed 1:25.
3. If the non-instructional staff are part of the calculated instructional staff FTE to student ratio, the following conditions must be met:
 - a) Non-instructional staff may not be a replacement for the instructional staff and must work under the guidance and direct supervision of the instructional staff.
 - b) The ratio of total instructional and non-instructional staff FTE to students may not exceed 2:50.
4. Only staff time that is dedicated to providing instruction to reengagement students will be included in the calculation of a Program's instructional staff FTE to student ratio.

G. Web Portal Configuration.

Graduation Alliance will provide the District with an Account Portal through which authorized District staff can monitor the program, including the enrollments, registrations, and progress of students in the program as a whole as well as for individual students. The Portal also includes records of courses students complete through the Program and Graduation Alliance transcripts which can be accessed by the high school registrar to certify that students have met the District's graduation requirements.

The Portal also allows Graduation Alliance to custom-configure proactive alerts and notifications delivered via email and/or text message about various system triggers, including student activity and progress.

H. Recruiting Services.

1. Graduation Alliance provides student Recruiting Services for this Program, including the establishment of a student recruiting team, setup and configuration of recruiting systems, and active recruiting of prospective students to join the Programs offered.
2. Within 5 business days of the Effective Date of this Agreement, The District shall provide a list of names and contact information (including but not limited to: child name, last known address, phone numbers, parent/guardian names, email address or other contact information on file in school records) of children who are eligible to enroll in the Program. Graduation Alliance will initiate contact to the students via phone, direct mail, face-to-face meetings, and/or "town hall" style information sessions to inform prospective students about the school's Program. After the Program's initial launch, the District's representative, as defined in the Policy and Operations Manual, shall provide names and contact information of newly eligible students to Graduation Alliance as soon as the students become eligible, and in no event less frequently than quarterly. All prospective students whose contact information is provided by the District according to the terms in this paragraph shall be considered "District Referrals".
3. Graduation Alliance may recruit prospective students who are not District Referrals, however Graduation Alliance shall not enroll any students who are not District Referrals without prior approval by District. Regardless of referral source, Graduation Alliance shall only enroll students within recruiting periods that are aligned with the specified Count Dates, unless otherwise directed by the District.

I. Academic Coaching.

Graduation Alliance provides each student enrolled in any Program an assigned Academic Coach. The Academic Coach is responsible for the initial introduction of the Program to the student, regular contact with the student via phone, email, SMS or IM to review progress and resolve issues and to provide support in case the student is having difficulties with the Program. Academic Coaches are available during normal business hours, Monday through Friday, excluding US holidays. Academic Coaches may also be available during non-standard hours and on weekends, at the Coach's sole discretion. The Academic Coach also maintains regular contact with the Local Advocates and the Program management team as they work to keep the student engaged and making progress.

J. Online Tutoring

Graduation Alliance will provide unlimited access to online tutoring to students enrolled in the Program for courses in Math, Science, English and Social Studies. This tutoring is available 24/7 year-round (except Christmas Eve/Day, Thanksgiving, and Independence Day), and is accessed through our student learning environment. Graduation Alliance reserves the right to limit or revoke access if a student's use is considered excessive in any two consecutive months or if student is found to be using the tutoring for purposes other than for direct participation Programs offered under this Agreement.

K. College and Career Transition Counseling

Graduation Alliance shall provide a College and Career Transition Counselor (CCTC) to meet at least quarterly, individually and/or one-on-one, with students within 5.0 credits of graduation. The CCTC shall meet monthly with active students within 2.0 credits of graduation. The CCTC will work directly with the District's designee to ensure proper coordination around high school completion activities.

L. Case Management and Student Support.

Graduation Alliance will be responsible for the provision of case management services to all enrolled students in accordance with the following:

1. Case management staff (also known as "Local Advocates") will be assigned to the Program by Graduation Alliance to provide accessible, consistent support to students, as well as, academic advising, career guidance information, employment assistance or referrals, and referrals to DSHS.
2. The Program will maintain a case management staff to student ratio not to exceed 1:75 (one case manager FTE to seventy-five (75) enrolled students) on a full-time continuous basis throughout the school year.
3. Only the percent of each staff member's time that is allocated to fulfilling case management responsibilities will be included in the calculation of a Program's case management staff FTE to student ratio.
4. Even though the provision of case management services will require case management staff to work in the community to meet client needs, case management staff will be primarily based at the Program's instructional site(s).
5. Graduation Alliance will ensure that case management services and instruction are integrated and coordinated, and that procedures are established that facilitate timely relevant communication about student progress.

6. All case management staff will be employed by Graduation Alliance and will have at least a Bachelor degree in social work, counseling, education, or a related field, OR at least two (2) years' experience providing case management, counseling or related direct services to at-risk individuals or sixteen to twenty-one (16-21) year old youth.

M. Program Administration.

Graduation Alliance shall develop and deliver to District a Policy and Operations manual in compliance with the most current and applicable RCW and WAC sections detailing the expectations for students, the instructional model, attendance policy, student services, and how program exceptions are managed. Modifications to the Policy and Operations Manual, if necessary, shall be made annually upon mutual agreement of the parties and re-submitted to the District prior to the start of subsequent School Years. District is responsible for gaining approval and adoption by the District's Board or other governing entity in advance of the start of the School Year as needed.

N. Hardware and Internet Connectivity.

1. If requested by the student, Graduation Alliance will provide laptop computers necessary to complete Services offered in this Agreement. Computers shall be offered on a case-by-case basis for specified students' use during the period students are enrolled in the Program. Laptops will be released to students after a Financial Responsibility Form has been signed by the student's legal guardian or by the student if the student is over the age of eighteen (18). Parents/Guardians, or the student if over the age of eighteen (18), will be financially responsible for damage/theft to the laptop, or for failure to return the laptop if the student leaves, removed from or no longer eligible to participate in the Program. Failure to return the laptop may also result in the students' official records and credits earned while in the Program being placed on hold until the obligation is satisfied.
2. Graduation Alliance will provide internet capability based upon commercially-available services offered in the District's geographic region. Internet connectivity is offered on a monthly basis, and the service provider selected is at the sole discretion of Graduation Alliance. Internet connectivity may be revoked if enrolled student violates either Graduation Alliance's Terms and Conditions as defined in this Agreement, or the Student Honor Code accepted by the student at the start of enrollment in a Program.

O. Award of Credit.

In accordance with RCW 28A.175.100, high school credit will be awarded for all Graduation Alliance coursework in which reengagement students are enrolled, including high school equivalency certificate preparation, in accordance with the following:

1. High school credit will be awarded for the Program instruction provided by Graduation Alliance in accordance WAC 392-700-137.
2. The District will ensure that the process for awarding high school credits as described above is implemented as part of the District's policy regarding award of credits per WAC 180-51-050(5) and (6).
3. Graduation Alliance documentation related to the earned credits will be provided to the student and the District that will be responsible awarding of credits.

P. Statewide Student Assessment.

1. The District will work with Graduation Alliance to ensure that all reengagement students participate in the statewide student assessment and understand that this assessment, or an approved alternative, is a high school graduation requirement.
2. The District will include reengagement students when calculating districtwide statistics in relation to the statewide assessments.

Q. Provision of Special Education and Section 504 of the 1973 Rehabilitation Act Accommodations and Transitional Bilingual Instructional program.

1. The District is responsible for the provision of special education services to any Program student who qualifies for special education in accordance with all state and federal law and pursuant to WAC chapter 392-172A.
2. The District will provide the same accommodations to any enrolled students under Section 504 of the 1973 Rehabilitation Act as it provides to all students of the District. Graduation Alliance shall provide common Special Education accommodations at the direction of the District and after evaluation of the student's current IEP.
3. The resident district is responsible for the provision of services to students who are eligible for transitional bilingual services, and are otherwise qualified for participation in the program. The Agency may provide these services and

the additional funds claimed by the district may be passed through to the Agency if the Agency is providing the ELL services.

R. Annual School Calendar.

The following requirements will be met in relation to the school calendar:

1. The school year begins on September 1st and ends on August 31st.
2. Graduation Alliance will provide the District with a calendar of school year prior to the beginning of the Program’s start date.
3. The school year calendar must meet the following criteria:
 - a) The specific planned days of instruction will be identified.
 - b) There must be a minimum of ten (10) instructional months.
4. The number of hours of instruction must meet the following criteria:
 - a) A standard instructional day may not exceed six (6) instructional hours per day even if instruction is provided for more than six (6) hours per day.
 - b) A standard instructional day may not be less than two (2) hours per day.
5. The Program’s total planned hours of instruction for the school year:
 - a. Is the sum of the hours of instruction for all instructional months of the Program’s school year.
 - b. Must have a minimum of one thousand (1,000) annual planned hours of instruction.

S. Reporting of Student Enrollment.

Programs will report to the District their Program enrollment using the Form P223-1418 each month. The enrollment will be based on the monthly count day as defined in WAC 392-121-119. The Program will certify by signing the Form P223-1418 the accuracy of the enrollment reported. The Form is due to the District by the eighth calendar day of the months – October through August and for the month of September, the date found on the back of the form.

In accordance with WAC 392-700-160, the following criteria must be met for each student claimed by the Program for state funding on each monthly count day:

1. Meets all eligibility criteria pursuant to WAC 392-700-035 or Section C of this Agreement,
2. Is enrolled in the Program, as well as, the District,
3. Meets the attendance period requirement pursuant to WAC 392-700-015(3),
4. Meets the weekly status check requirement pursuant to WAC 392-700-015(23),
5. Has not withdrawn or been dropped from the Program prior to the monthly count day,
6. Is not being claimed by a state institution pursuant to WAC 392-122-221 on the monthly count day,
7. Whose Program enrollment is not being claimed by a college for postsecondary funding,
8. Is not currently enrolled in a high school program, including Alternative Learning Experience, College in the High School or another reengagement program excluding Jobs for Washington’s Graduate (JWG) program,
9. If concurrently enrolled in a Running Start, Skills Center, or JWG program, is not exceeding the full-time equivalent (FTE) limitation pursuant to WAC 392-121-136,
10. Has not exceeded the 1.0 annual average FTE (AAFTE) for the school year to include prior months’ enrollment in a high school, at a state institution, and in JWG program. And,
11. After being claimed for three months, has made academic progress by either earning an indicator of academic progress identified in WAC 392-700-015(14) or a credential identified in WAC 392-700-015(11).

T. Funding and Reimbursement.

The District will receive state basic education apportionment funding through OSPI, pursuant to WAC 392-700-165, according to the procedures set forth below:

1. The Program standard reimbursement rates from District to Graduation Alliance is based on the Basic Education Allocation (BEA) determined by OSPI. This rate is charged per eligible, non-vocational student per month for up to 10 months per school year. The rates are as follows:
 - a. 1 to 14 students per month: 8.6% of the BEA per student per month
 - b. 15 to 39 students per month: 8.1% of the BEA per student per month
 - c. 40 to 99 students per month: 7.8% of the BEA per student per month
 - d. 100 or more students per month: 7.6% of the BEA per student per month
2. Distribution of funding will be as follows:
 - a) By October 1, the District shall provide a written schedule to Graduation Alliance identifying the dates that Graduation Alliance shall submit invoices for reimbursement to the District. Invoices will correlate to the enrollment reported monthly on the P223-1418 form submitted by the District.
 - b) The District shall remit payment within thirty (30) days of the receipt of an invoice.
4. The District may report and retain Special Education funding from OSPI for eligible students receiving special education services.
5. The Program may provide transportation for students but additional funds are not generated or provided.
6. Reengagement students enrolled in a state-approved K-12 transitional bilingual instructional program pursuant to WAC 392-160 can be claimed by the District for bilingual enhanced funding.
7. Graduation Alliance reserves the right to increase the Program standard reimbursement rates above once per year by an amount commensurate with relevant increases in funding received by the District (if any).

U. Termination and Student Transfer.

If District chooses not to renew this Agreement per Section B above, and students are still active in the Program upon notifying Graduation Alliance of its intention not to renew, the District shall be responsible for the following:

1. Offering a substantially similar program to active students.
2. Obtaining a signed Transfer Consent from Student (or if Student is under the age of 18 as of the expiration date of this agreement, a signed consent from the Student's parent or legal guardian) authorizing the transfer.
3. Transferring active students to the substantially similar program.
4. Signed Transfer Consents must be presented to Graduation Alliance within 30 days of notification of District's intention not to renew this Agreement.
5. If District cannot secure signed Transfer Consents for any active student within the 30-day period, this Agreement remains in full force and effect for that specific active student and District agrees to delay its intention to not renew until terms in this Section W are met.
6. Regardless of whether the above terms and conditions in this Section W are met, following the District's notification of its intention not to renew, no new students shall be enrolled in the Program without the District's express written consent.

V. Required Documentation and Reporting.

The Program and District will maintain the following documentation and provide the following reporting pursuant to WAC 392-700-175.

1. Student Documentation:
 - a) Graduation Alliance shall maintain student documentation to support eligibility as specified in Section C. and enrollment as specified in Section F.
 - b) Graduation Alliance shall, on behalf of the District, request school records for each student from the last school they attended.
 - c) Graduation Alliance shall maintain documentation of case management, student assessment, basic skills gains, attainments of credentials, earned indicators of academic progress, and award of credit.
 - d) Graduation Alliance will comply with all state and federal laws related to the privacy, sharing, and retention of student records.

- e) Access to all student records will be provided in accordance with the Family Educational Rights and Privacy Act (FERPA).
- 2. Monthly Student Reporting:
 - a) The District will ensure that all required Program student information is reported in the student information system; and in CEDARS in accordance with OSPI's standard procedures.
 - b) District is responsible for data entry and will define the data elements the Program must provide for each student, as well as the format and required reporting dates for the submission of data.
- 3. Annual Reporting:
 - a) Graduation Alliance will prepare and submit an annual performance report to the District no later than October 1st.
 - b) The District will review and submit the annual performance report to OSPI no later than November 1st.
 - c) The annual report will include the following:
 - a. Program's total number of students by gender, age, and race/ethnicity who were enrolled, who were dismissed by the Program, and who voluntarily withdrew.
 - b. Program's total number of students by gender, age, race/ethnicity, and credential type who earned a credential as defined in WAC 392-700-015(10).
 - c. Program's total number of students by gender, age, race/ethnicity, and indicator of academic progress types who attained an indicator of academic progress as defined in WAC 392-700-015(14). For high school and college credit, detail the subject area.
 - d. Total number of instructional staff assigned to the Program.

W. District Administrative Responsibilities.

- 1. Upon Office of Superintendent of Public Instruction's (OSPI) determination that this Agreement contains approved standard language that delineates responsibility for all the required elements of a Reengagement Program as outlined in RCW 28A.175.100, and WAC 392-700, OSPI will assign a school code to be used by the District, Graduation Alliance, and OSPI to exclusively identify the Program. The District will use this code in its student information system and in Comprehensive Education Data and Research System (CEDARS) to identify all students enrolled in the Program.
- 2. The District will work cooperatively with Graduation Alliance to implement this Agreement and to ensure that quality reengagement services are provided in accordance with WAC 392-700.
- 3. The District will designate a primary contact person to work with Graduation Alliance in implementing this Agreement and to provide oversight and technical assistance.

X. Longitudinal Performance Goals.

- 1. Longitudinal performance data for the Program and the statewide reengagement system as a whole will be reported through the Washington's P-20 (pre-school to post-secondary and workforce) longitudinal data system, the Education Research and Data Center (ERDC).
- 2. The District will work with Graduation Alliance to collect and report student data requested by the ERDC in order to accomplish the longitudinal follow-up of reengagement students. Specifically, the following unique identifier data points will be collected, to the extent possible, by the Program, reported by Graduation Alliance, and verified by the District, for each enrolled reengagement student:
 - a. Full legal name.
 - b. Birth date.
 - c. State student identifier number (SSID).
 - d. Social security number.
 - e. College student identification number (SID), if applicable.

3. While reengagement students will be encouraged to provide the data needed for longitudinal follow-up, the Program will ensure that a student's unwillingness or inability to provide the requested data will not be a barrier to enrollment.

Y. LIMITATION OF LIABILITY.

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES EXCEPT AS OTHERWISE CONTEMPLATED IN THIS AGREEMENT. EXCEPT FOR GRADUATION ALLIANCE'S CONFIDENTIALITY OBLIGATIONS, IN NO EVENT SHALL THE AGGREGATE LIABILITY OF GRADUATION ALLIANCE, IF ANY, INCLUDING LIABILITY ARISING OUT OF CONTRACT, NEGLIGENCE, STRICT LIABILITY IN TORT OR WARRANTY, OR OTHERWISE, SHALL NOT EXCEED THE TOTAL OF FEES PAYABLE BY CUSTOMER FOR THE SIX (6) PERIODS IMMEDIATELY PRECEDING THE CLAIM FOR SUCH LIABILITY.

Z. Applicable Law.

This Agreement is entered into pursuant to and under authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. In the event of any inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the consistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules.
2. Statement of work herein.
3. Any other provisions of the Agreement, including materials incorporated by reference.

AA. Relationship between the Parties.

Each Party is an independent contractor and will be solely responsible for payment of all compensation owed to its employees, as well as employment related taxes. Each Party will maintain appropriate worker's compensation for its employees as well as general liability insurance. Neither this Agreement, nor any terms and conditions contained herein, shall be construed as creating a partnership, joint venture, agency or franchise relationship.

BB. Amendment and Waiver.

This approved Agreement may be waived, changed, modified, or amended only in writing by authorized individuals of both parties. If any provision of the Agreement shall be deemed in conflict with any statute or rule of law, such provision shall be modified to be in conformance with said statute or rule of law.

CC. Entire Agreement.

This Agreement constitutes the entire agreement of the parties and supersedes any previous written or oral Agreements. Any other Agreement, representation, or understanding, verbal or otherwise, relating to the services of Graduation Alliance and the District, or otherwise dealing in any manner with the subject matter of this Agreement, is hereby deemed to be null and void and of no force and effect whatsoever.

DD. Severability.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provision of this Agreement will remain in full force.

EE. Successors and Assigns.

This Agreement will be binding upon, and will inure to the benefit of, the permitted successors and assigns of each Party hereto. Either Party may assign this Agreement upon providing written notice to the other Party.

FF. Counterparts.

This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be an original, and all the counterparts together shall constitute one and the same instrument.

GG. Survivability.

The following Sections shall survive the expiration and termination of this Agreement: Y, Z, BB, and DD.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed below.

Graduation Alliance, Inc.

