



## **REGULAR BOARD MEETING - REVISED**

**Keene-Riverview Elementary, MPR, 832 Park Avenue**

Tuesday, February 17, 2015 7:00 p.m.

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

### **II. 6:00 - 7:00 p.m. - Study Session - Maintenance and Transportation Departments Budget Review**

Maintenance Department and Transportation Department Budget Documents (p. 4)

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

#### **1. Pledge of Allegiance**

#### **2. Approval of Agenda**

#### **3. Communications**

#### **4. Recognition:**

**a. Rene and Sofia Martinez**

**b. Brett Dillahunt**

**c. Benton-Franklin Transit Art Contest Winners - REVISED**

### **IV. Information Items:**

#### **1. Skyward Update**

#### **2. Study and Survey Taskforce Meeting**

### **V. Protocol for Addressing Board:**

Welcome to the Board Meeting (p. 12)

### **VI. Hearing of Visitors:**

### **VII. Reports:**

#### **1. Assistant Superintendent's Report**

#### **2. Business Manager's Report**

Student Enrollment for February 2015 (p. 13)

#### **3. Superintendent's Report**

**4. Board Members' Reports**

**5. Student Representatives' Reports**

**VIII. Consent Items:**

**1. Certificated Personnel**

Cert - February 17, 2015 (p. 17)

**2. Classified Personnel**

Class - February 17, 2015 (p. 18)

**3. Approval of Minutes**

Final - February 3, 2015 (p. 19)

**4. Contracts and Personal Service Agreements**

Contracts and PSAs (p. 25)

**5. Volunteer Coaches**

Volunteer Coaches (p. 26)

**IX. Old Business:**

**1. Board Self-Evaluation**

**X. Action Items:**

**1. Amendment to Policy No. 3416: Medication at School - FIRST READING**

Policy No. 3416 Amendment (p. 27)

**2. Resolution No. 03-15: Annual Cancellation of Municipal Warrants**

Resolution No. 03-15 (p. 33)

**3. Meridian Partnership Program (MP3) Assessment Agreement**

MP3 Agreement (p. 36)

**4. Out-of-State Travel**

Out-of-State Travel - Denver (p. 40)

**5. Team Building with Lambert Coaching**

Lambert Coaching (p. 42)

**6. Resolution No. 04-15: Temporary Waiver of Implementation of the 24 Credit Framework for UP to Two Years**

Resolution No. 04-15 (p. 46)

**XI. Discussion Items:**

**1. WSSDA Legislative Conference**

**2. State Board of Education Meetings**

**XII. Adjournment**

**XIII. Executive Session - To review the performance of a public employee - RCW 42.30.110**

**(1) (g) and to discuss potential litigation in which the agency is likely to become a party -  
RCW 42.30.110 (1) (i) - REVISED**

**Future Meetings:**

Regular Board Meeting, March 3, 2015, Keene-Riverview MPR, 7:00 p.m.

Regular Board Meeting, March 17, 2015, Keene-Riverview MPR, 7:00 p.m.

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** **Maintenance Department**  
**AGENDA:** Study Session  
**DATE:** February 17, 2015  
**PREPARED BY:** Dave Schell, Maintenance Supervisor  
Craig Reynolds, Business Manager

### **Background:**

The Prosser School District Maintenance Department, which includes building custodians, maintains approximately 300,000 square feet of main school buildings, 30 portable buildings, 130 acres of grounds, nine (9) sports fields, including stadium, with additional playgrounds at each school. The maintenance department mows approximately fifty (50) acres of lawn from March to October each year and maintains the District Office, Curriculum/Technology, Prosser Falls Education Center, Special Services, and Transportation buildings.

The Maintenance Department employs five (5) full time employees and sixteen (16) full time custodians with one (1) supervisor, one (1) seasonal lawnmower and one (1) part-time secretary. Two (2) employees are building mechanics, and three (3) are groundskeepers. All of the above employees are evaluated by the Maintenance Supervisor.

The building mechanics maintain all electrical, HVAC, plumbing, access systems, and projects requiring carpentry. They respond to all emergencies and are on call 24 hours per day. Approximate age of school buildings range from 1920's to a remodel in 1997. The building mechanics are also called in on weekends to cover district events.

The groundskeepers take care of all mowing of the sports complexes, irrigation, field marking (sports programs), pesticide management (this includes a current pesticide applicators license), delivery of supplies to all buildings, snow removal from parking lots and sidewalks, transporting furniture, chairs, stage and other items as needed (technology, assemblies, dances, & surplus items plus special events for local community). The groundskeepers are also called in to cover district events, and emergencies in the evenings and weekends.

The building custodians take care of all of the school buildings, portables and office areas within the district. This work includes cleaning of classrooms, restrooms, offices and common areas. During the winter, spring and summer breaks, the custodians are painting, waxing and shampooing carpets. They also do lawn work around playgrounds,

walk and common areas and 3 of the 5 building change irrigation hand lines. They work shifts that start at 6:30 am to 11:00 pm at night. The custodians cover weekend and evening events that are scheduled through the district.

The Maintenance Department maintains a small works roster of private contractors and a portion of larger projects are contracted. The Prosser School District has two (2) HVAC maintenance contracts, which include pneumatic and digital controls.

The current fleet of Maintenance vehicles consist of six (6) pickups (vehicle age 1990 to 2007); one (1) ½ ton van (1980); one (1) 1-ton flat bed truck (1972); one (1) tractor with front loader (1990), three (3) utility tractors, that are used for snow removal and mowing (1992 to 2011); two front mount snow plows for the pickups; three (3) tractor mounted snow/utility blades; lawn aerator; lawn sweeper; utility trailer; spray applicator pac tank; top dresser/sander; bush hog; and personnel lift.

The Maintenance Department also orders all custodial supplies for the District. This includes working with vendors and custodial staff.

The Maintenance Department is responsible for the annual surplus sale.