Prosser School District

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

("Effective Date")

310 South Main Street, 12th Floor
Salt Lake City, UT 84101

Address: _____

Agreement for 1418 Reengagement Program Approved by OSPI:

OSPI Reengagement Program Administrator

OSPI Assistant Superintendent

By: _____

By: _____

Date: _____

Date: _____

("Effective Date")

School Code Assigned to this Program: _____

Qualification Code: _____

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52 earned to attempted credit ratio that is seventy-five (75) percent or less. (Earned
53 credits divided by attempted credits \leq seventy-five (75) percent).
54

- 55 iii. If determined not to be credit deficient as outlined in WAC 392-700-035(c), has been
56 recommended for enrollment by case managers from the Department of Social and
57 Health Services (DSHS), the juvenile justice system, district approved school
58 personnel, or staff from community agencies which provide educational advocacy
59 services.
60

61 2. Additionally, prior to enrollment in the Program, an eligible student must:

- 62
63 a. Have been withdrawn from their last high school, and
64 b. Have been released from their resident district and accepted by the District, if the District
65 is not the student's resident district.
66

67 3. Once determined eligible for the Program, a student will retain eligibility, regardless of
68 breaks in enrollment, until the student does one of the following:
69

- 70 a. Earns a high school diploma. NOTE: A student who earns a high school equivalency
71 certificate retains their eligibility and may continue to participate in the Program,
72 b. Earns an Associate Degree, or
73 c. Becomes ineligible because has turned age twenty-one (21) on or before September 1
74 of a new school year.
75

76 **D. Instruction.** 77

78 The District will be responsible for the provision and oversight of all instruction under this Letter
79 of Intent pursuant to WAC 392-700-065 which includes the following:
80

81 1. Instruction for Program students must include:

- 82
83 a. Academic skills instruction and high school equivalency certificate preparation
84 coursework with curriculum, and instruction appropriate to each student's skills levels
85 and academic goals.
86 b. Program readiness and work readiness preparation coursework.
87

88 2. Instruction for Program students may include:

- 89
90 a. Competency-based vocational training.
91 b. Program preparation math or writing instruction.
92 c. Subject specific high school credit recovery instruction.
93 d. English as a second language instruction.
94 e. Other coursework approved by the District, including cooperative work experience.
95

96 3. Instruction may not be limited to only those courses or subject areas in which students are
97 deficient in high school credits.
98

99 4. All Program instruction will be designed to help students acquire high school credits,
100 acquire at least high school skills, and be academically prepared for success in college
101 and/or work. All instruction will be provided in accordance with the skill level and learning

needs of individual students and not the student's chronological age or associated grade level. Therefore:

- a. All instruction that is at the ninth (9th) grade level or higher shall generate credits that can be applied to high school diploma, and;
 - b. All instruction that is below the ninth (9th) grade level shall not generate high school credits but will be counted as part of the Program's instructional programming for the purposes of calculating student enrollment, and will be designed to prepare students for coursework that is at the ninth (9th) grade level or higher. (Reference RCW 392.121.107)
5. Each area of coursework, as specified in Sections D.1. and D.2., will have a course outline that specifies:
 - a. Identified instructional materials.
 - b. Specific intended learning outcomes.
 - c. Procedures and standards for determining attainment of learning outcomes.
 - d. Policy for grading and award of credit.
 6. The Program may restrict or deny access into specific program elements if a student's academic performance or conduct does not meet established guidelines.
 7. The Program will administer standardized tests within one (1) month of enrollment or secure test results from no more than six (6) months prior to enrollment in order to determine a student's initial math and reading level upon entering the Program. A commonly accepted standardized academic skills assessment tools will be used. All required assessments will be provided to the students free of charge.
 8. The District will provide instruction, tuition, and required academic skills assessments at no cost to the students, but may collect mandatory fees as established by the Program.
 - a. Consumable supplies, textbooks, and other materials that are retained by the student do not constitute tuition or a fee.
 - b. The Program will establish a waiver/scholarship process for qualifying students.
 9. Instruction will be scheduled so that all enrolled students have the opportunity to attend and work with instructional staff during all the hours of the Program's standard instructional day.
 10. All instructional staff will be assigned by the District and will have prior experience in working with at-risk youth and/or in providing individualized instruction.
 11. The scheduled teaching hours of an instructional staff will equal or exceed the hours of the Program's standard instructional day plus one (1) additional hour per every five (5) teaching hours for planning, curriculum development, record-keeping, and required coordination of services with case management staff.
 12. For any one instructional session, the Program will assign instructional staff as needed to maintain an instructional staff to student ratio that does not exceed 1:25.
 13. If the noninstructional staff are part of the calculated instructional staff to student ratio, the following conditions must be met:

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- a. Noninstructional staff may not be a replacement for the instructional staff and must work under the guidance and direct supervision of the instructional staff.
- b. The ratio of total instructional and noninstructional staff to students may not exceed 2:50.

E. Case Management and Student Support.

The Program will be responsible for the provision of case management services to enrolled students pursuant to WAC 392-700-085 which include the following:

1. Case management staff will be assigned to the Program to provide accessible, consistent support to students as well as, academic advising, career guidance information, employment assistance or referrals, and referrals to DSHS.
2. The Program will maintain a case management staff to student ratio not to exceed 1:75 (one case manager to seventy-five (75) enrolled students) on a full-time continuous basis throughout the school year.
3. Only the percent of each staff member’s time that is allocated to fulfilling case management responsibilities will be included in the calculation of a Program’s case management staff to student ratio.
4. Even though the provision of case management services will require case management staff to work in the community to meet client needs, case management staff will be primarily based at the Program’s instructional site(s).
5. The Program will ensure that case management services and instruction are integrated and coordinated, and that procedures are established that facilitate timely relevant communication about student progress.
6. All case management staff will be employed by the Program and will have at least a Bachelor’s degree in social work, counseling, education, or a related field, or at least two (2) years of experience providing case management, counseling or related direct services to at-risk individuals or sixteen to twenty-one (16–21) year old youth.

F. Award of Credit.

In accordance with WAC 392-700-137, award of credit will include the following:

1. High school credit will be awarded for all coursework at or above the 9th grade level in which students are enrolled, including high school equivalency certificate preparation.
2. The District will ensure that the process for awarding high school credits is implemented as part of the District’s policy regarding award of credits per WAC 180-51-050(5) and (6).
3. Program documentation related to the earned credits will be provided to the student and the District that will be responsible for awarding of credits.

202 **G. Statewide Student Assessment.**

203
204 Pursuant to WAC 392-700-152:

- 205
206 1. The District will ensure that all Program students have the opportunity to participate in the
207 statewide student assessment and understand that this assessment, or an approved
208 alternative, is a high school graduation requirement.
209
210 2. The District will include Program students when calculating districtwide statistics in relation
211 to the statewide assessments.
212

213 **H. Provision of Special Education and Section 504 of the 1973 Rehabilitation Act**
214 **Accommodations.**

- 215
216 1. The District will be responsible for the provision of special education services to any
217 Program student who qualifies for special education in accordance with all state and federal
218 law and pursuant to WAC chapter 392-172A.
219
220 2. The District will provide the same accommodations to any enrolled students under Section
221 504 of the 1973 Rehabilitation Act as it provides to all students of the district.
222

223 **I. Annual Reporting Calendar.**

224
225 The following requirements will be met in relation to the school calendar:

- 226
227 1. The school year begins in September 1st and ends in August 31st.
228
229 2. The Program will provide the District a calendar of school year prior to the beginning of the
230 Program's start date.
231
232 3. The school year calendar must meet the following criteria:
233
234 a. The specific planned days of instruction will be identified, and
235 b. There must be a minimum of ten (10) continuous instructional months.
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237 4. The number of hours of instruction must meet the following criteria:
238
239 a. A standard instructional day may not exceed six (6) instructional hours per day even if
240 instruction is provided for more than six (6) hours per day.
241 b. A standard instructional day may not be less than two (2) hours per day.
242
243 5. The Program's total planned hours of instruction for the school year:
244
245 a. Is the sum of the hours of instruction for all instructional months of the Program's school
246 year.
247 b. Must have a minimum of nine hundred (900) annual planned hours of instruction.
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251 **J. Reporting of Student Enrollment.**

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Programs will report to the District their Program enrollment using the Form P223-1418 each month on the monthly count day. Count day is defined in WAC 392-121-119. The Program will certify by signing the Form P223-1418 the accuracy of the enrollment reported. The Form P223-1418 is due to the District by the fifth (5th) business day of the month.

In accordance with WAC 392-700-160, the following criteria must be met for each student claimed by the Program for state funding on each monthly count day:

1. Meets all eligibility criteria pursuant to WAC 392-700-035 or Section C of this Letter of Intent,
2. Is enrolled in a Program, as well as, the District,
3. Meets the attendance period requirement pursuant to WAC 392-700-015(3),
4. Meets the weekly status check requirement pursuant to WAC 392-700-015(23),
5. Has not withdrawn or been dropped from the Program prior to the monthly count day,
6. Is not being claimed by a state institution pursuant to WAC 392-122-221 on the monthly count day,
7. Whose Program enrollment is not being claimed by a college for postsecondary funding,
8. Is not currently enrolled in a high school program, including Alternative Learning Experience, College in the High School or another reengagement program excluding Jobs for Washington's Graduate (JWG) program,
9. If concurrently enrolled in a Running Start, Skills Center, or JWG program, is not exceeding the full-time equivalent (FTE) limitation pursuant to WAC 392-121-136,
10. Has not exceeded the 1.0 annual average FTE (AAFTE) for the school year to include prior months' enrollment in a high school, at a state institution, and in JWG program, and
11. After being claimed for three months, has made academic progress by either earning an indicator of academic progress identified in WAC 392-700-015(14) or a credential identified in WAC 392-700-015(11).

K. Funding and Reimbursement.

The District will receive state basic education apportionment funding through OSPI, pursuant to WAC 392-700-165 and according to the procedures set forth below:

1. Each eligible student eligible that meets the requirements of Section J. and is enrolled in a below 100 level class will be reported as a full 1.0 FTE on each monthly count day.
2. The Program standard reimbursement rate is the statewide average annual non-vocational as determined by OSPI pursuant to WAC 392-169-095.

- 302 3. The District will retain one hundred (100) percent of the basic education allocation.
303
304 4. The District may report and retain Special Education funding from OSPI for eligible students
305 receiving special education services.
306
307 5. The Program may provide transportation for students but additional funds are not generated
308 or provided.
309
310 6. Program students enrolled in a state-approved K-12 transitional bilingual instructional
311 program pursuant to WAC 392-160 can be claimed by the District for bilingual enhanced
312 funding.
313

314 **L. Required Documentation and Reporting**

315
316 The Program and District will maintain the following documentation and provide the following
317 reporting pursuant to WAC 392-700-175.
318

319 1. Student Documentation:

- 320
321 a. The Program shall maintain student documentation to support eligibility as specified in
322 Section C. and enrollment as specified in Section J.
323 b. The Program shall, on behalf of the District, request school records for each student
324 from the last school they attended.
325 c. The Program shall maintain documentation of case management, student assessment,
326 basic skills gains, attainments of credentials, earned indicator of academic progress,
327 and award of credit.
328 d. The Program will comply with all state and federal laws related to the privacy, sharing,
329 and retention of student records.
330 e. Access to all student records will be provided in accordance with the Family Educational
331 Rights and Privacy Act (FERPA).
332

333 2. Monthly Student Reporting:

- 334
335 a. The District will ensure that all required Program student information is reported in the
336 student information system; and in CEDARS in accordance with OSPI's standard
337 procedures.
338 b. The District will be responsible for performing required data entry in accordance with
339 OSPI's standard procedures for all Open Doors [1418] programs.
340

341 3. Annual Reporting:

- 342
343 a. The Program will prepare and submit an annual performance report to the District no
344 later than October 1st.
345 b. The District will review and submit the annual performance report to OSPI no later than
346 November 1st.
347 c. The annual report will include the following:
348
349 i. Program's total number of students by gender, age, and race/ethnicity who were
350 enrolled, who were dismissed by program, and who voluntarily withdrew.

- ii. Program's total number of students by gender, age, race/ethnicity, and credential type who earned a credential as defined in WAC 392-700-015(10).
- iii. Program's total number of students by gender, age, race/ethnicity, and indicator of academic progress types who attained an indicator of academic progress as defined in WAC 392-700-015(14). For high school and college credit, detail the subject area.
- iv. Total number of instructional staff assigned to the program.

M. Longitudinal Performance Goals.

The Program and District will be required to report their longitudinal performance goals pursuant to WAC 392-700-195.

1. Longitudinal performance data for the Program and the statewide reengagement system as a whole will be reported through the Washington's P-20 (pre-school to post-secondary and workforce) longitudinal data system, the Education Research and Data Center (ERDC).
2. The District will work with the Program to collect and report student data requested by the ERDC in order to accomplish the longitudinal follow-up of Program students. Specifically, the following unique identifier data points will be collected, to the extent possible, by the Program, and verified by the District, for each enrolled Program student:
 - a. Full legal name,
 - b. Birth date,
 - c. State student identifier number (SSID),
 - d. Social security number, and
 - e. College student identification number (SID), if applicable.
3. While Program students will be encouraged to provide the data needed for longitudinal follow-up, the Program will ensure that a student's unwillingness or inability to provide the requested data will not be a barrier to enrollment.

N. Records.

All operations of, and accounting pertaining to this Letter of Intent shall be open to the inspection of OSPI.

O. Applicable Law.

This Letter of Intent is entered into pursuant to and under authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Letter of Intent shall be construed to conform to those laws. In the event of any inconsistency in the terms of this Letter of Intent, or between its terms and any applicable statute or rule, the consistency shall be resolved by giving precedence in the following order:

1. Applicable state and federal statutes and rules.
2. Statement of work herein.
3. Any other provisions of the Letter of Intent, including materials incorporated by reference.

P. No Separate Entity Created.

401 No separate legal or administrative entity is intended by this document.

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Q. Amendment and Waiver.

This approved Letter of Intent may be waived, changed, modified, or amended only by written agreement executed by both the District and OSPI. If any provision of the Letter of Intent shall be deemed in conflict with any statute or rule of law, such provision shall be modified to be in conformance with said statute or rule of law.

R. Entire Agreement.

This Letter of Intent constitutes the entire agreement of the District and OSPI, and supersedes any previous written or oral agreements. Any other agreement, representation, or understanding, verbal or otherwise, relating to the services of District or otherwise dealing in any manner with the subject matter of this Letter of Intent, is hereby deemed to be null and void and of no force and effect whatsoever.

Letter of Intent for Open Doors [1418] Youth Reengagement Program

District Superintendent

Signature

Date

Approved by OSPI:

OSPI Open Doors [1418] Program Administrator

Signature

Date

OSPI Assistant Superintendent

Signature

Date

BOARD PACKET

TO: Board of Directors
SUBJECT: Agreement with the City of Prosser Regarding Interchanging of Facility
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Craig Reynolds, *Assistant Superintendent*

Background

The City of Prosser is requesting to enter into an agreement with the District regarding the sharing of facilities. The proposed agreement is attached.

INTER-GOVERNMENTAL AGREEMENT BETWEEN
CITY OF PROSSER AND THE PROSSER SCHOOL DISTRICT
REGARDING INTERCHANGING OF FACILITY

This Inter-Governmental Agreement (hereinafter "Agreement") is made in entered into this _____ day of _____, 2019, by and between the City of Prosser, a municipal corporation (hereinafter "CITY"), and the Prosser School District, #116 (hereinafter "PSD"), a municipal corporation;

WHEREAS, CITY provides recreational, enrichment, educational and other community services to youth and adult citizens of Prosser through its Department of Parks and Recreation; and

WHEREAS, PSD provides educational and recreational services to students and youth within its school district; and

WHEREAS, CITY and PSD desire to enhance the quantity and quality of recreational and athletic programs and services by entering into this Agreement to share facilities within both organizations; and

WHEREAS, CITY and PSD have entered into an interlocal agreement for the use of the CITY's Aquatic Center (hereinafter "PAC"); and

WHEREAS, no separate entity will be created pursuant to this Agreement; and

WHEREAS, no jointly owned property will be acquired pursuant to this Agreement; and

WHEREAS, CITY and PSD are authorized by RCW 39.34.080 to enter into this Agreement; and

NOW, THEREFORE, CITY AND PSD HEREBY ENTER INTO THIS INTERLOCAL AGREEMENT UNDER THE FOLLOWING TERMS AND CONDITIONS:

1.0 ATTACHMENTS

1.1 The attachments listed herein and attached to this Agreement are incorporated herein by reference for all purposes as if set forth verbatim:

- Attachment "A"** Facilities owned by the CITY and covered by this Agreement
- Attachment "B"** Facilities owned by PSD and covered by this Agreement
- Attachment "C"** Programs and activities operated by CITY or an affiliate with City and covered by this Agreement
- Attachment "D"** Programs and activities operated by PSD or an affiliate with PSD

and covered by this Agreement

“Affiliate” means an organization that provides supplementary programs and recreational activities to a party and utilizes block scheduling for such.

2.0 CONTRACTUAL RELATIONSHIP

2.1 The parties to this Agreement are independent contractors. Except as may be expressly and unambiguously provided in this Agreement, no partnership or joint venture is intended to be created by this Agreement, nor any principal-agent or employer-employee relationship between the parties or any of their officers, employees, agents or representatives.

2.1-1 As an independent contractor, PSD understands and agrees that it will be responsible for its respective acts or omissions, and CITY shall in no way be responsible as an employer to PSD's officers, employees, agents or representatives who perform any service in connection with this Agreement.

2.1-2 As an independent contractor, CITY understands and agrees that it will be responsible for its respective acts or omissions, and EPISD shall in no way be responsible as an employer to CITY's officers, employees, agents or representatives who perform any service in connection with this Agreement.

2.2 PSD acknowledges and agrees that it does not have, and will not attempt to assert, the authority to make commitments for or to bind CITY to any obligation other than the obligations set forth in this Agreement. CITY acknowledges and agrees that it does not have, and will not attempt to assert, the authority to make commitments for or to bind PSD to any obligation other than the obligations set forth in this Agreement.

2.3 The parties acknowledge and expressly agree that, in all things relating to this Agreement, CITY and PSD are performing governmental functions, as defined by the Washington Tort Claims Act. The parties hereby agree that CITY and PSD enter into this Agreement as governmental entities for the purpose of performing a governmental function.

3.0 SCOPE AND TERM OF AGREEMENT

3.1 Scope. CITY and PSD agree on the basis set out in this Agreement to share use of public indoor and outdoor athletic and recreational facilities, owned by each entity, as further described in **Attachments "A" and "B"**, for the programs and activities operated by or affiliated with each entity, as further described in **Attachments "C" and "D"**.

3.2 Term. This Agreement shall become effective on _____, 2019, the latest date signed by a party to the Agreement and shall be for a primary term through May 31, 2020. Said Agreement shall be extended automatically for one (1) additional year term extension under the same terms and conditions, unless either party provides a thirty day notice in writing of its intention not to extend or unless terminated as hereinafter provided in Section 5.0 of this Agreement. In no event shall this Agreement extend beyond May 31, 2023.

4.0 JOINT USE AND FACILITY FEES

4.1 CITY shall have the right of first use of PSD facilities, as further described in **Attachment "B"** for activities officially operated by or affiliated with its Department of Parks and Recreation as described in **Attachment "C"**, when such use does not conflict with PSD school activities or events, or with non-school activities which have been previously approved by PSD in accordance with PSD policies governing use of its facilities.

4.1-1 PSD shall annually provide CITY with all necessary contact information for the point of contact for scheduling purposes. CITY and affiliated leagues shall follow PSD prescribed policies and procedures for all uses, to include but not be limited to the relevant policies and rules regarding alcohol and tobacco use. CITY or the designated representative from an affiliated league (who shall be designated annually) shall submit requests for use of PSD facilities at least fifteen (15) calendar days in advance of the intended use. Written requests will be submitted to the PSD Superintendent or a designee.

4.1-2 For indoor facilities, described in **Attachment "B"** PSD will arrange access to PSD facilities through its own staff when Department of Parks and Recreation staff have reserved a PSD facility.

4.2 PSD shall have the right of first use of CITY facilities, as further described in **Attachment "A"**, for activities officially operated by or affiliated with PSD as described in **Attachment "D"**, when such use does not conflict with CITY activities or events, or with non-CITY activities which have been previously approved by CITY, in accordance with CITY policies governing use of its facilities.

4.2-1 PSD shall follow CITY prescribed processes to request CITY facilities at least fifteen (15) calendar days in advance of the intended use. Written requests will be submitted to the CITY Manager of Parks and Recreation or designee.

4.3 The parties shall have non-exclusive use of the parking areas adjacent to the facilities that are described in **Attachments "A"** and **"B"**, only during approved scheduled times.

4.4 During CITY use of PSD facilities, as described in **Attachment "B"** for City operated activities on the dates and hours that a PSD employee would otherwise be on duty at said facility ("normal hours"), PSD shall not assess facility fees and charges, with the exception of any CITY operated program that requires special services over and above normal facility operations to include security, staff, materials, and supplies and utilities. Special services must be identified in writing at the time of reservation.

4.4-1 CITY may charge a program fee to its participants, in accordance with CITY policies for any program offered by the CITY under this Agreement.

4.5 During PSD use of CITY facilities, as described in **Attachment "A"**, on the dates and hours that a CITY employee would otherwise be on duty at said facility ("normal hours"), CITY shall not assess facility fees and charges, with the exception of any PSD program that requires special services over and above normal facility operations to include security, staff, materials, and supplies, and utilities. Special services must be identified in writing at the time of reservation.

4.5-1 PSD may charge a program fee to its participants, in accordance with PSD policies for any program offered by PSD under this Agreement.

4.6 Swimming Pools. The use of the swimming pool is provided for in a separate Interlocal agreement between the parties.

4.7 Athletic Fields, Courts, Gyms and Multipurpose Rooms. CITY, PSD and affiliated leagues shall submit requests for the upcoming school year (August - June) no later than May 31st prior to the school year, with the exception of the school year beginning August 2019, for which requests shall be submitted within seven (7) calendar days of the effective date. CITY and PSD shall submit requests for the upcoming summer (June - August) no later than January 31st prior to the summer, with the exception for the upcoming summer beginning June 2019, for which request shall be submitted within seven (7) calendar days of the effective date. CITY and PSD agree that, use of all sports fields shall be subject to either party's assessment of its turf conditions, the impact on the field turf by the proposed use, and scheduled maintenance, servicing or repairs.

4.8 Other Uses. The parties may request additional uses in addition to those outlined in Section 4.7 and such requests will be granted subject to availability.

5.0 TERMINATION. This Agreement may be terminated as provided herein.

5.1 Termination by Mutual Consent. The parties may terminate this Agreement by mutual consent upon such terms as they may agree in writing.

5.2 Termination by Either Party. It is further understood and agreed by the CITY and PSD that either party may terminate this Agreement in whole or in part.

5.2-1 Such termination may be made for failure of one party to substantially fulfill its contractual obligations, pursuant to this Agreement, and through no fault of the other party. No such termination shall be made, unless the other party being terminated is granted (a) written notice of intent to terminate enumerating the failures for which the termination is being sought; (b) a minimum of thirty (30) consecutive calendar days to cure such failures; and (c) an opportunity for consultation with the terminating party prior to such termination.

5.2-2 Either party may terminate this Agreement effective at the end of its fiscal year upon giving thirty (30) days written notice to the other party.

5.3 Termination Shall Not Be Construed as Release. Termination by either party shall not be construed as a release of any claims that the terminating party may be lawfully entitled to

assert against the terminating party. Further, the terminated party shall not be relieved of any liability for damages sustained by the terminating party by virtue of any breach of this Agreement.

6.0 NON-DISCRIMINATION. CITY and PSD shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, age, marital status, political affiliation or belief, sexual orientation as defined in RCW 49.60.040, or the presence of any sensory, mental or physical handicap in violation of any applicable federal or state law or regulation and agrees to be an Equal Opportunity Employer and shall not discriminate in the selection of its treatment of employees or guests, on the basis of race, color, national origin, sex, age, religion, creed, marital status, real or perceived sexual orientation, or the presence of any physical, mental or sensory handicap.

7.0 GENERAL PROVISIONS

7.1 Liability. This Agreement is not intended to alter or reallocate any defense or immunity authorized or available to either party by law. It is expressly understood and agreed that CITY is not operating, maintaining or otherwise providing school facilities, nor is PSD operating, maintaining or otherwise providing park and recreational facilities and services to the general public, for use other than CITY and PSD sponsored activities.

7.1-1 Exclusion of Incidental and Consequential Damages. Independent of, severable from, and to be enforced independently of any other enforceable or unenforceable provision of this Agreement, neither party shall be liable to the other party (nor to any person claiming rights derived from such party's rights) for incidental, consequential, special, punitive, or exemplary damages of any kind - including lost profits, loss of business, and further including, mental anguish and emotional distress - as a result of breach of any term of this Agreement, regardless of whether the party was advised, had other reason to know, or in fact knew of the possibility thereof, except as expressly provided in Sections 7.1-2 and 7.2 below. Neither party hereto shall be liable to the other party or any third party by reason of any inaccuracy, incompleteness, or obsolescence of any information provided or maintained by the other party regardless of whether the party receiving said information from the other party was advised, had other reason to know, or in fact knew thereof.

7.1-2 Maximum Aggregate Liability. Independent of, severable from, and to be enforced independently of any other enforceable or unenforceable provision of this Agreement, IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY TO THE OTHER PARTY (INCLUDING LIABILITY TO ANY PERSON OR PERSONS WHOSE CLAIM OR CLAIMS ARE BASED ON OR DERIVED FROM A RIGHT OR RIGHTS CLAIMED BY THE OTHER PARTY), WITH RESPECT TO ANY AND ALL CLAIMS AT ANY AND ALL TIMES ARISING FROM OR RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, IN CONTRACT, TORT, OR OTHERWISE, EXCEED THE AMOUNT OF CONSIDERATION ACTUALLY PAID OR PAYABLE BY THE ONE PARTY TO THE OTHER UNDER THE TERMS OF THIS AGREEMENT, SUBJECT TO SECTION 7.2 BELOW.

7.2 Maintenance and Repairs. Each party agrees to be responsible for the maintenance of its own facilities, regardless of use, except in the case of repairs required to correct damage to

facilities, which has occurred as a result of the other party's use of the facilities. Such cost of repairs shall be borne by the responsible party (either CITY or PSD) using the facility.

7.3 Utilities. Each party agrees to pay for the utilities at its own facilities, regardless of use during the normal operating hours and dates for said facility. In the event that said facility is used outside the normal operating hours and dates, the party using said facility will be responsible for paying for the utilities consumed during use, to include, but not limited to electricity, water & gas.

7.4 Amendment and Waiver. The parties may amend this Agreement at any time by mutual consent. Unless otherwise provided herein, this Agreement may be amended only by written instrument duly executed on behalf of CITY (by authority of City Council) and PSD (by approval of PSD Board). No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party. The CITY's City Manager is authorized to enter into agreements amending this contract that do not affect the annual budget of CITY, to include **Attachments "A" and "C"**. The PSD Superintendent is authorized to enter into agreements amending this contract that do not affect the annual budget of PSD to include **Attachments "B" and "D"**.

7.5 Complete Agreement. This document contains the entire and integrated agreement of the parties and may not be modified except in writing, signed and acknowledge by both parties.

7.6 Governing Law. This Agreement shall be governed by the law of the State of Washington.

7.7 Severability. If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such circumstances shall not affect any other provision (s) hereof, and this Agreement shall be constructed as if such provisions had never been contained herein.

7.8 Notices. All notices, requests, demands and other communications required by or permitted under this agreement shall be reduced to writing and deemed to have been duly given when received by the party to whom directed: provided however; that notice shall be deemed conclusively given at the time of its deposit when sent by Certified or Registered Mail, Return Receipt Requested, at the address as set forth below, or such other address as is hereafter designated by either party by written notice thereof to the other party.

CITY: City of Prosser
Attention: City Clerk
601 7th Street
Prosser, WA 99350

PSD: Prosser School District
Attention: Superintendent

1500 Grant Ave
Prosser, WA 99350

7.9 Duplicate Originals. At the time of signing this agreement, the parties acknowledge that two (2) copies were signed and each shall be treated as duplicate original.

7.10 To comply with RCW 39.34.040, this Agreement shall be filed with the county auditor or alternatively, listed by subject on the public agency's website or other electronically retrievable public source.

This Agreement shall be approved and evidence by Resolution duly passed by each of PSD and CITY.

Executed this _____ day of _____, 2019

CITY BY:

PSD BY:

MAYOR, RANDY TAYLOR

SUPERINTENDENT, MATT ELLIS

ATTEST:

APPROVED AS TO FORM:

CITY CLERK, RACHEL SHAW

SCHOOL DISTRICT, ATTORNEY

APPROVED AS TO FORM:

CITY ATTORNEY, HOWARD SAXTON

ATTACHMENT "A"

**City of Prosser
Parks and Recreation Facilities List**

FACILITY	TYPE	ADDRESS
EJ Miller Tennis Court	Park	920 S. Kinney Way
City Park Stage	Park	1301 Sommers Street

ATTACHMENT "B"

Prosser School District
Facilities List

FACILITY	TYPE	ADDRESS
Housel Middle School	N. & S. Gym	2001 Highland Dr
Prosser High School	Main Gym	1203 Prosser Ave
Prosser High School	Baseball Field	1433 Paterson Rd

ATTACHMENT “C”

City of Prosser Programs and Activities Operated or Affiliated with Prosser Parks and Recreation

Operated by Prosser Parks and Recreation:

Housel Middle School:

Adult Open Gym Basketball

- January to May: Wednesdays of each year; 7-9pm
- September to December: Wednesdays of each year; 7-9pm

Adult Open Gym Pickleball:

- January to May: Mondays of each year; 7-9pm
- September to December: Mondays of each year; 7-9pm

Youth Special Events – Example: Daddy and Daughter Dance, Mother and Son Night Out: The CITY would like to use the High School main gym to host the above dance events:

- Daddy & Daughter Dance: A day after the High School Winter Ball ; 5:30-8:00pm
- Mother & Son Night Out: Second Saturday in April; 5:30-8:00pm

Affiliated with City of Prosser Parks and Recreation:

Skyhawks Youth Basketball

- Summer youth program; 2nd week in July; 9am-12pm; Monday – Friday

The following programs may be added provided that PSD agrees to the addition of the programs and the City of Prosser provides adequate notice.

High School Baseball Field:

Adult Home Run Derby: **Future Program.** Dates and times TBD and agreed upon by PSD. Dates and time would be provided it to the PSD 60 days in advance of the first match.

Businesses Softball Tournament: **Future Program.** Dates and times TBD and agreed upon by PSD. Dates and time would be provided it to the PSD 60 days in advance of the first match.

Prosser High School Main Gym:

Non-Profit Organizations Dodgeball Tournament: **Future Program.** Dates and times TBD and agreed upon by PSD. Dates and time would be provided it to the PSD 60 days in advance of the first match.

Adult Open Gym Volleyball: **Future Program.** Dates and times TBD and agreed upon by PSD. Dates and time would be provided it to the PSD 30 days in advance of the first match.

ATTACHMENT "D"

Prosser School District Programs and Activities Operated or Affiliated with Prosser School District

Operated by Prosser School District:

Tennis: PSD holds Tennis practices and meets at the following City Parks from

- February to April: Monday - Friday of each year; After School and some weekends for meet.
- Practice and Meet schedules for the upcoming school year are provided to Parks and Recreation 30 days before first practice.

Welcoming Freshman Class: Each year the PSD holds a welcome orientation for the freshman class at the Prosser City Park Stage.

The following programs and facility uses may be added provided that the City of Prosser agrees to the addition of the programs and that PSD provides adequate notice.

[Insert future School programs here]

BOARD PACKET

TO: Board of Directors
SUBJECT: Interlocal Agreement with the City of Prosser Regarding Use of Public Facilities (Aquatic Center)
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Craig Reynolds, *Assistant Superintendent*

Background

Girls' swim is a fall sport. Our team is in a co-op with the Grandview High School swim team. We have always had challenges finding a suitable swimming pool that is cost effective. In the past, we have used the Prosser Fitness Center and the City of Prosser pools. This year we have even looked at using a pool in Sunnyside. We have been in discussion with Grandview School District (GSD) and Sunnyside School District (SSD) to come up with a location and share the cost of the pool.

The City of Prosser is allowing the teams to use the city pool for a total cost of \$10,835 which is shared \$4,334 for GSD, \$4,334 for SSD and \$2,167 for PSD. The proposed agreement with the city is attached.

Athletic Director Bryan Bailey will be able to answer any questions about the history and need for an agreement.

INTERLOCAL AGREEMENT BETWEEN
CITY OF PROSSER AND THE PROSSER SCHOOL DISTRICT, GRANDVIEW SCHOOL
DISTRICT, AND SUNNYSIDE SCHOOL DISTRICT
REGARDING USE OF PUBLIC FACILITIES

This agreement is made in entered into this ____ day of _____, 2019, by and between The City of Prosser, (City), a municipal corporation, and the Prosser School District, #116 (PSD), a municipal corporation; Grandview School District, #200 (GSD), a municipal corporation; and Sunnyside School District, #201 (SSD), a municipal corporation; collectively referred to as "District";

WHEREAS, the District desires to use the City's competition swimming pool and old bathhouse located within the City's Aquatic Center (PAC) during the School Year while the City's Aquatic Center is open to the public; and

WHEREAS, the District desires to use the City's competition swimming pool and old bathhouse located within the City's Aquatic Center after the date on which the City would normally close its Aquatic Center; and

WHEREAS, the City and District desire to set forth their agreement regarding the consideration the District must pay for the use of the City's facilities; and

WHEREAS, the parties hereto are authorized by RCW 39.34.080 to enter into this agreement; and

WHEREAS, no separate entity will be created pursuant to this agreement; and

WHEREAS, no jointly owned property will be acquired pursuant to this agreement; and

WHEREAS, PSD & City have entered into a separate agreement for the use of PSD facilities by City; and

WHEREAS, the value of the use of the PAC is substantially the same value of the City's use of the PSD facilities provided for in that separate agreement;

NOW THEREFORE, in consideration of the mutual benefits to be derived hereby and the terms, conditions and covenants contained herein, City and District agree as follows:

1. The term of this agreement commences on August 26, 2019, and terminates December 31, 2019. SSD shall pay City on or before December 31, 2019, the sum of Four thousand, three hundred, and thirty-four Dollars (\$4,334) for use of the competition pool and old bathhouse within the City's Aquatic Center. GSD shall pay City on or before December 31, 2019, the sum of Four thousand, three hundred, and thirty-four Dollars (\$4,334) for use of the competition pool and old bathhouse within the City's Aquatic Center. PSD shall allow the use of its facilities pursuant to that Interlocal Agreement entered into between City and

PSD regarding interchanging of facility on _____, in lieu of paying the sum of Four thousand, three hundred, and thirty-four Dollars (\$4,334) for use of the competition pool and old bathhouse within the City's Aquatic Center for the use of the PAC, PSD will invoiced the sum of Two thousand, one hundred and sixty-seven Dollars (\$2,167). The City shall send each District an invoice on or before the first of September, 2019. Each District shall coordinate with the other Districts for the use of the competition pool and bathhouse. The District understands that City may potentially have private rentals of the entire facility after the pool is closed until September 9th. District shall ensure that its swimmers and coaches only access the City's premises when an authorized District Employee is present with a key issued by City. If the District loses its key, then District shall pay City at District's sole cost the cost to re-key the entire facility. District shall return its key at the termination of the facility usage.

2. While the Aquatic Center is open to the public, District shall schedule any dates it needs to use the competition pool and old bathhouse with the City at least thirty (30) days in advance of such usage. After the Aquatic Center is closed to the public, District may use the competition pool and old bathhouse provided the District schedules such usage with City at least ten (10) days prior to such usage.
3. District shall supply a certified coach that has the legal authority to act as a lifeguard at all swim practices. City shall not be responsible to staff lifeguards during the District swim team practices nor District swim team meets.
4. City shall be responsible to maintain the competition pool and bathhouse, including but not limited to, testing the pool water for compliance with State requirements, cleaning the pool, and paying all costs not specifically allocated to District to operate the competition pool and bathhouse.
5. The duration of the District swim season and the last day of use by the District will be determined by City staff with District swim team input.
6. The Public Works Director will act as the administrator of this agreement.
7. This agreement will not result in a separate agency being created.
8. This agreement will not result in the acquisition of property.
9. The District will indemnify, defend and hold harmless the City, its agents, officers, and employees from and against any and all liability, expense, including defense costs and attorney fees, and claims for damages of any nature whatsoever including, but not limited to, bodily injury, death, personal injury or property damage arising out of or in any manner connected with the sole negligence or sole intentional misconduct of the District connected with the District's use of the swimming pool and aquatic facilities.

The City will indemnify, defend and hold harmless the District, its agents, officers, and employees from and against any and all liability, expense, including defense costs and attorney fees, and claims for damages of any nature whatsoever including, but not limited to, bodily injury, death, personal injury or property damage arising out of or in any manner connected with the sole negligence or sole intentional misconduct of the City as owner of the swimming pool and aquatic facilities.

As between the parties, each party specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51, RCW. The indemnification obligations under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under Workers' Compensation Acts, disability benefits acts, or other employee benefits acts; provided that each party's waiver of immunity by the provisions of this paragraph extend only to claims against the negligent party by the non-negligent party, and does not include, or extend to, any claims by the negligent party's employees directly against the negligent party. The parties have mutually negotiated this waiver. The provisions of this paragraph survive the expiration or termination of this Agreement.

10. Each party shall secure, and continuously carry in effect, with an insurance company or companies reasonably acceptable to the other, the following insurance policies:

Each party shall maintain insurance for bodily injury and property damage. Such insurance shall include: provisions or endorsements naming the other party and its elected officials, officers, agents, employees, and volunteers as additional insureds; provisions that such insurance is primary insurance with respect to the interest of each party, and that any insurance maintained by the party is excess and not contributory insurance with insurance required hereunder; and provisions or endorsements to include broad-form comprehensive liability and blanket contractual liability. Initial limits of liability for all requirements under this paragraph shall be \$1,000,000.00 each occurrence and \$2,000,000.00 general aggregate.

All insurance policies required hereunder shall contain provisions that such policies shall not be canceled or their limits of liability reduced without thirty (30) days prior written notice to the other party. Each party shall provide the other with a Certificate of Liability Insurance naming the other, and its elected officials, officers, agents, employees, and volunteers as additional insureds. It is expressly understood and agreed that it is the intention hereof to constitute a waiver and release of any and all subrogation rights which may have under any such insurance policies.

The terms and conditions of this agreement shall be interpreted under the laws of the State of Washington and any action brought to enforce this agreement shall be brought in Benton County Superior Court.

11. This agreement terminates that certain interlocal agreement entered into by and between City and PSD on December 13, 2011 regarding the use of public facilities.
12. This agreement may be amended or modified only by written agreement duly executed by the parties hereto. This agreement shall be executed in quadruple originals. One original shall go to each party.
13. This agreement shall not be effective until it is either filed with the Benton County Auditor and Yakima County Auditor or it is listed by subject on the City's and the District's web sites, or other electronically retrievable public source in compliance with RCW 39.34.040.

CITY: City of Prosser
601 Seventh Street
Prosser, Washington 99350
Attn: City Clerk
(509) 786-2332

PSD: Prosser School District
1500 Grant Avenue
Prosser, Washington 99350
(509) 786-3323

GSD: Grandview School District
913 W 2nd Street
Grandview, Washington 98930
(509) 882-8500

SSD: Sunnyside School District
1110 S 6th St
Sunnyside, Washington 98944
(509) 837-5851

City of Prosser by:

Randy Taylor, Mayor

Attest:

Rachel Shaw, City Clerk

Approved as to form:

Howard Saxton, City Attorney

Date:

Prosser School District by:

Matt Ellis, Superintendent

Approved as to form:

School District Attorney

Date:

Grandview School District by:

Henry Strom, Superintendent

Approved as to form:

School District Attorney

Date:

Sunnyside School District by:

Kevin McKay, Superintendent

Approved as to form:

School District Attorney

BOARD PACKET

TO: Board of Directors
SUBJECT: Professional Services Agreement – Teach for America
AGENDA: Consent
DATE: October 9, 2019
PREPARED BY: Deanna Flores, *Assistant Superintendent*

Background:

Prosser School District has continued to have teacher shortages in English learners, special education, math and science.

Teach for America, Inc. is a company that provides recruiting, selection, training and ongoing professional development of teachers for school districts who are experiencing teaching position shortages in all grade levels with an emphasis on secondary.

Prosser School District would benefit from a partnership with Teach for America to address our shortage areas.

DISTRICT EDUCATIONAL PROFESSIONAL SERVICES AGREEMENT

This educational professional services agreement (this “Agreement”) is dated September 11, 2019 and is entered into between TEACH FOR AMERICA, INC. (“Teach For America”), a Connecticut non-profit with regional office located at [210 S. Hudson Street, Suite 307 Seattle, WA 98134] and Prosser School District, a political subdivision of the state of Washington (“School District”) (each individually “a Party” and collectively “the Parties”).

RECITALS

WHEREAS, Teach For America is a national leader in recruiting, selecting, training and providing ongoing professional development to individuals committed to closing the achievement gap by serving as effective classroom teachers specifically equipped to enhance student achievement in under-resourced school systems.