The Pest Management program includes baiting for rodents and spraying for wasps, bees and spiders. This work is contracted to a pest management service.

We are responsible for all of the licenses for the fire systems including an annual inspection of fire extinguishers, building security systems, elevator, back flow inspections, Whitstran well, and pressure vessels, including boilers and hot water tanks. We are also responsible for the yearly certification of the personnel lift; asbestos/AHERA, and playground equipment inspection, logging weekly.

Funding for the Maintenance Department comes out of the general fund.

Prosser School District  
Maintenance, Grounds, Custodial Departments  
2014-15 Budget

Budgeted Expenditures:	Wages	Benefits	Supplies	Contract Services	Capital Outlay	Travel	Totals
Supervisor	78,690	27,973	3,050	960		200	110,873
Grounds	108,872	56,122	43,000	5,000		75	213,069
Custodial	595,341	308,267	105,000	43,400		500	1,052,508
Maintenance	94,868	43,108	72,750	119,250	187,000*		516,976
Vandalism Cleanup			4,000				4,000
<b>Total Expenditures</b>	<b>877,771</b>	<b>435,470</b>	<b>227,800</b>	<b>168,610</b>	<b>187,000</b>	<b>775</b>	<b>1,897,426</b>

\* Includes \$87,000 for phone system upgrade

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Transportation Department  
**AGENDA:** Study Session  
**DATE:** February 17, 2015  
**PREPARED BY:** William T. Petersen, Transportation Supervisor  
Craig Reynolds, Business Manager

### **Background:**

The Prosser School District Transportation department services approximately 73 miles, north to south of the district boundary lines and 20 miles east to west. The total miles of the Prosser School District are 597 square miles, 22<sup>nd</sup> largest in the state. We have 28 routes, with 4 of those being for special needs students. Our Route 1 bus travels the furthest, approximately 77 miles round trip per route, going to Mercer Ranches, in Alderdale. Our shortest route is Rt. 15, traveling inside the city limits, approximately 8 miles around trip. We have two out of town routes. The first route goes to Benton City 4 days a week, 3 times per day and on Wednesdays, this bus travels to Kennewick, 2 times per day, servicing Tri-Tech Skills Center in Kennewick WA. The second bus travels to Lourdes Counseling Center in Richland WA, carrying special needs students, making three trips per day. Approximate mileage per day is 1,800. The average students transported daily is 1300, to and from school daily (50 of these students have special needs).

In 2013/2014 the Transportation Department traveled 316,523 miles to and from school, plus 17,746 miles for regular field trips (educational), and 25,399 miles for extra-curricular (sports). In addition we provide transportation to the Migrant Summer School Program each year, traveling last year a total of 4,044 miles to and from school for twenty school days. We charge \$2.00 per mile that is transferred back into the transportation fund to cover wages, fuel and maintenance.

The Transportation Department employs 28 bus drivers, 3 bus monitors, 2 bus mechanics, 1 dispatcher/secretary that also works with Maintenance and Food Services and one supervisor. Currently, we have five (5) substitute bus drivers that we use to drive when there are trips or illnesses. An average to/from hours worked by the drivers is 128 hours.

We have 34 buses, including three (3) special needs buses, only two with lifts, and four (4) trip buses for going out of town. Our newest buses are bus numbers 31 & 32, 2014 Bluebird 78 passenger front engine used for routes and our oldest bus is 27, currently being used on Rt. 23 (in-town route). The Transportation Department plans to surplus one bus due to age and to purchase one new bus to keep the fleet updated and safe using the Transportation Vehicle Fund. The transportation department also maintains 31 support vehicles; this includes all motor pool, department vehicles, tractors, lawnmowers, etc. See attached spreadsheet with Bus No, State No, VIN, Bus Size, Odometer, Year, Vehicle Make, Engine, HP, Engine Model, and Years of Use Left.

**Prosser School District  
Transportation Dept.  
2014-15 Operating Budget**

	<u>Wages</u>	<u>Benefits</u>	<u>Supplies</u>	<u>Fuel</u>	<u>Contract Services</u>	<u>Travel</u>	<u>Transfers</u>	<u>Totals</u>
Supervisor/Secretary	91,330	33,635	1,500	1,200	2,250	200		130,115
Bus Drivers	439,008	211,953	2,000	185,000	6,500	0		844,461
Mechanics	89,234	37,047	76,500	8,000	6,000	100		216,881
Bus Insurance					40,000			40,000
Extra curricular/Summer school/bus monitor	56,676	13,494						70,170
Extra curricular/Field trips transfers							(117,100)	(117,100)
<b>Total Expenditures</b>	<b>676,248</b>	<b>296,129</b>	<b>80,000</b>	<b>194,200</b>	<b>54,750</b>	<b>300</b>	<b>(117,100)</b>	<b>1,184,527</b>
Estimated Revenue from state allocation of transporting students								(1,115,517)
<b>Excess of Expenditures over Revenue</b>								<b>69,010</b>

**Transportation Vehicle Fund**

Beginning Fund Balance	250,286
Interest Income	175
Depreciation allocation	200,000
Engine repair and purchase of 1 new bus	<u>(180,000)</u>
Estimated Ending Fund Balance	<u>270,461</u>



PROSSER SCHOOL DISTRICT

MOTOR POOL

2/10/2015

<u>YEAR</u>	<u>VEHICLE</u>	<u>Vin No.</u>	<u>Mileage</u>	<u>Purchase Price</u>	<u>Purchase Date</u>	<u>NEW / USED</u>	<u>Age of Vehicle</u>	<u>Condition of Vehicle</u>
<u>FOOD SERVICE</u>								
1996	ISUZU DELIVERY TRUCK	JALB4B1K3T7001596	189,611	\$21,702.00	Aug-00	USED	16	GOOD
1991	CHEV VAN (DELIVERY)	2GCF39K5M4120790	111,989	\$5,750.00	Jul-98	USED	21	FAIR
<u>MAINTENANCE</u>								
2005	FORD F150 PU	1FTRF12W75NB41087	72,522	\$10,858.91	12-Mar	USED	10	EXCELLENT
1998	FORD F150 4X4 PU	2FTZF18W6WCA65330	136,546	\$19,084.00	Mar-98	NEW	17	GOOD
1998	CHEV PU TRUCK S-10	1GCCS1440WK133994	97,437	\$7,500.00	Sep-00	USED	17	FAIR
1995	CHEV PU TRUCK 250 4X4	1GCGK24K2SE177168	219,190	\$7,500.00	Dec-00	USED	20	FAIR
1991	FORD 3/4 PICKUP	2FTHF25Y2MA78046	287,872	\$11,600.00	Sep-91	NEW	24	FAIR
1990	FORD 1 TON PICKUP W/SNOW	1FTHF36GXLKA36648	52,487	\$11,000.00	Nov-06	USED	25	GOOD
1980	FORD ECONOLINE VAN	E14EBGA1631	180,347	\$4,000.00	Aug-80	NEW	35	POOR
1972	1 TON FLATBED TRUCK	196K14202MATPO434	154,423	\$2,500.00	Apr-92	USED	43	POOR
2011	J. DEERE U TRACTOR W/MOWER			\$23,103.00	Feb-11	NEW	4	EXCELLENT
2002	KUBOTA TRACTOR/MOWER			\$17,000.00	Feb-02	NEW	13	GOOD
1991	J.DEERE U. TRACTOR 4X4 2155	LX021556735225X		\$13,998.66	1991	NEW	24	GOOD
1999	J.DEERE U. TRACTOR 4300	LV4300H131563		\$15,306.08	1999	NEW	16	GOOD
1991	J.DEERE U. TRACTOR 855	MOS855A100020		\$9,971.42	1991	NEW	24	FAIR
<u>MOTOR POOL</u>								
2001	CHEV VENTURE VAN	1GNDX03E11D130505	186,668	\$24,965.00	Feb-01	NEW	11	GOOD
2000	FORD ECONOLINE VAN	1FMRE11LOYHB32420	206,376	\$23,600.00	Sep-00	NEW	12	GOOD
1997	FORD ASTRO VAN AWD	1GNEL19W8VB165050	181,323	\$23,237.00	Dec-97	NEW	15	POOR
<u>TRANSPORTATION</u>								
1990	CHEV S-10 4X4 PICKUP	1GCCT14Z9L2147963	204,967	\$8,900.00	Sep-93	USED	22	POOR
1994	CHEVY 1 TON 2WD SERVICE	1GBKC34F1RJ04704	79,194	\$10,000.00	Jul-04	USED	18	GOOD
<u>MIGRANT HOME VISITOR</u>								
2003	FORD TAURUS	1FAFP53U63G218687	87,388	\$10,000.00	2004	USED	9	GOOD
<u>SPECIAL SERVICES</u>								
<u>SUPERINTENDENT</u>								
2006	CHEV TRAILBLAZER	1GNDT13SX62119903	128,392	\$20,000.00	Sep-06	USED	6	EXCELLENT
<u>VOC-AG</u>								
1997	FORD F350 CREW PU	1FTJW36G2VEC76182	62,999	\$27,000.00	1997	NEW	15	EXCELLENT

PROSSER SCHOOL DISTRICT

MOTOR POOL

2/10/2015

<u>YEAR</u>	<u>VEHICLE</u>	<u>Vin No.</u>	<u>Mileage</u>	<u>Purchase Price</u>	<u>Purchase Date</u>	<u>NEW / USED</u>	<u>Age of Vehicle</u>	<u>Condition of Vehicle</u>
2006	DODGE PU	3D7KR28C96G124903	105,491	\$20,000.00	2009	USED	6	EXCELLENT
1981	JOHN DEERE TRACTOR 2240	356431L		\$13,000.00	1981	NEW	31	GOOD
1997	KOMATSU FORK LIFT 20	467798A		\$17,300.00	1997	NEW	15	GOOD