WHEREAS, Prosser School District seeks to recruit new teachers who are trained to lead students to academic achievement and to equip such teachers with ongoing professional development and support to further develop and sustain their professional practice.

NOW THEREFORE, School District and Teach For America agree to be bound by the terms and conditions of this Agreement.

AGREEMENT

I. TEACHER CANDIDATE RECRUITMENT, SELECTION AND HIRING:

School District Responsibilities:

A. Hiring Commitment.

- i. Teach For America will use its reasonable efforts to provide the number of teacher candidates for employment with School District (“Teachers”) set forth in Exhibit A (the “Agreed Number”), attached and hereby incorporated hereto, but Teach For America cannot and does not guarantee its ability to provide the full Agreed Number of Teachers to School District and the failure of Teach For

[Type here]

America to provide the full Agreed Number of Teachers for any academic year shall not constitute a breach of this Agreement for any purpose whatsoever.

- ii. Whether or not Teach For America is able to provide the full Agreed Number, School District shall consider for hire each Teacher provided by Teach For America who meets the district eligibility requirements.
- iii. Any Teach For America Teacher hired by the School District shall be hired as the classroom teacher of record and not for substitute, auxiliary, resource or teacher's aide positions.
- iv. Teach For America Teachers will be hired by School District for vacancies across the full range of grades and subject matters and not restricted or limited to so-called "critical" or "shortage" subjects or grade level vacancies.
- v. School District and Teach For America shall collaborate in good faith to identify individual schools within School District appropriate for Teachers. In order to be considered an appropriate school (a "Partner School") for placement of a Teacher, [(i)] the school's student population must be considered high poverty relative to the student population elsewhere in the district or that fifty percent or more of the school's student population receives free [or reduced lunch]. To the extent reasonably practicable, School District will employ two or more Teachers per individual Partner School.

B. Hiring Process.

- i. School District and Teach For America will collaborate in good faith to facilitate the efficient hiring of individual Teachers, in accordance with the School District's established District hiring practices.
- ii. Subject to its obligations under pre-existing collective bargaining agreements, contracts, or applicable law, School District may offer alternative employment to any Teacher who is not employed by the first day of the academic school year. "Alternative employment" includes, but is not limited to substitute teaching positions, "pool" teaching positions, classroom aides or other temporary category of employment available within School to individuals with teaching credentials. The purpose of an alternative employment placement is to

enable the individual Teacher to obtain a salary until such time as School District can secure permanent employment as a full-time classroom teacher of record.

II. TEACHER CANDIDATE RECRUITMENT, SELECTION AND HIRING:

Teach For America Responsibilities:

- A. Candidate Recruitment and Selection. Teach For America will recruit, select for participation in the Teach For America program, and present to the School District for employment Teachers from a broad range of academic majors and career fields. Teach For America will use reasonable efforts to recruit Teachers from diverse backgrounds. In connection with the foregoing, Teach For America will not knowingly engage in any unlawful acts of discrimination in its recruiting or selection of candidates.
- B. Pre-Service Training. Prior to entering the classroom, all Teachers will undergo pre-service training at Teach For America Institutes, which are designed and delivered by Teach For America in order to prepare Teachers for this work.
- C. Qualified Status. Teach For America will provide the described pre-service training to Teachers presented to School District for the purpose of ensuring that such Teachers meet applicable federal, state and/or local educational standards or requirements such as those set forth in the federal Every Student Succeeds Act and other state certification regulations (together, the “Requirements”). For purposes of this Section, only those Requirements in effect at the time that the Teacher is offered employment by School District will be applicable.

III. TEACHER PLACEMENT AND PROFESSIONAL DEVELOPMENT COMMITMENTS: School District Responsibilities

- A. Employment Status.

- i. Every Teacher employed by School District as described in this Agreement shall be a full-time employee of School District with all of the rights, responsibilities and legal protections attendant to that status and not an employee of Teach For America. For the avoidance of doubt, in the event School District is an “at-will” employer nothing in this Agreement shall be construed to grant additional employment rights to individual Teachers.
- ii. Nothing in this Agreement shall be construed to permit Teach For America to interfere in the employment relationship between School District and an employed Teacher.
- iii. Nothing in this Agreement shall be construed to permit Teach For America to function as the representative of any Teacher absent the express agreement among the parties and the Teacher that Teach For America may operate in such capacity in a particular circumstance.
- iv. Nothing in this Agreement shall be construed to imply that an employer-employee relationship exists between Teach For America and any individual Teacher.
- v. Nothing in this Agreement shall be construed to make Teach For America a party to any employment agreement between the School District and the Teacher.
- vi. Nothing in this Agreement shall be construed to imply that any Teacher employed by the School District as described in this Agreement is an agent of Teach For America or has any right or authority to create or assume any obligation of any kind, express or implied, on behalf of Teach For America or bind Teach For America in any respect whatsoever.
- vii. Subject to its obligations under pre-existing labor agreements, applicable municipal and state laws and regulations, and/or its policies and procedures, School District acknowledges that there is an expectation that Teacher(s) shall be employed for two years, provided that the Teacher remains an employee in good standing.

viii. Notwithstanding the foregoing, School District may continue to employ individual Teacher(s) beyond the two-year commitment by mutual agreement between School District and such Teacher(s).

- B. Compensation of Teachers. School District shall provide to every Teacher employed by School District pursuant to this Agreement the same salary and benefits (including, as applicable, health, dental, vision and retirement) as are provided to other teachers employed by School District who are similarly situated from the standpoint of certification status, seniority and any other factors routinely used by School District in making such decisions. Notwithstanding the above, Teach For America acknowledges it exercises no control of the salary and benefits offered to Teachers per this Agreement.
- C. Reductions in Force. Subject to its obligations under pre-existing labor agreements and applicable municipal and state laws and regulations, School District shall use reasonable efforts not to terminate any employed Teacher from his/her teaching position in the event of a reduction in force (RIF), layoffs, “leveling” or other elimination or consolidation of teaching positions within School District. School District shall treat any Teacher employed in connection with this Agreement whose teaching position is eliminated at least as favorably as other teachers with the same job classification, certification status, and/or seniority rights. For the avoidance of doubt, this obligation is limited and controlled by any obligations that the School District has under any pre-existing collective bargaining agreements and applicable municipal and state laws and regulations.
- D. Compliance with Anti-Harassment and Non-Discrimination Regulations. Teach For America believes all Teachers should be able to work in an atmosphere free from all forms of unlawful discrimination, including sexual harassment and any other form of unlawful harassment based on a characteristic or status protected by law, and as such, wishes to ensure Teachers are placed in safe, inclusive and equitable environments. To that end, School District will provide a copy of their internal harassment policies and/or procedures prior to signing this Agreement. School District acknowledges that not consistently enforcing their policies and procedures is grounds for termination of this Agreement, and

that such judgment is at the sole discretion of Teach For America. School District acknowledges that any such termination will be without further Teach For America liability or obligation.

IV. TEACHER PLACEMENT AND PROFESSIONAL DEVELOPMENT COMMITMENTS:
Teach For America Responsibilities

A. Professional Development and On-Line Data Storage Services.

- i. During the course of the academic year, Teach For America shall provide on behalf of School District various professional development services and activities for participating Teachers as well as on-line data storage services to facilitate such professional development services (the “Professional Development and Data Storage Services”). These services may include periodic classroom observations by regional program staff, videotaping of instruction with review of instructional technique, co-investigative discussions to facilitate Teacher capacity for self-reflection and evaluation of instructional practice using student achievement data, and content area/grade-level workshops facilitated by veteran teachers. In addition, Teach For America shall facilitate Teacher access to an assortment of resources including sample lesson plans, assessments, grade tracking systems, and content area/grade level instructional materials. These professional development services will be available to all Teachers during their first two years in the classroom. To facilitate provision of these professional development services, Teach For America may provide on-line data storage services, including transfer and storage of identifiable student information on Teach For America’s proprietary software and servers.
- ii. To facilitate provision of the Professional Development and Data Storage Services, School District may disclose to Teach For America student-related records and personally identifiable information contained in such records (collectively, “Student Records”). Pursuant to its obligations under the Family Educational Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time

(“FERPA”), School District hereby acknowledges that, in the course of providing the Professional Development and Data Storage Services, Teach For America is a school official with legitimate educational interests in the Student Records disclosed to Teach For America, pursuant to 34 CFR §99.31(a)(1).

- iii. Teach For America agrees to use, maintain, and redisclose Student Records only in accordance with the requirements of FERPA. Without limiting the foregoing, Teach For America agrees that it shall not maintain, use, disclose, or allow access to Student Records except as permitted by this Agreement or as otherwise authorized by the School District or by law, and will use Student Records disclosed by the School District only for the purposes for which such disclosure was made.
- iv. School District acknowledges that Teach For America may re-disclose Student Records to third parties pursuant to Teach For America’s provision of the Professional Development and Data Storage Services, as provided in 34 C.F.R. § 99.33(b), provided that Teach For America shall, in advance, provide to School District the names of such parties and a brief description of such parties’ legitimate educational interest in receiving such information.
- v. Pursuant to 34 CFR § 99.7(a)(3)(iii), School District shall include, in its annual notification of rights under FERPA, criteria that qualify Teach For America, in its capacity as a provider of professional development and data storage services, as a school official with a legitimate educational interest.

B. Credentialing Services.

- i. Teach For America shall facilitate the enrollment of individual Teachers in an alternative certification/licensure program that will enable the individual Teacher to obtain appropriate credentials to be a classroom teacher of record.
- ii. Individual Teachers are responsible for completing all credential requirements, including required coursework through an alternative licensure program.

- iii. Teach For America shall not be responsible for, and shall not be in breach of any provision of this Agreement, in the event of any failure by an individual Teacher to fulfill his/her obligations to maintain his/her teaching credentials.

V. GENERAL PROVISIONS

A. Fees-for-Service.

- i. School District shall pay Teach For America an annual fee for each Teacher employed under this Agreement to defray expenses Teach For America incurred in recruiting, selecting, providing pre-service training and continuing professional development services to the Teachers employed by School District under this agreement. School District agrees that all payments for fees shall be in the form of check delivered to Teach For America or wire transfer to an account designated by Teach For America in writing.
- ii. With respect to each Teacher whose employment by School District is to commence in the 2019-2020 academic year, School District shall pay Teach For America an annual amount of \$2,500 for each year in which such Teacher is employed by School District, up to two years from the date such employment is to commence; and
- iii. [With respect to each Teacher whose employment by School District is to commence in the 2020-2021 academic year, School District shall pay Teach For America an annual amount of \$2,500 for each year in which such Teacher is employed by School District, up to two years from the date such employment is to commence].

- B. Non-refund. Teach For America shall have no obligation to refund to School District any amount paid by School District in respect of any Teacher for any reason whatsoever. For the avoidance of doubt, School District will be invoiced fees for each of the individual Teacher(s) initially employed by the School District.

- C. Invoicing and Payment. Teach For America will invoice School District for all amounts due hereunder with respect to any academic year within thirty (30) days of the start of the academic school year, provided that Teach For America's failure to timely do so, will not constitute a waiver of any of Teach For America's rights hereunder or constitute a breach by Teach For America of this Agreement. For the avoidance of doubt, School District shall pay all invoices within [X] days of the date of the invoice.
- D. Term. The term of this Agreement will cover the 2019 cohort of Teachers for the 2019-2020 and 2020-2021 academic years. [It will also cover the 2020 cohort of Teachers for the 2020-2021 and 2021-2022 academic years]. This Agreement will expire on the last school day of the final cohort's second academic year [2021-2022] and may be renewed at the end of the term on the same or substantial similar terms by mutual agreement of the parties.
- E. Termination. This Agreement may be terminated as follows:
- i. at any time by mutual written agreement of the Parties;
 - ii. by either Party, upon thirty (30) days' prior written notice to the other Party, provided that the terminating Party provides that notice no later than 120 days prior to the end of the current academic year; or
 - iii. by either Party upon written notice to the other Party in the event of a material breach of this Agreement that is incapable of being cured or, if capable of being cured, is not cured within thirty (30) days following receipt by the breaching Party of written notice of such breach from the non-breaching Party.
- F. Effect of Termination. Except as otherwise specifically provided, if this Agreement expires or is terminated by either party, it shall become void and of no effect without liability of any party (or any of its directors, officers, employees, agents, representatives or advisors) to the other parties; provided that no such expiration or termination shall relieve any party of any liability asserted by such party under this Agreement prior to or within 6 months of such termination. In the event that this Agreement expires or is

terminated by either party, Sections regarding the Compensation of Teachers, and Reductions in Force shall survive and will remain in effect until such time as there are no Teachers in their second year of employment in School District. Sections related to the Effect of Termination, No Warranty, Mutual Indemnification and Limitation of Liability shall survive the expiration or termination of this Agreement indefinitely. Additionally, Teach For America will be entitled to all outstanding amounts due up to the date of expiration or termination.

G. No Warranty. School District hereby agrees and acknowledges that Teach For America does not make and has not made any representation and warranty (express or implied) as to the fitness of any Teacher presented or provided by Teach For America and School District shall indemnify and hold harmless the TFA Indemnities (as defined below in the Section related to Mutual Indemnification) from and against any Losses (also defined below in the same Section below) resulting from any claim related to the services provided by Teach For America, including, but not limited to, claims that any Teacher presented or provided by Teach For America was unfit for the position for which he or she was hired by School District.

H. Mutual Indemnification.

- i. Teach For America shall indemnify and hold harmless the School District and its officers, directors, employees and agents (the "School District Indemnitees") from and against any and all Losses to which such School District Indemnitee may become subject arising out of a breach of this Agreement by Teach For America to School District of services hereunder, except to the extent such Losses result from the willful misconduct or gross negligence of such School District Indemnitee.
- ii. To the extent permitted by applicable state laws and regulations, School District shall indemnify and hold harmless Teach For America and its officers, directors, employees and agents (the "TFA Indemnitees") from and against any and all losses, liabilities, claims, damages, costs and expenses (including attorneys' fees) ("Losses") to which such TFA Indemnitee may become subject

arising out of the provision by Teach For America to School District of services hereunder (including without limitation the designation of Teachers), except to the extent such Losses result from the willful misconduct or gross negligence of such TFA Indemnitee.

- iii. To the extent permitted by applicable state laws and regulations, neither Party shall have any liability to the other Party with respect to Losses asserted after 6 months of the expiration or termination of this Agreement.

- I. Limitation of Liability. Neither Teach For America nor any of its officers, directors, employees or agents shall be liable to School District or any individual Partner School of School District for any Loss incurred by School District or such individual Partner School (as defined in Hiring Commitment Section, above) in connection with the matters to which this Agreement relates, except for a Loss resulting from willful misconduct or gross negligence on the part of Teach For America; provided that in no event shall Teach For America and its officers, directors, employees and agents have any liability to School District or any such individual Partner School in connection with the matters to which this Agreement relates in excess of the aggregate amount of payments made to Teach For America by School District pursuant to this Agreement or in connection with any Loss of which School District is primarily culpable.

- J. Surveys. School District acknowledges that Teach For America may survey individual constituents, teachers, etc. at the partner school sites regarding its programming and professional development of Teachers in the classroom.

- K. Amendment/Modification. No amendment or modification of this Agreement, and no waiver hereunder, shall be valid or binding unless set forth in writing and signed by each party.

- L. Non-Assignment. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or

otherwise by either party without the prior written consent of the other party, and any such assignment that is not consented to shall be null and void.

- M. Counterparts. This Agreement may be executed in any number of counterparts (including by electronic transmission), each of which when executed and delivered shall be deemed to be an original and all of which counterparts taken together shall constitute but one and the same instrument. The execution of this Agreement by any Party shall not become effective until counterparts have been executed by all Parties.
- N. Construction. The headings of Sections contained in this Agreement are for convenience only, and they do not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the Sections of this Agreement. Any reference in this Agreement to gender includes all genders. Further, except where expressly specified to the contrary, the words “include,” “including,” and “such as” in this Agreement should be read to mean “include without limitation.”
- O. Governing Law. This Agreement and all matters relating hereto shall be governed by, construed and interpreted in accordance with the laws of the State of Washington, without regard to the conflict of laws provisions of such State. Any legal suit, action, or proceeding relating to this Agreement must be instituted in the federal or state courts located in Washington. Each Party irrevocably submits to the exclusive jurisdiction of such courts in any suit, action or proceeding.
- P. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such illegal, unenforceable or invalid provisions or part thereof shall be stricken from this Agreement, and such provision shall not affect the legality, enforceability or validity of the remainder of this Agreement. If any provision or part thereof of this Agreement is stricken in accordance with the provisions of this Section, then such stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.

Q. Notices. Any notices to either Party under this Agreement shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the addresses set forth below or to such other address as that Party may hereafter designate by notice. Notice shall be effective when received, which shall be no greater than one (1) business day after being sent by a nationally recognized messenger service or three days after being sent by mail.

DISTRICT CONTACT

Name: _____
Title: _____
Address: _____
Email: _____

TEACH FOR AMERICA:

With an electronic copy to:

Name: _____
Title: _____
Address: _____
Email: _____

Name: TFA Legal Affairs
Email: LegalAffairs@teachforamerica.org
**Send only notices related to breach of contract and indemnity.*

R. Waiver. A waiver or a breach or default under this Agreement shall not be a waiver of any other subsequent breach or default. The failure or delay in enforcing compliance with any term or condition of this Agreement shall not constitute a waiver of such term or condition unless such term or condition is expressly waived in writing.

S. Entire Agreement/Authority/Binding. This Agreement is the complete and exclusive statement of the agreement between the parties as to the subject matter hereof and supersedes all communications between the parties related to the subject matter of this Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, each of School District and Teach For America has caused its duly authorized representative to sign this Agreement in the space provided below.

PROSSER SCHOOL DISTRICT

By: _____
Name: _____
Address: _____

Teach For America Executive Director

Tony Byrd

By: _____
Name: _____
Title: _____
Address: _____

Teach For America

Contract Owner Attestation:

This contract required legal changes to the required terms and was reviewed/approved by TFA Legal Affairs in this final form.¹

This contract did not require legal changes and was not reviewed by TFA Legal Affairs.

Name: _____
Title: _____

¹ MATT0016125 KRW

[Type here]

EXHIBIT A

Certification (subject) Area	Grade Level	Agreed Number of Teachers	Academic Years of Employment
Example: Math	Example: Elementary	1	2019-2020 & 2020 - 2021
Example: Reading	Example: Secondary	1-2	2020 – 2021 & 2021 - 2022

Fees shall be determined by the actual number of Teachers hired under this Agreement.

- i. Each cohort of Teachers employed pursuant to this clause is in addition to Teachers from prior cohorts employed by the School District and who are returning for their second year of employment.
- ii. If Teach For America provides School District with a number of Teachers that is lower than the Agreed Number, the number of Teacher candidates provided will constitute the Agreed Number for purposes of determining any fees that the School District owes Teach For America.
- iii. In the event that Teach For America supplies the School District with any Teachers above the Agreed Number, School District agrees to pay the agreed upon fees for the additional Teachers.

[Type here]

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 October 9, 2019, the board, by a _____ vote, approves payments, totaling \$109,732.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 900000 through 900072, totaling \$109,732.54

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

Check Nbr	Vendor Name	Check Date	Check Amount
900000	ADVANCED BUSINESS CAPITAL, LLC	10/11/2019	1,120.00
900001	ALL AMERICAN PROPANE	10/11/2019	431.61
900002	Vendor Continued Check	10/11/2019	0.00
900003	Vendor Continued Check	10/11/2019	0.00
900004	Vendor Continued Check	10/11/2019	0.00
900005	AMAZON.COM	10/11/2019	5,437.62
900006	AREVALO, NEDA JEAN	10/11/2019	186.32
900007	BARCENAS-LEYVA, ANTONIO	10/11/2019	102.00
900008	BENTON REA	10/11/2019	512.29
900009	CAROLINA BIOLOGICAL SUPPLY CO	10/11/2019	840.76
900010	CDW GOVERNMENT INC	10/11/2019	1,837.36
900011	CITY OF PROSSER	10/11/2019	15,672.71
900012	CLIFF'S SEPTIC TANK SERVICE	10/11/2019	1,922.22
900013	COLE, KRISTAL L	10/11/2019	87.44
900014	COMMUNITIES IN SCHOOLS OF BENT	10/11/2019	9,500.00
900015	DENNY, MICHAEL J	10/11/2019	68.00
900016	DEVORE, TRAVIS C	10/11/2019	106.84
900017	DOMINO'S PIZZA PROSSER	10/11/2019	65.59
900018	ESD #112	10/11/2019	110.00
900019	ESD #123	10/11/2019	1,581.59
900020	FEAKIN, TAMMY L	10/11/2019	40.00
900021	FIREFLY COMPUTERS	10/11/2019	3,171.12
900022	FOOD DEPOT	10/11/2019	155.51
900023	GAITHER, CHRISTINE	10/11/2019	59.95
900024	HACHTEL, CONNIE F	10/11/2019	68.00
900025	HALL, MICHELLE J	10/11/2019	102.00
900026	COOK'S ACE HARDWARE	10/11/2019	174.95
900027	HAYTER, STEPHEN A	10/11/2019	76.00
900028	IMAGINE LEARNING, INC	10/11/2019	977.40
900029	K C D A	10/11/2019	602.26
900030	KENNEWICK SCHOOL DIST	10/11/2019	28,176.45
900031	KIDS DISCOVER	10/11/2019	864.00
900032	LEARNING A-Z	10/11/2019	651.27

Check Nbr	Vendor Name	Check Date	Check Amount
900033	LINK, CENTURY	10/11/2019	117.70
900034	MOON SECURITY SERVICES INC	10/11/2019	266.24
900035	MOORE, REBECCA L	10/11/2019	10.77
900036	NCCE	10/11/2019	40.00
900037	NORRIS, DANIEL A	10/11/2019	275.00
900038	OFFICE DEPOT INC	10/11/2019	5,509.15
900039	PACIFIC OFFICE AUTOMATION	10/11/2019	332.14
900040	PHASE 2 ELECTRONIC INC	10/11/2019	320.32
900041	PLANBOOK EDU	10/11/2019	57.00
900042	PLICKERS INC	10/11/2019	287.52
900043	PRO-ED, INC	10/11/2019	95.00
900044	PROSSER MINNIE STORAGE	10/11/2019	140.00
900045	PURELAND SUPPLY LLC	10/11/2019	184.00
900046	RAINWATER INC	10/11/2019	161.85
900047	REESE, RACHEL MAY	10/11/2019	67.50
900048	RIVERSIDE STORAGE	10/11/2019	537.00
900049	RODRIGUEZ, SYLVIA	10/11/2019	30.00
900050	SCHOLASTIC BOOK CLUB	10/11/2019	2,323.84
900051	SCHOLASTIC BOOK FAIR	10/11/2019	1,135.55
900052	SCHOOL DIST #116 REVOLV FUND	10/11/2019	3,500.00
900053	SHULTZ, SHAWN L	10/11/2019	16.27
900054	SNOW	10/11/2019	390.00
900055	STAPLES BUSINESS ADVANTAGE	10/11/2019	1,371.99
900056	STEMCORE CONSULTING	10/11/2019	1,196.34
900057	STEPHENS, MANDY	10/11/2019	68.00
900058	THE PRINT GUYS	10/11/2019	280.57
900059	THOMAS, ANGELA	10/11/2019	587.59
900060	TINSLEY, KARLENE	10/11/2019	428.72
900061	TLC ENTERPRISES	10/11/2019	312.80
900062	TOP TO BOTTOM TREE SERVICE	10/11/2019	705.90
900063	VALLEY PUBLISHING CO	10/11/2019	267.20
900064	VASQUEZ, JESUS A	10/11/2019	102.00
900065	VISTA HIGHER LEARNING, INC	10/11/2019	8,684.52
900066	VOCABULARY.COM	10/11/2019	3,520.00
900067	WAL-MART COMMUNITY	10/11/2019	1,054.34
900068	WASHINGTON TRAFFIC SAFETY EDUC	10/11/2019	155.00
900069	WENTZ, VICKI SULGROVE	10/11/2019	247.23
900070	WIERENGA, SUSAN K	10/11/2019	102.00
900071	WOOD, RYAN C	10/11/2019	68.00
900072	YAKIMA BINDERY	10/11/2019	82.23