**PROSSER SCHOOL DISTRICT FLEET INFORMATION**

MAKE	BUS #	STATE BUS #	YEAR	12/22/14 Odometer	SEATING	VIN NO	HP	ENGINE	SERIAL #	ARRGEMT	BODY NO.	CHASIS NO.	TRANS MODEL	TRANS SERIAL #
B	1	19305	2001	118,229	78	1BABKCPA71F099329	230	ISB-5.9	45998958		F130362	99329	MD3060	651027037
B	2	207297	2013	78,594	71	1BAKGCPA6DF292304	250	ISB-2010			F430951	B3CV3310	3000 PTS	
T	3	19911	2002	78,197	78	1T88R4B2021117118	210	3126E	CKM21423		0136449	24324	MD3060	
T	4	202503	2005	121,551	78	1T7YT4C2251157225	250	C7250	KAL13430		437837	57225	MD3060	6510515661
T	5	20636	2003	135,362	78	1T88R4C2631129368	230	3126E	CKM64739		236401	46851	MD3060	6510386182
T	6	202502	2005	186,590	78	1T88S4C2851157258	230		KAL62966		438121	57258	MD3060	
B	7	205498	2010	66,335	78	1BABNCPA1AF267249	240	ISB-09	46969682		F405364	A3FE-3904S	PTS-3000	
T	8	20635	2003	117,801	78	1T88R4C2831129369	230	3126E	CKM64623	1998888	236408	46852	MD3060	6510383333
B	9	203430	2005	147,252	78	1BABNBKA56F237532	250	3126E	WAX04685		F145139	237532	PTS-3000	
T	10	21198	2003	119,132	84	1T88S4C2541141534	230	3126E	HEP33566		344275	141534	MD3060	6510432822
T	11	19916	2002	116,647	78	1T88R4B2921117098	210	3126E/7.2	CKM23818		0136454	24326	MD3060	
B	12	204840	2008	61,170	78	1BABNCPA5F259128	260	CUMMINS	46864934		F156119	259128	MC3060	
T	13	21179	2003	73,925	84	1T88S4C2541141535	230	3126E/7.2	HEP33321		344284	141535	MD3060	6510430803
B	14	206798	2012	75,299	78	1BABNBPAOCF286187	260	ISB	73234552		F424888	D3RE4006	PTS3000	6511089601
B	15	205521	2010	77,906	78	1BABNBPA0AF267295	260	ISB	46969697		F405365	A3RE-3904	PTS-3000	6510856074
B	16	19304	2001	140,357	78	1BABKCPA51F099328	230	ISB-5.9	45998952		F130361	99328	MD3060	6510273985
B	17	19587	2001	84,324	78	1BAANCPA51F200743	205	ISB/5.9	46024852		LO46867	200743	MD3060	
B	18	19896	2001	197,455	71	1HVBBABN92H511478	190	T444E	V8D 7/2001 IHC		M108958	10092685	MT643	
B	19	19898	2002	167,124	24	1BAADCPA42F205386	190	ISB	CUMMINS 46118560		LO50547	205386	AT545	
B - M	20	19559	2000	212,947	19	1GBHG31F4Y1201221	195	6.5	GM		BMNO83788	TYPE A	GM 4180-E	
B	21	14510	1993	236,973	72	1BABJCBA8PF052569	250	3116	2BK23363		F103493	984903	643	
B	22	207296	2013	51,483	77	1BABNCPA7DF292303	250	ISB-2010			F430950	D3FE4004	3000 PTS	
B	23	19897	2001	169,931	71	1HVBBABN02H511479	190	T444E	IHC INVX H0444ANB		M108959	10092670	MT643	
B	24	18132	1999	303,493	60	1BAAECSA1XF083730	190	6BTA	45710522		M087651	83730	HT545	
B	25	207875	2014	26,132	84	1BABNBPA6EF302153		ISB-13					ALLISON 3000	
T	26	17786	1998	164,885	84	1T7HT4B28W1160083	250	3116TA	9YN04306	143-1379	9838252	83828	MD3060	
B	27	14509	1993	303,808	78	1BABJCBA4PF052567	250	3116TA	2BK2328		F103491	984693	643	
B - M	28	204167	2008	98,842	14	1FDSE35P76DB29755	6.0L				B113982			
B	29	206253	2011	57,022	84	1BABNCPA6BF280592	240	ISB	73098103		F419351	280599	PTS-3000	6510950819
B	30	14531	1993	225,039	22	1BAADCSA9PF052499	190	5.9TA	44782824		F103459			
B	31	208261	2014	7,520	78	1BABLCPAXFF308454	250	ISB-13	CUMMINS		F447070	3FE3800	3000 PTS 5 SPD	
B	32	208262	2014	10,636	78	1BABLCPA1FF308455	250	ISB-13	CUMMINS		F447071	3FE3800	3000 PTS 5 SPD	
T	33	204248	2008	88,139	75	4UZABRDC38CY70368	230	3126	WAX37785	292-6310	761051	95951		
B	34	18774	2000	207,880	84	1BABNB0A2YF091662	250	3126	8YL07645	179-3915	F126574	91662	MD3060	
B	35	206364	2011	65,897	24	1BAKCCPA4BF280659	200	ISB	CUMMINS		L419418		PTS-2500	

B= BLUEBIRD; T=THOMAS

C:\Users\hinesa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\RXQJQY5U\ENGSERIAL (2)

2/10/2015

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

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

### **How the Board Operates**

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

Your board members are: Bill Jenkin, President; Dr. Warren Barmore, Vice-President; Gayle Wheeler, Bruce Matsumura, Andy Howe, WIAA representative and Student representatives Marissa Reyes and Hayley Tuttle.

### **About Board Meetings**

Business meetings are held twice each month, usually on the 1st and 3rd Tuesdays. The first meeting of the month is also a time for the various educational programs of the district to provide an educational presentation to the Board. These meetings begin at 7:00 p.m.

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

### **About Executive Sessions**

The board may occasionally go into

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

### **Study Sessions**

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

### **Addressing the Board**

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

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

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

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

### **Board Hearings**

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

### **About Your Board**

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

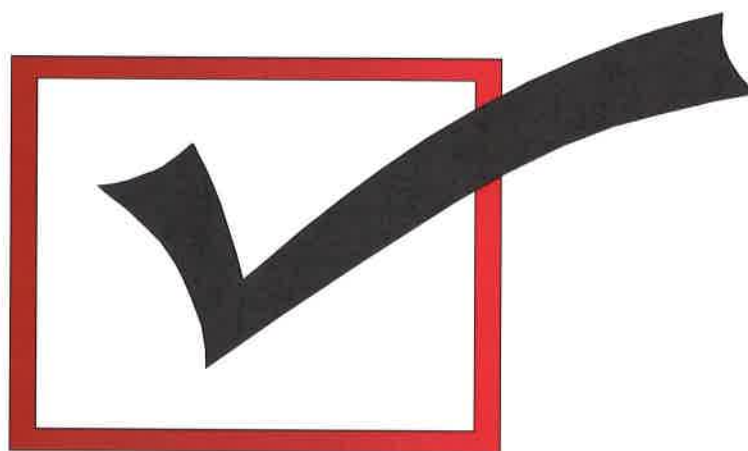
Board members serve four-year terms. They are required to file financial disclosure statements with the Washington State Public Disclosure Commission and must be registered voters of the school district

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

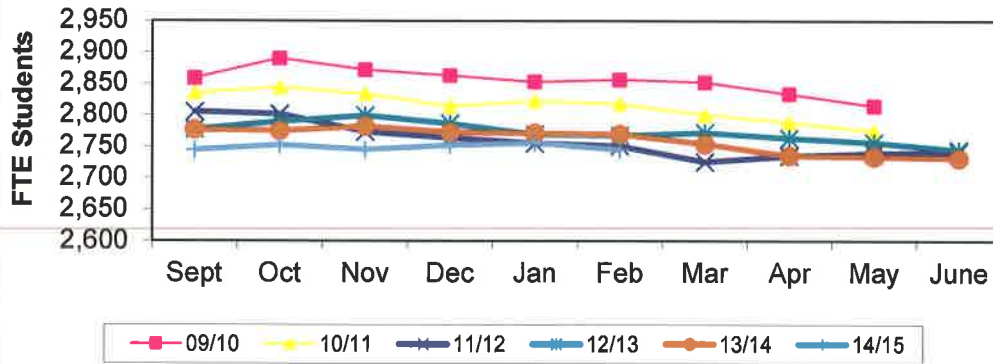
You may notice that many of the decisions the board must make are not directly related to instruction. School board members are also responsible for keeping the buildings and grounds in good shape, balancing the budget, protecting the district's legal interests, and providing for long-range planning.



# Student Enrollment for February 2015

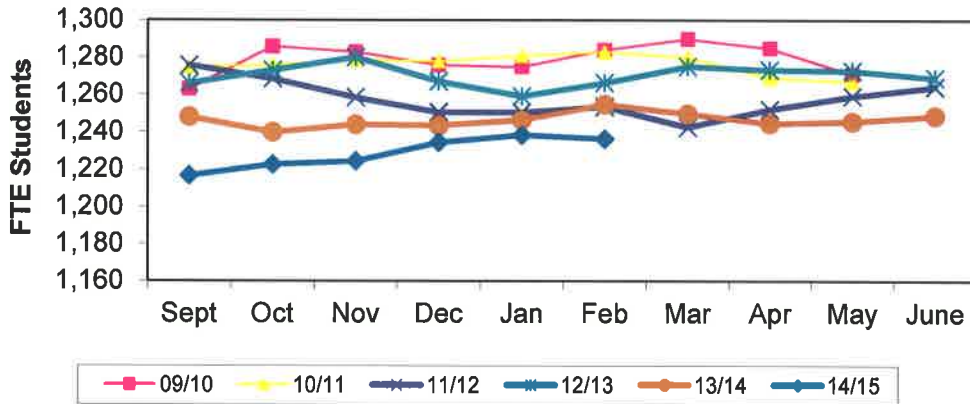


### Monthly Enrollment from 09/10 to 14/15



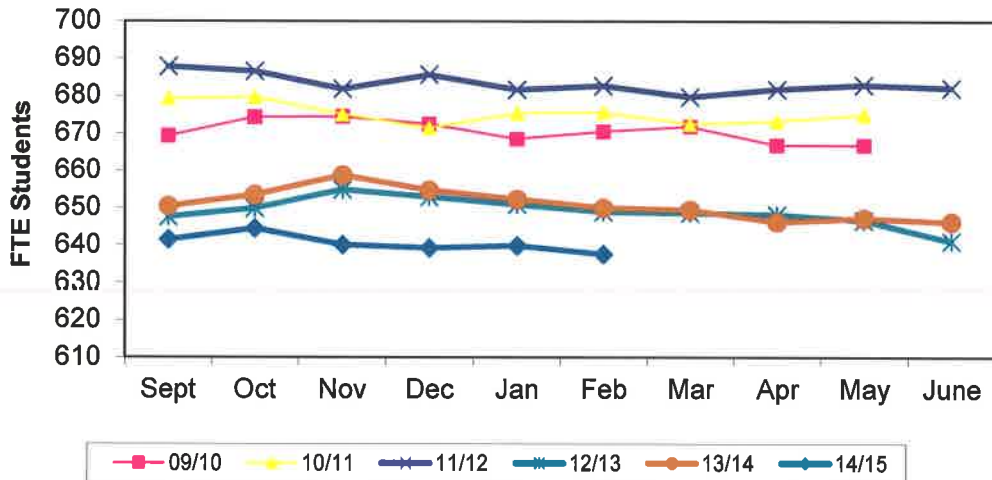
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
<b>09/10</b>	2,859	2,890	2,872	2,863	2,852	2,856	2,852	2,833	2,814		2,854
<b>10/11</b>	2,835	2,844	2,833	2,814	2,822	2,817	2,800	2,788	2,774		2,811
<b>11/12</b>	2,805	2,801	2,773	2,764	2,755	2,750	2,725	2,735	2,739	2,741	2,759
<b>12/13</b>	2,777	2,790	2,799	2,787	2,769	2,767	2,772	2,763	2,756	2,744	2,772
<b>13/14</b>	2,777	2,774	2,782	2,772	2,771	2,769	2,753	2,735	2,733	2,731	2,760
<b>14/15</b>	2,745	2,752	2,745	2,752	2,756	2,745					2,749
<b>14/15 Bud</b>											2,710
<b>(Under) Over</b>											39