73 Computer

Check(s) For a Total of

109,732.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900000	ADVANCED BUSINESS CAPITAL, LLC	10/11/2019	10557		0	1,120.00	1,120.00
10 E 530 2100 26 7000 0630 0000 0000 0				General Fund/Expenditures/Spec Ed - State		1,120.00	
900001	ALL AMERICAN PROPANE	10/11/2019	189689	2019/2020 Annual	7201900009	161.61	431.61
10 E 530 9700 65 7840 1100 0000 0000 0				PO for Fuel @ Whitstran		161.61	
				General Fund/Expenditures/District-Wide Support		161.61	
			37427	2019/2020 Annual	7201900009	270.00	
10 E 530 9700 65 7840 1100 0000 0000 0				PO for Fuel @ Whitstran		270.00	
				General Fund/Expenditures/District-Wide Support		270.00	
900002	Vendor Continued Void	10/11/2019					0.00
900003	Vendor Continued Void	10/11/2019					0.00
900004	Vendor Continued Void	10/11/2019					0.00
900005	AMAZON.COM	10/11/2019	433848838479	Speech Supplies -	6301900013	81.11	5,437.62
10 E 530 2100 27 5005 1300 0000 0000 0				C White		81.11	
				General Fund/Expenditures/Spec Ed - State		81.11	
			434497378547	Student Supplies	6301900012	43.43	
10 E 530 2100 27 5005 2400 0000 0000 0				- J Groeneveld		43.43	
				General Fund/Expenditures/Spec Ed - State		43.43	
			439896499945	Teachers	1101900010	108.56	
10 E 530 0100 27 5005 1100 0000 0000 0				Books/Chairs		108.56	
				General Fund/Expenditures/Basic Education		108.56	
			445366973734	Toner for Stock	7601900044	123.78	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		123.78	
			453467338747	Supplies	7601900047	112.02	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		86.04	
10 E 530 9700 72 5005 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		25.98	
			454374377556	Teachers	1101900010	184.54	
10 E 530 0100 27 5005 1100 0000 0000 0				Books/Chairs		184.54	
				General Fund/Expenditures/Basic Education		184.54	
			456943673683	Supplies for	6301900017	42.32	
10 E 530 2100 21 5005 2400 0000 0000 0				Student #135135		42.32	
				General Fund/Expenditures/Spec Ed - State		42.32	
			457698335747	Cube Chairs for	6301900008	198.52	
10 E 530 2100 27 5005 1200 0000 0000 0				Student #135348		198.52	
				JL		198.52	
				General Fund/Expenditures/Spec Ed - State		198.52	
			458533934665	Teachers	1101900010	169.92	
				Books/Chairs		169.92	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		169.92	
			459376363969	Headsets	2401900003	79.00	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		79.00	
			459737957666	Supplies for Student #135135	6301900017	33.42	
10 E 530 2100 21 5005 2400 0000 0000 0				General Fund/Expenditures/Spec Ed - State		33.42	
			463463858583	PE Equipment - PE Dept.	2401900014	40.67	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		40.67	
			465499578375	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	12.68	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		12.68	
			469455455733	TECH LAB ORDER	1101900013	100.40	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		100.40	
			473435965675	Replacement Surface Accessories (S. Shultz)	7601900036	150.54	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		150.54	
			473468964587	Student Safety Supplies - L Castillo, Kleenex - Sped Office	6301900011	49.88	
10 E 530 2100 27 5005 1200 0000 0000 0				General Fund/Expenditures/Spec Ed - State		49.88	
			473767974356	ELA Dept. Materials	2401900011	119.90	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		119.90	
			473874773549	Phone for PHS	7601900030	37.34	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		37.34	
			488588453566	Cage Nuts for Server Racks	7601900040	18.77	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		18.77	
			499383936966	Replacement Surface Accessories (S. Shultz)	7601900036	108.59	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		108.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			533749933693	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	267.46	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education			267.46
			554474386977	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	21.98	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education			21.98
			559355337739	Projector for B. Munoz	7601900052	477.13	
10 E 530 6500 27 5330 2400 0000 0000 0				General Fund/Expenditures/State Trans Bilingual			477.13
			583944373463	Science Dept Materials	2401900009	156.24	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education			156.24
			633535795587	Long Phone Cords	7601900053	28.61	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support			28.61
			647546686436	School Supplies - Van Winkle	2401900002	72.54	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education			72.54
			664695565453	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	8.01	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education			8.01
			675653939393	School Supplies - Avila	2401900005	6.45	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education			6.45
			693346589593	Student Safety Supplies - L Castillo, Kleenex - Sped Office	6301900011	42.46	
10 E 530 2100 27 5005 1200 0000 0000 0				General Fund/Expenditures/Spec Ed - State			42.46
			694663354959	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	6.40	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education			6.40
			695995655385	Personal Care	6301900001	258.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 2100 27 5005 0630 0000 0000 0				Supplies Kleenex & Baby Wipes		258.96	
			General Fund/Expenditures/Spec Ed - State				
			696338966593	Desktop for New KRV Classroom	7601900034	144.44	
10 E 530 0149 27 5310 1200 0000 0000 0			General Fund/Expenditures/Start-Up			144.44	
			735563985756	White/Meirndorf/We ntz Classroom	1101900003	9.75	
			General Fund/Expenditures/Basic Education	Supplies for 2019-20		9.75	
10 E 530 0100 27 5005 1100 0000 0000 0			General Fund/Expenditures/Basic Education			9.75	
			776839698966	Screwdriver sets	7601900037	19.47	
10 E 530 9700 72 5005 0760 0000 0000 0			General Fund/Expenditures/District-Wide Support			19.47	
			799997858783	TECH LAB ORDER	1101900013	28.78	
10 E 530 0100 27 5005 1100 0000 0000 0			General Fund/Expenditures/Basic Education			28.78	
			834456353933	White/Meirndorf/We ntz Classroom	1101900003	28.70	
			General Fund/Expenditures/Basic Education	Supplies for 2019-20		28.70	
10 E 530 0100 27 5005 1100 0000 0000 0			General Fund/Expenditures/Basic Education			28.70	
			847666895335	Supplies	7601900047	184.55	
10 E 530 9700 72 5005 0760 0000 0000 0			General Fund/Expenditures/District-Wide Support			141.76	
10 E 530 9700 72 5005 1200 0000 0000 0			General Fund/Expenditures/District-Wide Support			42.79	
			848697567873	Cords for T. Feakin	7601900051	31.71	
10 E 530 9700 72 5005 0760 0000 0000 0			General Fund/Expenditures/District-Wide Support			31.71	
			849873486563	Student Safety Supplies - L Castillo, Kleenex - Sped Office	6301900011	37.16	
10 E 530 2100 27 5005 1200 0000 0000 0			General Fund/Expenditures/Spec Ed - State			37.16	
			874937334639	Battery Backups	7601900048	432.22	
10 E 530 9700 72 5005 0760 0000 0000 0			General Fund/Expenditures/District-Wide Support			216.11	
10 E 530 9700 72 5005 4500 0000 0000 0			General Fund/Expenditures/District-Wide Support			216.11	
			883988437778	AVID Excel Supplies @HMS Connie Hachtel Gilberto Munoz	6001900050	89.69	
10 E 530 6500 27 5005 2400 0000 0000 0			General Fund/Expenditures/State Trans Bilingual			89.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			889356773443	White/Meirndorf/We ntz Classroom Supplies for 2019-20	1101900003	14.53	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		14.53	
			975879396655	Barcode Scanners for Food Service	7601900049	537.72	
10 E 530 9700 72 5005 1100 0000 0000 0				General Fund/Expenditures/District-Wide Support		179.24	
10 E 530 9700 72 5005 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		179.24	
10 E 530 9700 72 5005 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		179.24	
			986678975739	School Supplies - Avila	2401900005	63.34	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		63.34	
			993839358546	PE Equipment - PE Dept.	2401900014	243.24	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		243.24	
			996658887983	Science Dept. Materials	2401900007	410.69	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		410.69	
900006 AREVALO, NEDA JEAN		10/11/2019	Vests - lunch		0	186.32	186.32
10 E 530 0100 25 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		186.32	
900007 BARCENAS-LEYVA, ANTONIO		10/11/2019	DATA DRIVEN DIAL		0	102.00	102.00
10 E 530 5505 31 8030 4500 0000 0000 0				General Fund/Expenditures/LAP High Poverty		102.00	
900008 BENTON REA		10/11/2019	108849		0	512.29	512.29
10 E 530 9700 72 5030 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		462.29	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		50.00	
900009 CAROLINA BIOLOGICAL SUPPLY CO		10/11/2019	50799848 RI	Science Dept. Materials	2401900006	840.76	840.76
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		840.76	
900010 CDW GOVERNMENT INC		10/11/2019	VBS6367	Surfaces for VOC	7601900058	231.69	1,837.36
10 E 530 3160 27 5310 4500 0000 0000 0				General Fund/Expenditures/Agriculture		115.85	
10 E 530 3467 27 5310 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		115.84	
			VCK8033	Surfaces for VOC	7601900058	1,605.67	
10 E 530 3160 27 5310 4500 0000 0000 0				General Fund/Expenditures/Agriculture		802.84	
10 E 530 3467 27 5310 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		802.83	
900011 CITY OF PROSSER		10/11/2019	9/25/2019		0	15,672.71	15,672.71
10 E 530 9700 65 7850 1000 0000 0000 0				General Fund/Expenditures/District-Wide Support		27.87	
10 E 530 9700 65 7860 1000 0000 0000 0				General Fund/Expenditures/District-Wide Support		201.23	
10 E 530 9700 65 7870 1000 0000 0000 0				General Fund/Expenditures/District-Wide Support		45.65	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7880 1000 0000 0000 0				General Fund/Expenditures/District-Wide Support		5.79	
10 E 530 9700 65 7850 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		773.04	
10 E 530 9700 65 7860 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,250.99	
10 E 530 9700 65 7870 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,125.76	
10 E 530 9700 65 7880 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		323.97	
10 E 530 9700 65 7850 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		248.79	
10 E 530 9700 65 7870 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		349.87	
10 E 530 9700 65 7880 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		175.73	
10 E 530 9700 65 7850 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		246.76	
10 E 530 9700 65 7870 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		346.87	
10 E 530 9700 65 7880 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		149.08	
10 E 530 9700 65 7850 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		106.86	
10 E 530 9700 65 7850 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		28.67	
10 E 530 9700 65 7860 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		20.87	
10 E 530 9700 65 7870 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		46.84	
10 E 530 9700 65 7880 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		34.42	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		2.89	
10 E 530 9700 65 7850 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		27.06	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		31.52	
10 E 530 9700 65 7850 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7860 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7870 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7880 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7850 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		414.53	
10 E 530 9700 65 7860 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		699.17	
10 E 530 9700 65 7870 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		595.17	
10 E 530 9700 65 7880 1200 0000 0000 0				General Fund/Expenditures/District-Wide Support		915.28	
10 E 530 9700 65 7850 0730 0000 0000 0				General Fund/Expenditures/District-Wide Support		56.70	
10 E 530 9700 65 7860 0730 0000 0000 0				General Fund/Expenditures/District-Wide Support		205.75	
10 E 530 9700 65 7870 0730 0000 0000 0				General Fund/Expenditures/District-Wide Support		100.77	
10 E 530 9700 65 7850 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		147.79	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		269.78	
10 E 530 9700 65 7870 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		192.07	
10 E 530 9700 65 7850 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		910.14	
10 E 530 9700 65 7860 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		828.55	
10 E 530 9700 65 7870 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		761.03	
10 E 530 9700 65 7880 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		33.51	
10 E 530 9700 65 7850 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		494.45	
10 E 530 9700 65 7880 2400 0000 0000 0				General Fund/Expenditures/District-Wide Support		10.04	
10 E 530 9700 65 7850 0740 0000 0000 0				General Fund/Expenditures/District-Wide Support		48.67	
10 E 530 9700 65 7860 0740 0000 0000 0				General Fund/Expenditures/District-Wide Support		496.32	
10 E 530 9700 65 7870 0740 0000 0000 0				General Fund/Expenditures/District-Wide Support		88.88	
10 E 530 9700 65 7880 0740 0000 0000 0				General Fund/Expenditures/District-Wide Support		165.88	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.00	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		63.24	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		3.62	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		2.54	
10 E 530 9700 65 7850 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		466.07	
10 E 530 9700 65 7860 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		436.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7870 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		671.45	
10 E 530 9700 65 7880 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		136.99	
10 E 530 9700 65 7850 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		220.05	
10 E 530 9700 65 7870 1300 0000 0000 0				General Fund/Expenditures/District-Wide Support		342.52	
10 E 530 9700 65 7880 0930 0000 0000 0				General Fund/Expenditures/District-Wide Support		63.20	
10 E 530 9700 65 7880 0930 0000 0000 0				General Fund/Expenditures/District-Wide Support		4.69	
10 E 530 9700 65 7880 0930 0000 0000 0				General Fund/Expenditures/District-Wide Support		11.10	
10 E 530 9700 65 7850 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		27.06	
10 E 530 9700 65 7860 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		101.14	
10 E 530 9700 65 7870 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		44.46	
10 E 530 9700 65 7880 0630 0000 0000 0				General Fund/Expenditures/District-Wide Support		0.70	
10 E 530 9700 65 7850 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		27.06	
10 E 530 9700 65 7880 0550 0000 0000 0				General Fund/Expenditures/District-Wide Support		45.28	
900012	CLIFF'S SEPTIC TANK SERVICE	10/11/2019	50010		0	1,922.22	1,922.22
10 E 530 9700 64 7000 1100 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,922.22	
900013	COLE, KRISTAL L	10/11/2019	AIRHORN		0	19.44	87.44
10 E 530 0100 28 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		19.44	
				DATA DRIVEN DIAL	0	68.00	
10 E 530 5102 31 8030 2400 0000 0000 0				General Fund/Expenditures/Title I -Staff Dev		68.00	
900014	COMMUNITIES IN SCHOOLS OF BENT	10/11/2019	10/1/2019	Community in Schools of Benton-Franklin 2019-2020 for CIS Site Coordinator Services at HMS & PHS	6001900053	9,500.00	9,500.00
10 E 530 5100 27 7000 2400 0000 0000 0				General Fund/Expenditures/Title I Part A		1,500.00	
10 E 530 0109 27 7000 0710 0000 0000 0				General Fund/Expenditures/Substance Abuse Prevention		2,000.00	
10 E 530 5505 27 7000 4500 0000 0000 0				General Fund/Expenditures/LAP High Poverty		6,000.00	
900015	DENNY, MICHAEL J	10/11/2019	DATA DRIVEN DIAL		0	68.00	68.00
10 E 530 5102 31 8030 2400 0000 0000 0				General Fund/Expenditures/Title I -Staff Dev		68.00	
900016	DEVORE, TRAVIS C	10/11/2019	BULB		0	106.84	106.84
10 E 530 3160 27 5005 4500 0000 0000 0				General Fund/Expenditures/Agriculture		106.84	
900017	DOMINO'S PIZZA PROSSER	10/11/2019	162946		0	65.59	65.59
10 E 530 5320 24 5005 0600 0000 0000 0				General Fund/Expenditures/Migrant Ed		65.59	
900018	ESD #112	10/11/2019	0000144217	CDL Testing for 2019-20 school year	7301900002	110.00	110.00
10 E 530 9900 53 7000 0730 0000 0000 0				General Fund/Expenditures/Pupil Transportation		110.00	
900019	ESD #123	10/11/2019	0002029014		0	1,581.59	1,581.59
10 E 530 0178 27 7000 4500 0000 0000 0				General Fund/Expenditures/Drop-Out Re-Engagement		1,581.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900020	FEAKIN, TAMMY L	10/11/2019	NEW STAFF CARDS		0	40.00	40.00
10 E 530 0100 21 5005 0600 0000 0000 0			General Fund/Expenditures/Basic Education			40.00	
900021	FIREFLY COMPUTERS	10/11/2019	I000167715	Mobile Stands for Newline Boards	7601900042	3,171.12	3,171.12
10 E 530 0187 27 5005 2400 0000 0000 0			General Fund/Expenditures/Text Adoption			3,171.12	
900022	FOOD DEPOT	10/11/2019	196364		1899	62.22	155.51
10 E 530 3160 27 5005 4500 0000 0000 0			General Fund/Expenditures/Agriculture			62.22	
			196370		3067	9.54	
10 E 530 5320 24 5005 0600 0000 0000 0			General Fund/Expenditures/Migrant Ed			9.54	
			196379		1900	20.47	
10 E 530 3160 27 5005 4500 0000 0000 0			General Fund/Expenditures/Agriculture			20.47	
			196762		1689	63.28	
10 E 530 3165 27 5005 4500 0000 0000 0			General Fund/Expenditures/Home/Family			63.28	
900023	GAITHER, CHRISTINE	10/11/2019	LUNCH REFUND		0	59.95	59.95
10 R 960 9800 22 2298 1200 0000 0000 0			General Fund/Revenues/Food Services			59.95	
900024	HACHTEL, CONNIE F	10/11/2019	DATA DRIVEN DIAL		0	68.00	68.00
10 E 530 5102 31 8030 2400 0000 0000 0			General Fund/Expenditures/Title I -Staff Dev			68.00	
900025	HALL, MICHELLE J	10/11/2019	DATA DRIVEN DIAL		0	102.00	102.00
10 E 530 5505 31 8030 4500 0000 0000 0			General Fund/Expenditures/LAP High Poverty			102.00	
900026	COOK'S ACE HARDWARE	10/11/2019	A510158	Open PO for CTE Supplies	4561900002	51.35	174.95
10 E 530 3160 27 5005 4500 0000 0000 0			General Fund/Expenditures/Agriculture			20.54	
10 E 530 3161 27 5005 4500 0000 0000 0			General Fund/Expenditures/Business			10.27	
10 E 530 3165 27 5005 4500 0000 0000 0			General Fund/Expenditures/Home/Family			10.27	
10 E 530 3167 27 5005 4500 0000 0000 0			General Fund/Expenditures/Technology Education			10.27	
			A510281	Open PO for CTE Supplies	4561900002	41.19	
10 E 530 3160 27 5005 4500 0000 0000 0			General Fund/Expenditures/Agriculture			16.48	
10 E 530 3161 27 5005 4500 0000 0000 0			General Fund/Expenditures/Business			8.24	
10 E 530 3165 27 5005 4500 0000 0000 0			General Fund/Expenditures/Home/Family			8.24	
10 E 530 3167 27 5005 4500 0000 0000 0			General Fund/Expenditures/Technology Education			8.23	
			A511280	Open PO for CTE Supplies	4561900002	82.41	
10 E 530 3160 27 5005 4500 0000 0000 0			General Fund/Expenditures/Agriculture			32.96	
10 E 530 3161 27 5005 4500 0000 0000 0			General Fund/Expenditures/Business			16.48	
10 E 530 3165 27 5005 4500 0000 0000 0			General Fund/Expenditures/Home/Family			16.48	
10 E 530 3167 27 5005 4500 0000 0000 0			General Fund/Expenditures/Technology Education			16.49	
900027	HAYTER, STEPHEN A	10/11/2019	EQUIPMENT		0	76.00	76.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 3160 27 5005 4500 0000 0000 0				General Fund/Expenditures/Agriculture		76.00	
900028	IMAGINE LEARNING, INC	10/11/2019	INV40933	6 Imagine Espanol Annual Student License + Galileo K-12 Standalone for 3rd Grade Dual Language Classroom	6001900060	977.40	977.40
10 E 530 5100 27 5030 1300 0000 0000 0				General Fund/Expenditures/Title I Part A		977.40	
900029	K C D A	10/11/2019	300427811	School supplies - RMath Dept.	2401900023	118.26	602.26
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		118.26	
			300432295		0	75.06	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		75.06	
			300432654	Annual Teacher Order 2019-20	1301900004	8.07	
10 E 530 0171 27 5090 1300 0000 0000 0				General Fund/Expenditures/Elementary Fine Arts		1.35	
10 E 530 0100 27 5005 1300 0000 0000 0				General Fund/Expenditures/Basic Education		1.35	
10 E 530 0117 27 5005 1300 0000 0000 0				General Fund/Expenditures/3rd Grade		1.35	
10 E 530 0118 27 5005 1300 0000 0000 0				General Fund/Expenditures/4th Grade		1.35	
10 E 530 0119 27 5005 1300 0000 0000 0				General Fund/Expenditures/5th Grade		1.35	
10 E 530 0112 27 5005 1300 0000 0000 0				General Fund/Expenditures/Specialist		1.32	
			300433632	Library Supply Order	1301900015	30.56	
10 E 530 0100 22 5005 1300 0000 0000 0				General Fund/Expenditures/Basic Education		30.56	
			300433988	CLASSROOM SUPPLIES FOR RM4/P-19	1101900006	36.13	
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		36.13	
			300434236	Open PO for CTE Supplies	4561900001	316.80	
10 E 530 3160 27 5005 4500 0000 0000 0				General Fund/Expenditures/Agriculture		79.20	
10 E 530 3161 27 5005 4500 0000 0000 0				General Fund/Expenditures/Business		79.20	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		79.20	
10 E 530 3167 27 5005 4500 0000 0000 0				General Fund/Expenditures/Technology Education		79.20	
			300435465	Open PO for CTE Supplies	4561900001	17.38	
10 E 530 3160 27 5005 4500 0000 0000 0				General Fund/Expenditures/Agriculture		4.35	
10 E 530 3161 27 5005 4500 0000 0000 0				General Fund/Expenditures/Business		4.35	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		4.35	
10 E 530 3167 27 5005 4500 0000 0000 0				General Fund/Expenditures/Technology Education		4.33	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900030	KENNEWICK SCHOOL DIST	10/11/2019	IN003405		0	28,176.45	28,176.45
10 E 530 0186 27 7000 0600 0000 0000 0				General Fund/Expenditures/Science Kits		28,176.45	
900031	KIDS DISCOVER	10/11/2019	100143125-1	Kids Discover Subscription 2019-2020	1301900001	864.00	864.00
10 E 530 0145 27 5070 1300 0000 0000 0				General Fund/Expenditures/Instructional Materials		938.30	
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-74.30	
900032	LEARNING A-Z	10/11/2019	2167785	Licence for 6 Teachers	1101900015	651.27	651.27
10 E 530 0100 27 5005 1100 0000 0000 0				General Fund/Expenditures/Basic Education		651.27	
900033	LINK, CENTURY	10/11/2019	313804811 9/11/2019		0	117.70	117.70
10 E 530 9700 65 7810 1100 0000 0000 0				General Fund/Expenditures/District-Wide Support		117.70	
900034	MOON SECURITY SERVICES INC	10/11/2019	997457	2019/2020 Annual contract for: video and monitoring of PHS facilities	7201900005	266.24	266.24
10 E 530 9700 64 7910 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		266.24	
900035	MOORE, REBECCA L	10/11/2019	CORD		0	10.77	10.77
10 E 530 9700 13 5005 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		10.77	
900036	NCCE	10/11/2019	765894 FINAL		0	40.00	40.00
10 E 530 9730 72 7000 0760 0000 0000 0				General Fund/Expenditures/Tech Coordinator - Office		40.00	
900037	NORRIS, DANIEL A	10/11/2019	PEA 19/20		0	275.00	275.00
10 E 530 0151 31 7000 2400 0000 0000 0				General Fund/Expenditures/Staff Dev-PEA Allocation		275.00	
900038	OFFICE DEPOT INC	10/11/2019	374846521001	Copy paper	2401900015	2,856.18	5,509.15
10 E 530 0100 27 5020 2400 0000 0000 0				General Fund/Expenditures/Basic Education		2,856.18	
			377138131001	Office supplies	2401900025	295.35	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		295.35	
			379387881001	Printer toner	2401900030	803.63	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		803.63	
			379387910001	Printer toner	2401900029	1,090.82	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		1,090.82	
			379387911001	Printer toner	2401900029	237.48	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		237.48	
			379388026001	office:supplies	1201900001	60.27	
10 E 530 0100 27 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		60.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			379388071001	first grade supplies	1201900002	113.02	
10 E 530 0115 27 5005 1200 0000 0000 0				General Fund/Expenditures/1st Grade		113.02	
			379388072001	first grade supplies	1201900002	38.93	
10 E 530 0115 27 5005 1200 0000 0000 0				General Fund/Expenditures/1st Grade		38.93	
			379388073001	first grade supplies	1201900002	13.47	
10 E 530 0115 27 5005 1200 0000 0000 0				General Fund/Expenditures/1st Grade		13.47	
900039	PACIFIC OFFICE AUTOMATION	10/11/2019	268350		0	144.44	332.14
10 E 530 0100 22 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		144.44	
			288387	Printer Cartridges	4561900009	187.70	
10 E 530 3167 27 5005 4500 0000 0000 0				General Fund/Expenditures/Technology Education		187.70	
900040	PHASE 2 ELECTRONIC INC	10/11/2019	P2-6289.2F		0	320.32	320.32
10 E 530 9700 64 7000 4500 0000 0000 0				General Fund/Expenditures/District-Wide Support		320.32	
900041	PLANBOOK EDU	10/11/2019	2019-10662	Licenses	2401900032	57.00	57.00
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-4.90	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		61.90	
900042	PLICKERS INC	10/11/2019	84c91c3f	License - History Dept.	2401900018	287.52	287.52
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-24.73	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		312.25	
900043	PRO-ED, INC	10/11/2019	2793742	Speech Supplies - C White	6301900014	95.00	95.00
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-8.17	
10 E 530 2100 27 5005 1300 0000 0000 0				General Fund/Expenditures/Spec Ed - State		103.17	
900044	PROSSER MINNIE STORAGE	10/11/2019	9	Mini-storage rental.	7201900001	140.00	140.00
10 E 530 0199 21 7000 0710 0000 0000 0				General Fund/Expenditures/Reserve		140.00	
900045	PURELAND SUPPLY LLC	10/11/2019	713089	Projector Lamps	7601900059	184.00	184.00
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-15.82	
10 E 530 9700 72 5005 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		199.82	
900046	RAINWATER INC	10/11/2019	046385	Water softener for food service	7501900001	129.48	161.85
10 E 530 9800 44 7000 0750 0000 0000 0				General Fund/Expenditures/Food Service		129.48	
			092124	Annual Renewal	6001900038	32.37	
10 E 530 0100 21 7000 0600 0000 0000 0				General Fund/Expenditures/Basic Education		10.79	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9730 72 7000 0760 0000 0000 0				General Fund/Expenditures/Tech Coordinator - Office		10.79	
10 E 530 5320 24 5005 0600 0000 0000 0				General Fund/Expenditures/Migrant Ed		10.79	
900047 REESE, RACHEL MAY		10/11/2019	nes testing			67.50	67.50
10 E 530 5895 31 7000 0600 0000 0000 0				General Fund/Expenditures/ALTERNATE ROAD TO TEACHING		67.50	
900048 RIVERSIDE STORAGE		10/11/2019	OCT 2019	2019/2020 Rentals of storage units.	7201900002	537.00	537.00
10 E 530 2100 21 7340 0630 0000 0000 0				General Fund/Expenditures/Spec Ed - State		134.00	
10 E 530 5320 24 7000 0600 0000 0000 0				General Fund/Expenditures/Migrant Ed		55.00	
10 E 530 9700 13 7340 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		112.00	
10 E 530 9700 64 7340 0740 0000 0000 0				General Fund/Expenditures/District-Wide Support		79.00	
10 E 530 9700 72 7340 0760 0000 0000 0				General Fund/Expenditures/District-Wide Support		157.00	
900049 RODRIGUEZ, SYLVIA		10/11/2019	CPR CLASS			30.00	30.00
10 E 530 0100 26 7000 0640 0000 0000 0				General Fund/Expenditures/Basic Education		30.00	
900050 SCHOLASTIC BOOK CLUB		10/11/2019	M6840263 5	SCHOLASTIC YEARLY ORDER	1101900008	2,323.84	2,323.84
10 E 530 0145 27 5005 1100 0000 0000 0				General Fund/Expenditures/Instructional Materials		2,323.84	
900051 SCHOLASTIC BOOK FAIR		10/11/2019	M6799444 2	Scholastic Book Fair Subscription 2019-2020	1301900003	1,135.55	1,135.55
10 E 530 0145 27 5070 1300 0000 0000 0				General Fund/Expenditures/Instructional Materials		1,135.55	
900052 SCHOOL DIST #116 REVOLV FUND		10/11/2019	4718			3,500.00	3,500.00
10 E 530 2100 21 7000 0630 0000 0000 0				General Fund/Expenditures/Spec Ed - State		3,500.00	
900053 SHULTZ, SHAWN L		10/11/2019	ZOOM			16.27	16.27
10 E 530 9700 12 5030 0710 0000 0000 0				General Fund/Expenditures/District-Wide Support		16.27	
900054 SNOW		10/11/2019	1460	SNOW Conference Registration - A Bestebuer	6401900004	195.00	390.00
10 E 530 0100 26 7000 0640 0000 0000 0				General Fund/Expenditures/Basic Education		195.00	
			1463	SNOW Conference Registration - L Kirk	6401900003	195.00	
10 E 530 0100 26 7000 0640 0000 0000 0				General Fund/Expenditures/Basic Education		195.00	
900055 STAPLES BUSINESS ADVANTAGE		10/11/2019	3426563221	Projector Screen for library-K. Tinsley	4501900006	92.62	1,371.99
10 E 530 0100 22 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		92.62	
			3426563222	binders for class- N. Garza	4501900007	386.53	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		386.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			3426563223	Office Supplies-AS	4501900010	137.56	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		137.56	
			3426563224	Office Supplies-AS	4501900014	18.45	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		18.45	
			3426563225	Office Supplies-AS	4501900014	125.31	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		125.31	
			3426563227	Office Supplies-AS	4501900014	61.89	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		61.89	
			3426563228	Office Supplies - Copy Paper, Student Files	6301900018	324.12	
10 E 530 2100 21 5005 0630 0000 0000 0				General Fund/Expenditures/Spec Ed - State		324.12	
			3426563229	Office Supplies - Copy Paper, Student Files	6301900018	225.51	
10 E 530 2100 21 5005 0630 0000 0000 0				General Fund/Expenditures/Spec Ed - State		225.51	
900056	STEMCORE CONSULTING	10/11/2019	STAFF INTRO		0	1,196.34	1,196.34
10 E 530 9700 12 7000 0710 0000 0000 0				General Fund/Expenditures/District-Wide Support		1,196.34	
900057	STEPHENS, MANDY	10/11/2019	DATA DRIVEN DIAL		0	68.00	68.00
10 E 530 5102 31 8030 2400 0000 0000 0				General Fund/Expenditures/Title I -Staff Dev		68.00	
900058	THE PRINT GUYS	10/11/2019	126616	Minor Infraction Slip and Name Tags for New Staff	1101900020	162.90	280.57
10 E 530 0188 27 5005 1100 0000 0000 0				General Fund/Expenditures/PBIS Incentives		162.90	
			126792	Minor Infraction Slip and Name Tags for New Staff	1101900020	117.67	
10 E 530 0188 27 5005 1100 0000 0000 0				General Fund/Expenditures/PBIS Incentives		117.67	
900059	THOMAS, ANGELA	10/11/2019	AP BIOLOGY & BOOK		0	587.59	587.59
10 E 530 0197 27 7000 4500 0000 0000 0				General Fund/Expenditures/Credit Retrieval		587.59	
900060	TINSLEY, KARLENE	10/11/2019	TAPE		0	428.72	428.72
10 E 530 0100 22 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		428.72	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900061	TLC ENTERPRISES	10/11/2019	339		0	312.80	312.80
10 E 530 9700 12 7010 0710 0000 0000 0				General Fund/Expenditures/District-Wide Support		312.80	
900062	TOP TO BOTTOM TREE SERVICE	10/11/2019	110404		0	705.90	705.90
10 E 530 9700 64 7000 1100 0000 0000 0				General Fund/Expenditures/District-Wide Support		705.90	
900063	VALLEY PUBLISHING CO	10/11/2019	37039	2019 - 2020 Open PO for job postings.	7201900012	267.20	267.20
10 E 530 9700 14 7050 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		267.20	
900064	VASQUEZ, JESUS A	10/11/2019	CDL 19/20		0	102.00	102.00
10 E 530 9900 52 7000 0730 0000 0000 0				General Fund/Expenditures/Pupil Transportation		102.00	
900065	VISTA HIGHER LEARNING, INC	10/11/2019	SI189897	PHS College in the HS	6001900046	8,684.52	8,684.52
10 E 530 0187 33 5070 4500 0000 0000 0				General Fund/Expenditures/Text Adoption		8,684.52	
900066	VOCABULARY.COM	10/11/2019	VC1021060	Vocab.com-English Dept	4501900023	3,520.00	3,520.00
10 L 601 0000 00 0000 0000 0000 0000				General Fund/Accounts Payable		-302.72	
10 E 530 0100 27 5005 4500 0000 0000 0				General Fund/Expenditures/Basic Education		3,822.72	
900067	WAL-MART COMMUNITY	10/11/2019	283499355		0	-12.60	1,054.34
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		-12.60	
			924200707139		0	187.78	
10 E 530 3467 27 5005 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		187.78	
			925300460168		0	39.41	
10 E 530 3465 27 5005 2400 0000 0000 0				General Fund/Expenditures/Home/Family HMS		39.41	
			925400766582		0	235.29	
10 E 530 3465 27 5005 2400 0000 0000 0				General Fund/Expenditures/Home/Family HMS		235.29	
			926000188988		0	40.24	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		40.24	
			926000645611		0	108.89	
10 E 530 3467 27 5005 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		108.89	
			926200466191		0	112.26	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		112.26	
			926300106112		0	179.86	
10 E 530 3467 27 5005 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		179.86	
			926300518610		0	20.79	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		20.79	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			926500523426		0	105.74	
10 E 530 3467 27 5005 2400 0000 0000 0				General Fund/Expenditures/Technology Education HMS		105.74	
			926900024725		0	36.68	
10 E 530 3165 27 5005 4500 0000 0000 0				General Fund/Expenditures/Home/Family		36.68	
900068	WASHINGTON TRAFFIC SAFETY EDUC	10/11/2019	WTSEA201907		0	155.00	155.00
10 E 530 7100 27 7000 4500 0000 0000 0				General Fund/Expenditures/Traffic Safety		155.00	
900069	WENTZ, VICKI SULGROVE	10/11/2019	FABRIC		0	29.94	247.23
10 E 530 0117 27 5005 1100 0000 0000 0				General Fund/Expenditures/3rd Grade		29.94	
			HOOKS		0	59.29	
10 E 530 0117 27 5005 1100 0000 0000 0				General Fund/Expenditures/3rd Grade		59.29	
			PAINT		0	118.40	
10 E 530 0117 27 5005 1100 0000 0000 0				General Fund/Expenditures/3rd Grade		118.40	
			TEACHER'S WORLD		0	39.60	
10 E 530 0117 27 5005 1100 0000 0000 0				General Fund/Expenditures/3rd Grade		39.60	
900070	WIERENGA, SUSAN K	10/11/2019	DATE DRIVEN DIAL		0	102.00	102.00
10 E 530 5505 31 8030 4500 0000 0000 0				General Fund/Expenditures/LAP High Poverty		102.00	
900071	WOOD, RYAN C	10/11/2019	DATA DRIVEN DIAL		0	68.00	68.00
10 E 530 5102 31 8030 2400 0000 0000 0				General Fund/Expenditures/Title I -Staff Dev		68.00	
900072	YAKIMA BINDERY	10/11/2019	294985-0		0	53.00	82.23
10 E 530 9700 12 5005 0710 0000 0000 0				General Fund/Expenditures/District-Wide Support		53.00	
			295272-0		0	6.49	
10 E 530 9700 12 5005 0710 0000 0000 0				General Fund/Expenditures/District-Wide Support		6.49	
			295398-0		0	22.74	
10 E 530 9700 13 5005 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		22.74	