### Elementary Enrollment from 09/10 to 14/15



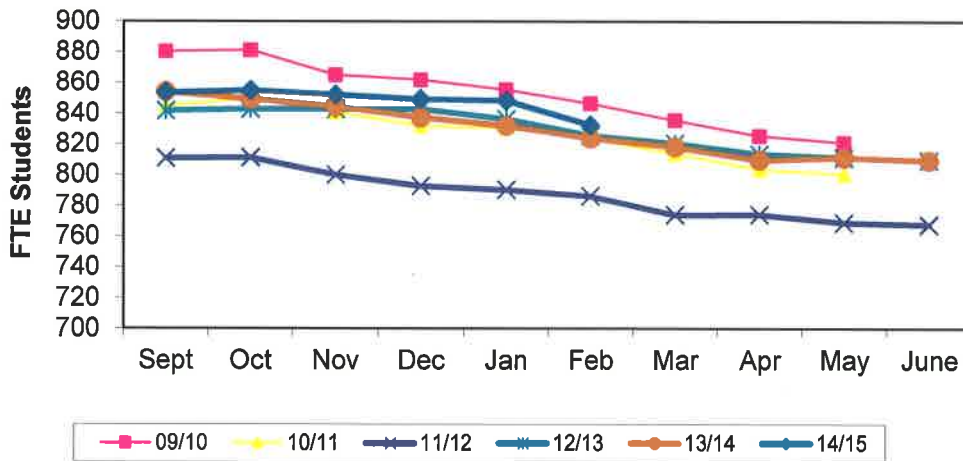
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
<b>09/10</b>	1,263	1,286	1,283	1,276	1,275	1,284	1,290	1,285	1,271		1,279
<b>10/11</b>	1,275	1,276	1,279	1,278	1,281	1,283	1,280	1,269	1,267		1,276
<b>11/12</b>	1,276	1,268	1,258	1,250	1,250	1,253	1,242	1,252	1,259	1,264	1,257
<b>12/13</b>	1,266	1,273	1,280	1,267	1,259	1,266	1,275	1,273	1,273	1,269	1,270
<b>13/14</b>	1,248	1,240	1,244	1,243	1,246	1,254	1,249	1,244	1,245	1,248	1,246
<b>14/15</b>	1,217	1,223	1,224	1,234	1,238	1,236					1,229
<b>14/15 Bud</b>											1,210
<b>(Under) Over</b>											19

### HMS Enrollment from 09/10 to 14/15



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
09/10	669	674	675	673	669	671	672	667	667		671
10/11	679	680	675	671	675	676	673	673	675		675
11/12	688	687	682	686	682	683	680	682	683	682	683
12/13	648	650	655	653	651	649	649	648	647	641	649
13/14	651	654	659	655	652	650	649	646	647	646	651
14/15	642	645	640	639	640	638					641
14/15 Bud											645
(Under) Over											-4

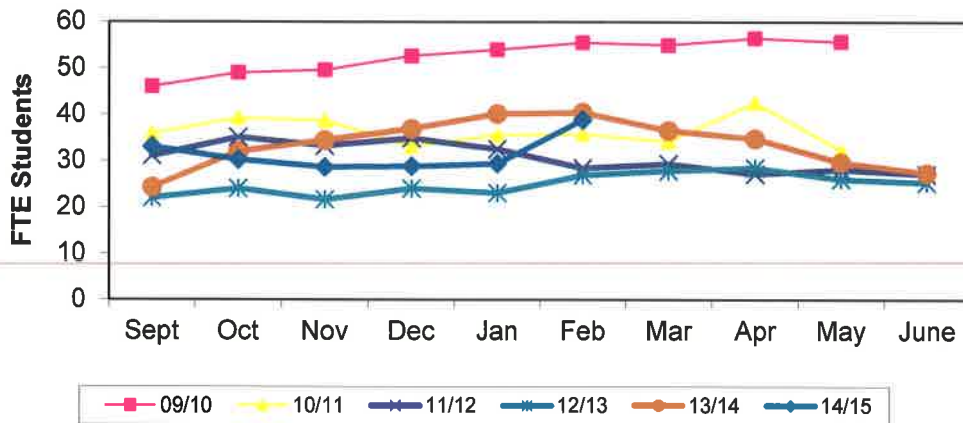
### PHS Enrollment from 09/10 to 14/15



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
09/10	880	881	865	862	855	846	835	825	821		849
10/11	845	849	841	832	830	823	814	803	800		824
11/12	811	811	800	793	790	786	774	774	769	767	787
12/13	842	843	843	843	836	825	820	813	811	809	829
13/14	854	849	844	837	832	824	818	809	811	809	829
14/15	853	855	852	849	848	832					848
14/15 Bud											825
(Under) Over											23



**Prosser Falls Enrollment from 09/10 to 14/15**



	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
<b>09/10</b>	46	49	50	53	54	56	55	57	56		53
<b>10/11</b>	36	39	39	33	36	36	34	43	32		36
<b>11/12</b>	31	35	33	35	33	28	29	27	28	27	31
<b>12/13</b>	22	24	22	24	23	27	28	28	26	25	25
<b>13/14</b>	24	32	34	37	40	40	37	35	30	27	34 *
<b>14/15</b>	33	30	29	29	29	39					32
<b>14/15 Bud</b>											30
<b>(Under) Over</b>											2

\* not including 20 students in the after school credit retrieval program

\* during the month of January; PHS students earned 0.00 credits



## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** **Certificated Personnel**  
**AGENDA:** **Consent**  
**DATE:** February 17, 2015  
**PREPARED BY:** Dr. Ray Tolcacher, *Superintendent*

---

---

### ***Certificated Employees***

---

*James Hatch has been recommended as a half-time assistant baseball coach at Prosser High School.*

*Lisa Castillo has been recommended as a special education teacher at Prosser Heights Elementary for the 2015/2016 school year.*

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** **Classified Personnel**  
**AGENDA:** **Consent**  
**DATE:** February 17, 2015  
**PREPARED BY:** Craig Reynolds, *Business Manager*

### **CLASSIFIED EMPLOYEES**

---

**Ryan Wood** has been hired as a .5 assistant baseball coach at Prosser High School.

**Cassandra Martinez** has been hired as a .75 assistant softball coach at Prosser High School.

**William Girard** has been hired as the custodian for Whitstran Elementary School and Prosser Heights Elementary School.

**Paul Goulet** has resigned his position as an assistant football coach at Prosser High School.

## Board Meeting February 3, 2015

---

An Executive Session of the Prosser School District Board of Directors was called to order at 6:30 p.m. by Bill Jenkin, President. Other board members present included Dr. Warren Barmore, Bruce Matsumura and Andy Howe. Also present was Dr. Ray Tolcacher, Superintendent. The purpose of the Executive Session was to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee – RCW 42.30.110 (1) (g). Board member Gayle Wheeler was excused from the meeting. The Executive Session was expected to last 30 minutes.

The Executive Session adjourned at 6:46 p.m.

The regular meeting of the Board of Directors of the Prosser School District was called to order at 7:00 p.m. by Bill Jenkin, President. Board members present included Dr. Warren Barmore, Bruce Matsumura and Andy Howe. Student Representatives Marissa Reyes and Hayley Tuttle were also in attendance. Also present were Dr. Ray Tolcacher, Superintendent; Craig Reynolds, Business Manager; Deanna Flores, Assistant Superintendent; Julie Hyatt, Secretary; and an audience representing school staff and media. Board member Gayle Wheeler was excused from the meeting.

### APPROVAL OF AGENDA:

Motion by Warren Barmore, seconded by Andy Howe and motion carried to approve the revised agenda. The revisions included an addition to Certificated Personnel and the addition of an Action Item.

### COMMUNICATIONS

Dr. Tolcacher reported on an email he had received from the Seattle Visiting Nurse Association, thanking our district for partnering with them with the recent flu shot effort.

### INFORMATION ITEMS:

#### Update on WSSDA Legislative Conference

Dr. Tolcacher said the plans for the conference will be finalized at the next meeting.

#### 2015 Legislative Handbook

Dr. Tolcacher distributed copies of the handbook to each board member.

### PROTOCOL FOR ADDRESSING BOARD:

Dr. Tolcacher did not read the protocol for addressing the board.

### HEARING OF VISITORS:

None

### REPORTS:

#### Assistant Superintendent's Report

Deanna Flores reported that she had just come from Prosser Heights Elementary, as they were hosting a Family AVID Night.

She also reported on the planned SBAC (Smarter Balanced Assessment Consortium) Parent Night which will be held on February 18, 2015 from 5:30 p.m. to 6:30 p.m. at Housel Middle School. This event is to help parents understand what their kids will be expected to do with

## Board Meeting February 3, 2015

---

the upcoming assessments.

Deanna concluded her report by stating that math professional development is happening this week.

### Business Manager's Report

- Auditors will be in our district beginning Monday, February 9
- November 2014 Financial Reports
- December 2014 Financial Reports

### Superintendent's Report

Our Student Information System has recently been evaluated by a group of staff members from our district. Earlier this evening, the group made a recommendation to go with the Skyward software program for our student information system, which will be an upgrade. Dr. Tolcacher wants to make sure this expenditure is in the budget for next year.

Dr. Tolcacher reported that he is looking again to provide an online curriculum for students in our district. This was first looked into a couple of years ago, but there was not enough interest. He is hoping that by next year, Prosser School District will be offering an online school for interested students and parents. Dr. Tolcacher is meeting with Brenda on Thursday about this possibility.

### Board Members' Reports

Bill Jenkin announced a Study and Survey Task Force meeting on February 19.

Mr. Jenkin thanked the student representatives for doing such a good job at the recent Chamber of Commerce awards banquet, as representatives of the Miss Prosser royalty court.

Andy Howe reported that National Signing Day in the Prosser School District will be tomorrow, February 4, at 11:00 a.m. at the high school library.

### Student Representatives' Report

Marissa Reyes reported that Wish Week has started. Everyone at the high school is in high spirits about this occurring.

### CONSENT ITEMS:

*Motion by Andy Howe, seconded by Bruce Matsumura and motion carried to approve the Consent Agenda as presented.*

### Certificated Personnel

*Brett Dillahunt submitted a letter of resignation from his position as DC Mustangs advisor, following the conclusion of the 2016 trip or sooner if possible.*

### Classified Personnel

*Kassandra Trejo was hired as a bilingual paraeducator at Prosser Heights Elementary. Her duties began on January 20, 2015.*

*Connie Taylor was hired as a food service and playground assistant at Whitstran Elementary*

## Board Meeting February 3, 2015

---

*School. Her duties began on January 6, 2015.*

*Heather Howell was hired as a paraeducator at Whitstran Elementary School. Her duties began on January 26, 2015.*

*Corey Ingvalson was hired as the head football coach at Prosser High School.*

*Charles Stepp was hired as a building custodian for Prosser High School and the District Office.*

*James Musselman was hired as a building custodian at Housel Middle School.*

### Approval of Minutes

*Minutes from the January 20, 2015 regular board meeting and the January 23, 2015 special board meeting were presented.*

### Contracts and Personal Service Agreements

*None*

### Volunteer Coaches

*Consuelo Felicijan and Pete Felicijan completed the paperwork to be volunteer tennis coaches.*

*Rachelle Wiley completed the paperwork to be a volunteer track coach.*

### OLD BUSINESS:

Board Self-Evaluation

Bill Jenkin would like to set a date soon to review the board self-evaluation criteria.

After discussion, it was agreed that it would be best to discuss this topic in mid-March, as there are many legislative events coming up. It was also agreed it would be good to hold the meeting in the evening, possibly on an "off" Tuesday.

### ACTION ITEMS:

#### Vouchers

"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.

General Fund voucher numbers 185148 through 185199 totaling \$110,837.99  
Associated Student Body Fund voucher numbers 2233 through 2250, totaling \$6,392.58"

Motion by Andy Howe, seconded by Warren Barmore and motion carried to approve the accounts payable vouchers payable for February 6, 2015.

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

## Board Meeting February 3, 2015

---

AVID (Advancement Via Individual Determination) is a college and career readiness system designed to increase the number of students who enroll in college and are prepared for careers. Although AVID serves all students, it focuses on the least served students in the academic middle. AVID raises expectations for students and puts in place a support system to help them rise to the challenge. Students are given group and individualized support to achieve success. Each year from 2010 through 2014 the Board of Directors approved an AVID contract that provided staff from Housel Middle School and Prosser High School to receive AVID training. As part of that original contract the district committed to the continuation of training and ongoing implementation of the program.