73 Computer Check(s) For a Total of 109,732.54

Accrual

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 October 9, 2019, the board, by a _____ vote, approves payments, totaling \$26,410.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 900073 through 900078, totaling \$26,410.87

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

Check Nbr	Vendor Name	Check Date	Check Amount
900073	AMAZON.COM	10/11/2019	2,730.02
900074	AVID CENTER	10/11/2019	594.39
900075	CAREERSTAFF UNLIMITED	10/11/2019	3,600.00
900076	FIREFLY COMPUTERS	10/11/2019	19,036.52
900077	LUSK, KEVIN DUANE	10/11/2019	412.68
900078	PACIFIC OFFICE AUTOMATION	10/11/2019	37.26

6	Computer	Check(s) For a Total of	26,410.87
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900073	AMAZON.COM	10/11/2019	436444568838	OFFICE	1201800104	-134.16	2,730.02
10 E 530 0112 27 5005 1200 0000 0000 0				General Fund/Expenditures/Specialist		-93.64	
10 E 530 0114 27 5005 1200 0000 0000 0				General Fund/Expenditures/Kindergarten		-40.52	
			437476847897	office supplies	1201800125	345.48	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		345.48	
			439585789363	office supplies	1201800125	30.41	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		30.41	
			439745955399	School supplies-Smasne	2401800113	-75.46	
10 E 530 0100 27 5005 2400 0000 0000 0				General Fund/Expenditures/Basic Education		-75.46	
			446766654456	office supplies	1201800125	42.33	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		42.33	
			448595869899	office: Supplies	1201800116	-21.77	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		-21.77	
			449385689585		0	28.01	
10 E 530 9700 13 5005 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		28.01	
			453345635356		0*	141.82	
10 E 530 9700 13 5005 0720 0000 0000 0				General Fund/Expenditures/District-Wide Support		141.82	
			4657372377839	OFFICE	1201800126	10.40	
10 E 530 0100 27 5020 1200 0000 0000 0				General Fund/Expenditures/Basic Education		10.40	
			467856897893	office supplies	1201800125	19.80	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		19.80	
			467895694383	OFFICE	1201800126	23.64	
10 E 530 0100 27 5020 1200 0000 0000 0				General Fund/Expenditures/Basic Education		23.64	
			546355358935	iPad and Accessories for L. Zenger	7601800237	655.79	
10 E 530 0151 31 5310 1300 0000 0000 0				General Fund/Expenditures/Staff Dev-PEA Allocation		655.79	
			547887844477	OFFICE	1201800126	243.05	
10 E 530 0100 27 5020 1200 0000 0000 0				General Fund/Expenditures/Basic Education		243.05	
			577456384534	OFFICE	1201800104	-308.77	
10 E 530 0112 27 5005 1200 0000 0000 0				General Fund/Expenditures/Specialist		-215.52	
10 E 530 0114 27 5005 1200 0000 0000 0				General Fund/Expenditures/Kindergarten		-93.25	
			659697456884	office	1201800127	664.50	
10 E 530 0100 23 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		664.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 0100 23 5005 1200 0000 0000 0			774785735497	office	1201800128	781.60	
			General Fund/Expenditures/Basic Education			781.60	
10 E 530 0112 27 5005 1200 0000 0000 0			833664949965	OFFICE	1201800104	-285.17	
			General Fund/Expenditures/Specialist			-199.05	
10 E 530 0114 27 5005 1200 0000 0000 0				General Fund/Expenditures/Kindergarten		-86.12	
10 E 530 0100 23 5005 1200 0000 0000 0			837448954798	office supplies	1201800125	12.67	
			General Fund/Expenditures/Basic Education			12.67	
10 E 530 0100 27 5010 1200 0000 0000 0			846747754433	office: supplies	1201800121	-23.20	
			General Fund/Expenditures/Basic Education			-23.20	
10 E 530 0100 23 8030 1200 0000 0000 0			874545448948	OFFICE SUPPLIES	1201800118	-41.27	
			General Fund/Expenditures/Basic Education			-19.28	
10 E 530 0100 27 5005 1200 0000 0000 0				General Fund/Expenditures/Basic Education		-21.99	
10 E 530 9700 13 5005 0720 0000 0000 0			879537547693		0	556.01	
			General Fund/Expenditures/District-Wide Support			556.01	
10 E 530 0112 27 5005 1200 0000 0000 0			993776977935	OFFICE	1201800104	-21.04	
			General Fund/Expenditures/Specialist			-14.69	
10 E 530 0114 27 5005 1200 0000 0000 0				General Fund/Expenditures/Kindergarten		-6.35	
10 E 530 0100 27 5020 1200 0000 0000 0			995753975438	OFFICE	1201800126	211.59	
			General Fund/Expenditures/Basic Education			211.59	
10 E 530 0112 27 5005 1200 0000 0000 0			998955667655	OFFICE	1201800104	-126.24	
			General Fund/Expenditures/Specialist			-88.12	
10 E 530 0114 27 5005 1200 0000 0000 0				General Fund/Expenditures/Kindergarten		-38.12	
900074 AVID CENTER		10/11/2019	TAXES		0	594.39	594.39
10 E 530 9700 13 5005 0720 0000 0000 0			General Fund/Expenditures/District-Wide Support			594.39	
900075 CAREERSTAFF UNLIMITED		10/11/2019	35651-483736		0	3,600.00	3,600.00
10 E 530 2100 26 7000 0630 0000 0000 0			General Fund/Expenditures/Spec Ed - State			3,600.00	
900076 FIREFLY COMPUTERS		10/11/2019	I000168612	Cart for HMS	7601800235	272.60	19,036.52
10 E 530 6500 27 5310 2400 0000 0000 0			General Fund/Expenditures/State Trans Bilingual			272.60	
10 E 530 0100 27 5310 1100 0000 0000 0			S000004924	Cart of Chromebooks for Whitstran	7601800234	8,469.72	
			General Fund/Expenditures/Basic Education			8,469.72	
10 E 530 6500 27 5310 2400 0000 0000 0			S000005473	Cart for HMS	7601800235	10,294.20	
			General Fund/Expenditures/State Trans Bilingual			10,294.20	
900077 LUSK, KEVIN DUANE		10/11/2019	ROCKS		0	412.68	412.68
10 E 530 0100 23 5005 4500 0000 0000 0			General Fund/Expenditures/Basic Education			412.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
900078	PACIFIC OFFICE AUTOMATION	10/11/2019	252976		0	37.26	37.26
10 E 530 0100 21 7000 0600 0000 0000 0				General Fund/Expenditures/Basic Education		12.48	
10 E 530 5320 24 7000 0600 0000 0000 0				General Fund/Expenditures/Migrant Ed		12.48	
10 E 530 9730 72 7000 0760 0000 0000 0				General Fund/Expenditures/Tech Coordinator - Office		12.30	
				6 Computer	Check(s) For a Total of		26,410.87

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 October 9, 2019, the board, by a _____ vote, approves payments, totaling \$121,661.25. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP WARRANTS PAYABLE:
Warrant Numbers 200000160 through 200000161, totaling \$121,661.25

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

Check Nbr	Vendor Name	Check Date	Check Amount
200000160	CASCADE NATURAL GAS CORPORATIO	10/11/2019	120,902.00
200000161	CITY OF PROSSER	10/11/2019	759.25
2	Computer	Check(s) For a Total of	121,661.25

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200000160	CASCADE NATURAL GAS CORPORATIO	10/11/2019	SERVICE AGREEMENT		0	120,902.00	120,902.00
20 E 530 0013 21 7105 1000 0450 0000 0			Capital Projects/Expenditures/PHS NEW CONSTRUCTION			120,902.00	
200000161	CITY OF PROSSER	10/11/2019	2905		0	400.81	759.25
20 E 530 0016 22 7102 1000 0130 0000 0			Capital Projects/Expenditures/Heights Mod/Addition			400.81	
			2906		0	358.44	
20 E 530 0015 22 7102 1000 0120 0000 0			Capital Projects/Expenditures/KRV Mod/Addition			358.44	
				2	Computer	Check(s) For a Total of	121,661.25

Accrual

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 October 9, 2019, the board, by a _____ vote, approves payments, totaling \$52,605.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP WARRANTS PAYABLE:
Warrant Numbers 200000162 through 200000162, totaling \$52,605.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
200000162	ESD #112	10/11/2019	52,605.96
1	Computer	Check(s) For a Total of	52,605.96

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
200000162	ESD #112	10/11/2019	0000144471		0	27,192.00	52,605.96
20 E 530 0013 21 7084 1000 0450 0000 0				Capital Projects/Expenditures/PHS NEW CONSTRUCTION		27,192.00	
			0000144472		0	10,022.16	
20 E 530 0016 22 7084 1000 0130 0000 0				Capital Projects/Expenditures/Heights Mod/Addition		10,022.16	
			0000144473		0	10,281.90	
20 E 530 0015 22 7084 1000 0120 0000 0				Capital Projects/Expenditures/KRV Mod/Addition		10,281.90	
			0000144474		0	5,109.90	
20 E 530 0014 22 7084 1000 0110 0000 0				Capital Projects/Expenditures/Whitstran Mod/Addition		5,109.90	
			1	Computer	Check(s) For a Total of		52,605.96

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 October 9, 2019, the board, by a _____ vote, approves payments, totaling \$11,614.18. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB WARRANTS PAYABLE:
Warrant Numbers 186509 through 186525, totaling \$11,614.18

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

Check Nbr	Vendor Name	Check Date	Check Amount
186509	AMAZON.COM	10/11/2019	234.38
186510	BACHOFNER, LAURA B	10/11/2019	34.74
186511	BARGREEN ELLINGSON	10/11/2019	3,679.93
186512	FOOD DEPOT	10/11/2019	236.78
186513	FSA - SPOKANE	10/11/2019	699.23
186514	HANFORD HIGH SCHOOL	10/11/2019	50.00
186515	HUDL	10/11/2019	1,682.22
186516	JONES SCHOOL SUPPLY	10/11/2019	17.16
186517	PROSSER FOOD SERVICES	10/11/2019	377.75
186518	SCHOOL DIST #116 REVOLV FUND	10/11/2019	200.00
186519	SELAH HIGH SCHOOL	10/11/2019	30.00
186520	TRAVELING LANTERN THEATRE COMP	10/11/2019	445.50
186521	TRI-CITY TEES & SCREEN PRINTIN	10/11/2019	1,167.45
186522	TRT PRINTED	10/11/2019	794.95
186523	URM CASH & CARRY-KENNEWICK	10/11/2019	1,344.22
186524	WAL-MART COMMUNITY	10/11/2019	219.87
186525	WASBO	10/11/2019	400.00
17	Computer	Check(s) For a Total of	11,614.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
186509	AMAZON.COM	10/11/2019	467346534533	Athletic department supplies	4521900018	20.12	234.38
40 E 530 2004 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/ATHLETIC GENE		20.12	
			549997347374	Athletic department supplies	4521900018	87.04	
40 E 530 2004 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/ATHLETIC GENE		87.04	
			843769936796	Athletic department supplies	4521900018	24.97	
40 E 530 2004 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/ATHLETIC GENE		24.97	
			994584454779	Coffee cart supplies	2421900001	102.25	
40 E 530 4757 04 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/KINDNESS WARR		102.25	
186510	BACHOFNER, LAURA B	10/11/2019	ROLLING CART		0	34.74	34.74
40 E 530 2060 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/ATHLETIC ADMI		34.74	
186511	BARGREEN ELLINGSON	10/11/2019	009214304	Concessions - popcorn machines for both football and basketball concession stands	4521900006	3,679.93	3,679.93
40 E 530 1200 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CONCESSIONS		3,679.93	
186512	FOOD DEPOT	10/11/2019	196362		1713	100.00	236.78
40 E 530 1040 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		100.00	
			196759		1714	99.48	
40 E 530 2240 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/VOLLEYBALL		99.48	
			196760		1715	37.30	
40 E 530 2240 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/VOLLEYBALL		37.30	
186513	FSA - SPOKANE	10/11/2019	9610419	FBLA - supplies for student store - Open PO	4521900028	603.51	699.23
40 E 530 4190 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/SCHOOL STORE		603.51	
			9610421		0	95.72	
40 E 530 4180 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/FBLA		95.72	
186514	HANFORD HIGH SCHOOL	10/11/2019	CROSS COUNTRY 9/6/19	Cross Country - Hanford Jamboree	4521900026	50.00	50.00
40 E 530 2130 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CROSS COUNTRY		50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
186515	HUDL	10/11/2019	inv00665864	Athletics - Hudle Subscription for FB, SC, VB & WR	4521900049	1,682.22	1,682.22
40 E 530 2010 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CONTEST MGT		1,682.22	
186516	JONES SCHOOL SUPPLY	10/11/2019	1705660*	ASB	1220000007	17.16	17.16
40 E 530 1040 02 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		17.16	
186517	PROSSER FOOD SERVICES	10/11/2019	364		0	377.75	377.75
40 E 530 1040 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		377.75	
186518	SCHOOL DIST #116 REVOLV FUND	10/11/2019	4716		0	200.00	200.00
40 E 530 1200 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CONCESSIONS		200.00	
186519	SELAH HIGH SCHOOL	10/11/2019	IN-19-02	Cross Country - Appleridge girls unity race	4521900025	30.00	30.00
40 E 530 2130 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CROSS COUNTRY		30.00	
186520	TRAVELING LANTERN THEATRE COMP	10/11/2019	14247-21265		0	445.50	445.50
40 E 530 1040 01 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		445.50	
186521	TRI-CITY TEES & SCREEN PRINTIN	10/11/2019	1843	Girls Soccer - Team Jazzy tshirts	4521900045	1,167.45	1,167.45
40 E 530 2250 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/SOCCER GIRLS		1,167.45	
186522	TRT PRINTED	10/11/2019	1390	Band - t shirts	4521900048	794.95	794.95
40 E 530 4360 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/BAND		794.95	
186523	URM CASH & CARRY-KENNEWICK	10/11/2019	3-0-378778	Band - Food for football concessions/BBQ	4521900035	754.98	1,344.22
40 E 530 4360 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/BAND		754.98	
			3-0-379939	Concessions - Fall concessions supplies	4521900013	589.24	
40 E 530 1200 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/CONCESSIONS		589.24	
186524	WAL-MART COMMUNITY	10/11/2019	926000264505	Incentive Rewards	2421900006	219.87	219.87
40 E 530 1040 04 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		219.87	
186525	WASBO	10/11/2019	200013125	ASB - ASB Audit and Compliance training	4521900037	400.00	400.00
40 E 530 1040 05 0000 0000 0000 0			Associated Student Body	Fund/Expenditures/GENERAL		400.00	

17 Computer Check(s) For a Total of 11,614.18

BOARD PACKET

TO: Board of Directors
SUBJECT: Emergency Substitute Certificate Teacher Assignment - KRV
AGENDA: Action
DATE: October 9, 2019
PREPARED BY: *Deanna Flores, Assistant Superintendent*

Background

Keene-Riverview has a teacher out on maternity leave. She will be out for approximately 2 months. It is necessary to put an emergency substitute in her room, who will be collaborating with her basic education partner teacher, to serve her students in math and science until the classroom teacher returns. Ms. Cabrera began her assignment on October 8.

Michelle Cabrera	CSUF	KRV	Grade 2
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Recommendation

It is recommended the Board of Directors approve the placement of this Emergency Substitute Certificate teacher in the assignment listed above.

BOARD PACKET

TO: Board of Directors
SUBJECT: Emergency Substitute Certificate Teacher Assignment - HMS
AGENDA: Action
DATE: October 9, 2019
PREPARED BY: *Deanna Flores, Assistant Superintendent*

Background

The middle school has a teacher out for an unexpected, extended leave. It was necessary to place a substitute in the classroom to start the year and a fully certified replacement could not be found. Mr. Blair has acted as a substitute in the class since the start of the school year.

Kooper Blair	WGU	HMS	Science
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Recommendation

It is recommended the Board of Directors approve the placement of this Emergency Substitute Certificate teacher in the assignment listed above.

BOARD PACKET

TO: Board of Directors
SUBJECT: 2018-19 Salary Adjustments for Special Services Director and Coordinator of Bilingual and Migrant Programs
AGENDA: Action
DATE: October 9, 2019
PREPARED BY: Matthew Ellis, *Superintendent*

Background:

It is proposed that the Special Services Director and the Coordinator of Bilingual and Migrant Programs receive the following salary adjustment:

- 5.5% increase, retroactive to 2018-19

Recommendation:

It is recommended the Board of Directors approve the salary adjustment as presented.

BOARD PACKET

TO: Board of Directors
SUBJECT: 2018-19 Salary Adjustments for Assistant Superintendents -
REVISED
AGENDA: Action
DATE: October 9, 2019
PREPARED BY: Matthew Ellis, *Superintendent*

Background

It is proposed that the Assistant Superintendent of Curriculum and Instruction and Assistant Superintendent of Business and Operations receive the following salary adjustment:

- 5.5% increase, retroactive to 2018-19
- Per diem calculation based on 219 days

Recommendation

It is recommended the Board of Directors approve the salary adjustments as presented.

EQUAL OPPORTUNITY EMPLOYER

DATE: October 10, 2019

Prosser School District No. 116
1109 Meade Avenue, Prosser, WA 99350

CLASSIFIED EMPLOYEE CONTRACT

It is hereby agreed by and between the Directors of the Prosser School District No. 116, Benton County, State of Washington, hereinafter called the DISTRICT and **Deanna Flores**, hereinafter called the EMPLOYEE. Said EMPLOYEE shall be employed in the public schools of said DISTRICT in the position of Assistant Superintendent.

The EMPLOYEE shall perform the duties of Assistant Superintendent of Curriculum and Instruction and such other assigned professional services in the public school of said DISTRICT and perform such duties as prescribed by the laws of the State of Washington and the policies, rules, and regulations of said DISTRICT.

Deanna Flores **\$130,211 + \$2,500 = \$132,711**
Employee Name Salary

Assistant Supt of Curr & Instruction **219**
Position Work Days

July 1, 2018 through June 30, 2019 **11** **30**
School Year Holidays Vacation Days

The Board authorizes the Superintendent to employ the Assistant Superintendent of Curriculum and Instruction for up to ten (10) additional days of employment. These days will be compensated at the per diem rate. The per diem rate is arrived at by dividing the total annual salary by 219 days and will be documented and occur on non contracted workdays.

The Board authorizes the cash-out of unused vacation days, up to a maximum of fifteen (15) days per year. Up to fifteen (15) unused vacation days per year may be carried over, provided at no time shall EMPLOYEE have more than forty-five (45) vacation days accrued.

The Assistant Superintendent of Curriculum and Instruction shall receive the following benefits:

- § Full premium for family medical coverage
- § Full premium for family vision insurance
- § Full premium for family dental insurance
- § Life insurance of \$480 per year
- § Dues, memberships, and other professional organizations as determined by Assistant Superintendent and approved by the Superintendent
- § In-service workshops, conferences, and courses at the Assistant Superintendent's discretion with Superintendent prior approval
- § Same leaves and VEBA as principals' contract
- § Same longevity pay as principals (\$2,500 for completing years 15 or more years in the District)
- § 2 personal days non-accumulative

The District reserves the right to employ, and for cause dismiss one or more superintendents and to define their duties and fix their compensation. The EMPLOYEE is employed pursuant to RCW 28A.330.100 (2).

BY ORDER OF THE BOARD OF DIRECTORS

Employee's Signature

Superintendent and Secretary to the Board

Date

EQUAL OPPORTUNITY EMPLOYER

DATE: October 10, 2019

Prosser School District No. 116

1109 Meade Avenue, Prosser, WA 99350

CLASSIFIED EMPLOYEE CONTRACT

It is hereby agreed by and between the Directors of the Prosser School District No. 116, Benton County, State of Washington, hereinafter called the DISTRICT and **Craig Reynolds**, hereinafter called the EMPLOYEE. Said EMPLOYEE shall be employed in the public schools of said DISTRICT in the position of Assistant Superintendent.

The EMPLOYEE shall perform the duties of Assistant Superintendent of Business and Operations and such other assigned professional services in the public school of said DISTRICT and perform such duties as prescribed by the laws of the State of Washington and the policies, rules, and regulations of said DISTRICT.

Craig Reynolds **\$130,211 + \$1,750 = \$131,961**
Employee Name Salary

Assistant Supt of Business & Operations **219**
Position Work Days

July 1, 2018 through June 30, 2019 **11** **30**
School Year Holidays Vacation Days

The Board authorizes the Superintendent to employ the Assistant Superintendent of Business and Operations for up to ten (10) additional days of employment. These days will be compensated at the per diem rate. The per diem rate is arrived at by dividing the total annual salary by 219 days and will be documented and occur on non contracted workdays.

The Board authorizes the cash-out of unused vacation days, up to a maximum of fifteen (15) days per year. Up to fifteen (15) unused vacation days per year may be carried over, provided at no time shall EMPLOYEE have more than forty-five (45) vacation days accrued.

The Assistant Superintendent of Business and Operations shall receive the following benefits:

- § Full premium for family medical coverage
- § Full premium for family vision insurance
- § Full premium for family dental insurance
- § Life insurance of \$480 per year
- § Dues, memberships, and other professional organizations as determined by Assistant Superintendent and approved by the Superintendent
- § In-service workshops, conferences, and courses at the Assistant Superintendent's discretion with Superintendent prior approval
- § Same leaves and VEBA as principals' contract
- § Same longevity pay as principals (\$1,750 for completing years 10-14 years in the District)
- § 2 personal days non-accumulative

The District reserves the right to employ, and for cause dismiss one or more superintendents and to define their duties and fix their compensation. The EMPLOYEE is employed pursuant to RCW 28A.330.100 (2).

BY ORDER OF THE BOARD OF DIRECTORS

Employee's Signature

Superintendent and Secretary to the Board

Date

BOARD PACKET

TO: Board of Directors

SUBJECT: Adoption of Policy No. 6100: Revenues from Local, State and Federal Sources - FIRST READING

AGENDA: Action

DATE: October 9, 2019

PREPARED BY: Mr. Craig Reynolds, *Assistant Superintendent*

Background

Enhanced Substitute Senate Bill 5313, which was approved in the 2019 legislative session, modifies the levy and local effort assistance policies that were adopted in Enhanced House Bill 2242 (known as the 2017 McCleary “solution”). It also states that beginning with the 2019-20 school year, the state auditor must review the expenditures of local funds and other supplemental items.

The Washington State School Directors’ Association has drafted a sample policy that meets the intent of the law. I have provided Policy No. 6100 to our attorney for his review and we now present it to the Board for adoption.

Additionally, I am asking you to waive the First Reading and move to Second and Final Reading for adoption.

Recommendation

It is recommended the Board of Directors approve Policy 6100: *Revenues from Local, State and Federal Sources*, waive the First Reading and move to Second and Final Reading for final adoption.

REVENUES FROM LOCAL, STATE AND FEDERAL SOURCES

Revenues from Local Resources

Use of Local Revenues for Enrichment

All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.

Local revenues include the following:

- Enrichment levies collected under RCW 84.52.053;
- Local effort assistance funding received under chapter 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the District's basic education allocation under RCW 28A.150.250.

Enrichment of the state's program of basic education includes supplementing the following:

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.

The District can pay for the following with local revenues:

- Extracurricular activities;
- Extended school days;
- An extended school year;
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;
- Activities associated with early learning programs;
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and
- Additional activities or enhancements that the Office of the Superintendent of Public Instruction determines to be documented and demonstrated enrichment and for which the Superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.

Enrichment Levies

As necessary, the District will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The Board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the District's annual descriptive guide for community members as required by law. OSPI must approve the District's expenditure plan for the enrichment levy before the district can submit the levy to the voters.

Response to Audit Findings on the Use of Local Revenues

As part of the state auditor's regular financial audit, it will review the District's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the District's use of local revenues to supplementing the state's basic education program.

Within 30 days of receiving the auditor's findings, the Board will hold a public hearing to review the findings.

Revenues from State Resources

The responsibility for financing public education in Washington falls primarily upon the state. To provide educational services beyond the levels possible under the basic education allocation, the District must depend upon state and federal special purpose funding programs and grants or enrichment levies approved by district voters.

The state provides special purpose appropriations for programs of transportation, for children with disabilities, and for such other programs as it deems appropriate to assist schools.

If the Superintendent or designee identifies an optional state grant and determines that the benefits of accepting the grant outweigh the costs, he or she may provide a report to the board describing the benefits and the costs associated with accepting the grant. After reviewing the report, the Board may formally authorize accepting the grant.

Revenues from the Federal Government

The objective of the Board is to provide the best educational services possible within resources available to the District. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the District to participate in a federally funded program, the Board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs, and new obligations that the program may require. Before authorizing participation in such a program, the Board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The Board agrees to comply with all applicable federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- Maintenance of fiscal records that show the receipt and disposition of federal funds;
- Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs that are supported by federal funds;
- Provision for testing to identify target students as well as to measure program results; and
- Provision for staff and parent involvement, program planning, budget development, and program evaluation.

The District agrees to comply with Title I requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- Title I funded in-service trainings will be directly related to specific Title I program activities and provided only to persons with Title I program responsibilities and duties; and
- Appropriate documentation of all Title I purchases and expenditures incurred will be maintained for accountability and audit purposes.

The District further assures that a District-wide salary schedule is in effect and that the staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools. The Board grants authority to directors and staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

Federal Impact Funds

Federal impact funds may be provided to the District as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the District. Should the District receive impact funds, the District gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program, including those educational programs and services to be provided with federal impact funds. Indian students will have the equal opportunity to participate in the District's program with other students.

Recognizing that the Board is the ultimate authority in defining the educational program of the District, should the District receive impact funds, the Superintendent or designee will establish procedures to assure the involvement of the tribes and parents of Indian students in the development of the basic education program, including the education services to be provided with federal impact funds and the participation of Indian children in the program on an equal basis. The Superintendent or designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Cross References: 6020 - System of Funds and Accounts

Legal References: RCW 28A.150.230 District school directors' responsibilities
 RCW 28A.150.250 Annual basic education allocation — Full funding
 — Withholding of funds for noncompliance

RCW 28A.300.070 Receipt of federal funds for school purposes —
Superintendent of public instruction to administer

RCW 84.52.0531 Levies by school districts — Maximum dollar
amount for maintenance and operation support — Restrictions —
Maximum levy percentage — Levy reduction funds — Rules.

Chapter 180-16 WAC State Support of Public Schools

Public Law 81-874 Impact Aid

Management Resources: 2019 - July Policy Issue

2019 - March Policy Issue

2018 - June Policy Alert

2017 - July Issue

DRAFT

BOARD PACKET

TO: Board of Directors

SUBJECT: Letter of Agreement Ratification with the Public School Employees of Washington (PSE), Prosser Chapter

AGENDA: Action

DATE: October 9, 2019

PREPARED BY: Mr. Matthew Ellis, *Superintendent*
Mr. Craig Reynolds, *Assistant Superintendent*

Background

On September 11, 2019, the District and PSE completed negotiations with a tentative agreement. The District was notified that PSE ratified the Letter of Agreement on September 25, 2019. Some of the main provisions agreed to are listed below:

1. Allow one (1) additional personal day.
2. Inclusion of language regarding the administering of the new School Employees Benefit Board (SEBB) program effective January 1, 2020.
3. Conversion of the District's current \$15,000 insurance pooling contribution into individual Voluntary Employees Beneficiary Association (VEBA) accounts for each SEBB eligible employee hired on or before August 31.
4. Inclusion of language regarding the new minimum employment training requirements for paraeducators. For 2019-20, the State has funded 14 hours for each paraeducator.
5. Increase hourly pay rates by 3% for 2019-20, and the higher of 2.1% or the Implicit Price Deflator for 2020-21. Also added a new position of special education certified translator whose rate is \$1.00 more than a special education paraeducator.

Recommendation

It is recommended the Board of Directors ratify the Letter of Agreement from September 1, 2019 to August 31, 2021 between the Prosser School District and the Public School Employees of Washington, Prosser Chapter.

BOARD PACKET

TO: Board of Directors
SUBJECT: Amendment to Policy No. 1400: Meeting Conduct, Order of Business and Quorum – FIRST READING - **REVISED**
AGENDA: Action
DATE: October 9, 2019
PREPARED BY: Matthew Ellis, *Superintendent*

Background:

In order to be more inclusive and to provide in a better way for the District’s technological needs, it is proposed the location for regular Board meetings be changed to the Prosser High School library, beginning with the next regular meeting, scheduled for October 23, 2019.

It is also requested the Board consider waiving the First Reading of this policy amendment and move to approve with a Second and Final Reading.

Recommendation:

It is recommended the Board of Directors approve the amendment to Policy No. 1400, which changes the location of regular Board meetings, waive the First Reading and move to Second and Final Reading of this policy amendment.

Meeting Conduct, Order of Business and Quorum

The Board will schedule its meetings in compliance with the law, and as deemed by the Board to be in the best interests of the District and community. The Board will function through (1) regular meetings, (2) special meetings and (3) emergency meetings.

Regular Meetings

Regular meetings are held at 6:00 p.m. on the second and fourth Wednesday of each month in the ~~Keene Riverview multi-purpose room~~ Prosser High School library or at other times and places as determined by the presiding officer or by majority vote of the Board. An agenda of the business the Board will transact must be posted on the District website not less than twenty-four (24) hours in advance of the published start time of the meeting, unless the District does not have a website or employs fewer than ten full-time equivalent employees.

If the Board will hold regular meetings at places other than the ~~Keene Riverview multi-purpose room~~, Prosser High School library or if the Board adjourns to times other than a regular meeting time, the Board will provide notice of the meeting in the same manner as provided for special meetings. All regular meetings of the Board will be held within the District boundaries.

Special Meetings

Special meetings may be called by the chair/president or at the request of a majority of the Board members. A written notice of a special meeting, stating the time and place of the special meeting and the business to be transacted will be delivered to each Board member. Written notice will also be delivered to each newspaper and radio or television station that has filed a written request for such notices. Written notice may be delivered personally, by mail, facsimile, or electronic mail. The notice must be posted on the District's website unless the District 1) does not have a website, 2) employs fewer than ten full-time equivalent employees; or 3) does not have an employee whose job description or employment contract provides a duty to maintain or update the website.

The District must also prominently display the notice at the main entrance of the District's headquarters as well as at the location of the meeting if the meeting is held at a location other than the headquarters.

All required notices must be delivered or posted not less than twenty-four (24) hours prior to the meeting.

A Board member waives the written notice requirement if he or she:

1. Submits a written waiver of notice to the Board secretary at or prior to the time the meeting convenes. The waiver may be given by telegram, fax, or electronic mail; or
2. Is actually present at the time the meeting convenes.

The Board will not take final disposition on any matter other than those items stated in the meeting notice.

Emergency Meetings

In the event of an emergency involving fire, flood, earthquake, possible personal injury or property damage, the Board may meet immediately and take official action without prior notification.

Public Notice

The Board will give proper public notice for any special meeting; whenever a regular meeting is adjourned to another time; or, when a regular meeting is to be held at a place other than the ~~Keene-Riverview multi-purpose room~~ **Prosser High School library**.

All meetings will be open to the public with the exception of executive or closed sessions authorized by law. The Board will take final action resulting from executive session discussions during a meeting open to the public as required by law.

Individuals with disabilities who may need a modification to participate in a meeting should contact the Superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

During the interim between meetings, the office of the Superintendent, as Board secretary, will be the office of the Board. The District's public records will be open for inspection in the manner provided by and subject to the limitation of the law.

Quorum and Voting

A quorum consists of the majority of all Board members. For school boards with five members, three Board members constitute a quorum. A quorum is required for the transaction of business, including voting. Board members are not required to be physically present to attend a Board meeting. Any or all Board members may attend a Board meeting and vote via any communication platform that provides simultaneous aural communication with those in attendance. Additionally, any meeting held via a communication platform must: 1) include proper notice with any required passwords or authorization codes; 2) be known and accessible to the public; and 3) accommodate any member of the public who wishes to participate.

The Board will take no action by secret ballot at any meeting required to be open to the public. Generally, the Board votes on motions and resolutions by "voice" vote, unless a Board member requests to vote by oral roll call, in which case the Board will do so. A motion passes when a majority of those Board members present and voting vote in favor. However, a majority vote of *all* Board members is required to elect or select a Superintendent or Board officer and the Board must vote on these matters by an oral roll call. The Board will vote by an oral roll call whenever required by law.

Meeting Conduct and Order of Business

The Board will conduct all Board meetings in a civil, orderly and business-like manner. The Board uses *Roberts Rules of Order (Revised)* as a guide, except when Board bylaws or policies supersede such rules. During Board meetings, Board members will refrain from communicating

electronically (e.g., by e-mail, text, social media) with their fellow Board members.

The Board will use the agenda to establish its regular order of business. However, either the Superintendent or a Board member may request additions or changes to the prepared agenda, and the Board may adopt a revised agenda or order of business by a majority vote of the Board members present. At a special meeting, the Board may take final action only on that business contained in the notice of the special meeting.

Public Attendance and Comment

Any member of the public may attend Board meetings, including individuals who do not live within District boundaries. The Board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, the Board will provide a period at the beginning of the meeting during which visitors may address the Board on any topic within the scope of the Board's responsibility. The Board may structure the public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The Board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the Board imposes will be content neutral.

The Board may require those who wish to speak (but not all attendees) to sign in so that the Board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the Board.

The Board is not obligated to respond to questions or challenges made during the public comment period and the Board's silence will not signal agreement or endorsement of the speaker's remarks. The Board may control the time, place and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the Board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous;
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the Board meeting.

The Board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the Board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the Board, District, and/or staff that are negative yet still civil in nature, and will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the Board will identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the Board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment - both oral and written - is required before the Board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient or safe management and operation of the District. Additionally, the Board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the Board to present about his or her firm.

- Cross References: 1420 - Proposed Agenda and Consent Agenda
 1410 - Executive or Closed Sessions
 1220 - Board Officers and Duties of Board Members
- Legal References: RCW 28A.330.020 Certain board elections, manner and vote required
 - Selection of personnel, manner
 RCW 28A.320.040 Bylaws for board and school government
 RCW 28A.330.070 Office of Board - Records available for public
 inspection
 RCW 28A.343.370 Vacancies
 RCW 28A.343.380 Meetings
 RCW 28A.343.390 Quorum — Failure to attend meetings
 RCW 42.30.030 Meetings declared open and public
 RCW 42.30.050 Interruptions - Procedure
 RCW 42.30.060 Ordinances, rules, resolutions, regulations, etc.,
 adopted at public meetings - Notice - Secret voting prohibited
 RCW 42.30.070 Times and places for meetings - Emergencies -
 Exception
 RCW 42.30.080 Special Meetings
 42 U.S.C. 12101-12213 Americans with Disabilities Act
- Management Resources: 2018 – August Issue
 2014 - June Issue
 2013 - April Issue
 2012 - June Issue

Policy News, June 2005 Special Meeting Notice Requirements

DRAFT

Adoption Date: August 15, 2000

Amended Dates:

January 8, 2008,

June 7, 2016,

November 13, 2018,

September 24, 2019

Roles of the Board and the Superintendent in Resource Alignment

School Board	Superintendent
<p>1. Participates in training to better understand how alignment of the following resources is related to student success in meeting standards:</p> <ul style="list-style-type: none"> • Staffing and personnel evaluations • Facilities • Funding • Curriculum and instruction • Assessment • Technology 	<p>1a. Works with board to increase its awareness and understanding of how aligning resources can pay off in increased student achievement.</p> <p>1b. Develops a process to ensure alignment of critical resources.</p> <p>1c. Provides annual update on alignment process.</p>
<p>2. Ensures curriculum alignment supports district priorities.</p>	<p>2a. Ensures development of curriculum directly tied to the learning standards set by the district and the state.</p> <p>2b. Provides staff with the support, resources, information, and training needed to align instruction with curriculum.</p> <p>2c. Reports to the board periodically and recommends additions or changes to ensure curriculum alignment.</p>
<p>3. Recognizes the authority of the Superintendent to implement a districtwide organizational structure that empowers staff to meet the needs of all students.</p>	<p>3a. Aligns staff authority and responsibilities so that decisions for improving student achievement are made closest to the level of implementation.</p> <p>3b. Reports to the board on progress and recommends changes.</p>
<p>4. Approves and monitors policies to ensure that students are encouraged to challenge themselves by taking higher-level courses.</p>	<p>4a. Recommends to the board policies and resources to encourage students to challenge themselves by taking higher-level courses.</p> <p>4b. Implements policies adopted by the board and makes sure that they are carried out equitably.</p> <p>4c. Provides the board with data on student enrollment and success in high-level courses.</p> <p>4d. Conducts periodic review with the board to identify additional policies or review existing policies.</p>

<p>5. Considers student instructional, social, and emotional needs when planning for improved student achievement.</p>	<p>5a. Develops a process for timely identification of students who are having difficulty meeting standards or who have social and emotional needs that affect their academic performance.</p> <p>5b. Informs the board of assistance available to students including tutoring, summer school, remediations, transition classes, conflict resolution, etc.</p> <p>5c. Reports to the board on success or failure of programs and policies designed to help students meet student achievement goals.</p> <p>5d. Recommends changes or additional programs to services based on student achievement data.</p>
<p>6. Ensures staff development that will advance student achievement priorities of the district.</p>	<p>6a. Ensures a staff development program that supports student achievement priorities.</p> <p>6b. Ensures that teachers and instructional staff are involved in setting staff development objectives and programs.</p> <p>6c. Informs the board of staff development programs and their relationship to district achievement priorities.</p>
<p>7. Approves the selection of textbooks and instructional materials that support instructional priorities.</p>	<p>7a. Develops a process that involves staff and appropriate stakeholders in recommending textbooks and teaching materials that support standards and the district's curriculum.</p> <p>7b. Recommends to the board textbooks and materials for adoption.</p> <p>7c. Monitors and keeps the board aware of the success/failure of textbooks and materials to support the reaching of student achievement goals.</p>
<p>8. Ensures that technology is integrated into the curriculum to enhance student achievement.</p>	<p>8a. Develops a plan for the use of integration of technology into the curriculum to improve student achievement.</p> <p>8b. Ensures that technology is distributed and used equitably by staff and students.</p> <p>8c. Ensures staff development and staff proficiency in the use of instructional technology.</p> <p>8d. Recommends changes to the technology plan as needed.</p>
<p>9. Ensures school facilities that support student achievement goals.</p>	<p>9a. Develop a long-range facility plan to enhance the instructional program using collaborative approaches.</p> <p>9b. Works with staff and experts in school construction to determine cost and to prioritize projects.</p> <p>9c. Recommends to the board prioritized facilities plan with sources of funding.</p> <p>9d. Secures funding for projects.</p> <p>9e. Directs projects, ensures timely completion of projects, and monitors expenditures.</p> <p>9f. Reports to the board periodically and recommends changes to the plan as needed.</p>

<p>10. Approves budget based on student achievement priorities.</p>	<p>10a. Recommends allocation of resources based on school/district student achievement priorities. 10b. Presents recommended budget to the board based on resources needed to accomplish alignment. 10c. Monitors expenditures and periodically updates the board on status of the budget. 10d. Ensures effective communications explaining the district budget and the relationship it bears to student achievement goals.</p>
<p>11. Monitors progress of the district's instructional practices and programs as related to student achievement goals.</p>	<p>11a. Ensures that school/district instructional strategies are in place to meet student achievement goals. 11b. Recommends to the board programs that need to be added or deleted based on analysis of data and district priorities.</p>
<p>12. Ensures that the public understands the relationship between standards and the curriculum.</p>	<p>12a. Communicate, through the district's communications plan, the relationship between standards and curriculum.</p>