The bulk of the training takes place in the summer and requires out-of-state travel. To continue their training we will send staff from Housel Middle School and Prosser High School. Two years ago we initiated AVID in our elementary schools. Staff members from Keene-Riverview Elementary, Whitstran Elementary and Heights Elementary Schools' will resume training. The AVID District Director and Elementary District Liaison will also attend. The training will be held in San Diego, California from August 2 – August 5, 2015. The cost of this training will be funded by the following: Title I, II, and LAP. This expense has already been approved in the 2014 – 2015 budget. This request is for approval of out-of-state travel only.

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

### Resolution #01-15 – Re-Authorization of the Elementary and Secondary Education Act (ESEA)

Over the past few months the impact of Washington State's loss of the WAIVER from the No Child Left Behind federal law has continued to impact Washington schools in a negative fashion; including school districts' loss of considerable federal funds which are now required to be used for federally directed student services. As indicated by the Washington State School Directors Association, (WSSDA), the attached resolution notes that the current law, ESEA, is unfair, inaccurate and misrepresents the quality and improvement of the nation's schools. It further states that the law needs to be fixed. As it is now, the law harms the state's one million students and 295 Washington school districts.

The ESEA has not been re-authorized for a number of years and has been put off by several of the last U.S. presidential administrations. No Child Left Behind, with all its rules and mandates are part of this law.

Motion by Andy Howe, seconded by Warren Barmore and motion carried to approve Resolution #01-15, requesting the United States Congress make the ESEA re-authorization a priority, no later than the next legislative session.

### ROLL CALL:

Warren Barmore, Yes; Andy Howe, Yes; Bill Jenkin, Yes; Bruce Matsumura, Yes

### Resolution #02-15: One Hundred Eight-Day School Year Requirement Waiver

In 2012 we were notified by the State Board of Education that we must obtain a waiver to offer parent/teacher conferences in a full-day format. That waiver was granted through this

## Board Meeting February 3, 2015

---

school year. We are again seeking this waiver for three years. While the definition of “minimum instructional hours” includes parent/teacher conferences (RCW 28A.150.205), the definition of “school day” (RCW 28A.150.203) does not include parent/teacher conferences. Therefore, to be in compliance with both sections of the RCW, we must obtain a waiver of four days per year. The waiver will not affect the amount of instructional time students receive. In fact, students are in class more when we use the two full-day format during conference week as opposed to the four half-day format.

The two full-day format for parent/teacher conferences provides more efficiency and cost savings in student transportation and food services. In addition this format provides greater flexibility of schedules for parents and students to participate in conferences. As a district we currently average 90% attendance for parent/teacher conferences which is vital to our school district.

Motion by Andy Howe, seconded by Bruce Matsumura and motion carried to approve Resolution #02-15: One Hundred Eighty-Day School Year Requirement Waiver.

### ROLL CALL:

Warren Barmore, Yes; Andy Howe, Yes; Bill Jenkin, Yes; Bruce Matsumura, Yes

### Ratification of Amended Student Calendar for the 2015-2016 School Year

As a result of re-opened negotiations with the Prosser Education Association and the Prosser School District, the previously ratified Student Calendar for the 2015-2016 school year has been amended, tentatively agreed to by both parties and ratified by the Prosser Education Association on Wednesday, January 28, 2015. The amended calendar will change the first day of school for students in the 2015-2016 school year to September 1, 2015 with the new last student day being June 10, 2016.

### Discussion

Bill Jenkin thanked Fred Bray for his actions on this issue. He is very grateful for the positive work relationship the board and district have with the teachers' union.

Fred Bray, on behalf of the Association thanked the board for listening to the concerns of the community, staff and students. The Association thinks they have arrived at the best decision. He also said the Association is putting some procedures in place to prevent this from happening again in seven years.

Motion by Warren Barmore, seconded by Andy Howe and motion carried to ratify the amended student calendar for the 2015-2016 school year.

### Memorandum of Understanding with SARC (Support, Advocacy and Resource Center)

Each year the Prosser School District works with the Tri Cities SARC, (Support, Advocacy and Resource Center) for services for our students in the areas of sexual assault, bullying and harassment and other services to create healthy relationships for our students in the middle and high school grades. The Prosser School District has had a long and strong partnership with SARC which provides Prosser's students with materials, instruction and services related to sexual abuse including outreach services for students who are disclosed as victims of sexual abuse.

**Board Meeting February 3, 2015**

---

Motion by Bruce Matsumura, seconded by Warren Barmore and motion carried to approve the Memorandum of Understanding with the Tri Cities SARC.

DISCUSSION ITEMS:

Contract Renewal Notification

Craig Reynolds reported that if we change Student Information Systems, we will not need to renew the GradeQuick contract.

Washington State Board of Education Temporary Waiver Application

The Washington State Board of Education has a temporary waiver application for schools to apply to defer the new Core 24 graduation requirements until the classes of 2020 or 2021. The current requirement is for the class of 2019. There are some hurdles we must overcome to implement this requirement and will utilize this additional time to prepare.

Deanna Flores said many districts are asking for more time due to the many changes which need to be made in staffing, master schedules and academic courses related to these new graduation requirements. She distributed an informational sheet about these graduation requirement changes.

Discussion ensued about the rigorous requirements which the Core 24 will mandate. Dr. Tolcacher will let the board members know when the State Board of Education meets locally.

ADJOURNMENT:

The board meeting was adjourned at 7:56 p.m.

FUTURE MEETING:

Regular Board Meeting, February 17, 2015, Keene-Riverview Elementary, 7:00 p.m.

---

Clerk to the Board

---

Board Vice-President

---

Secretary to the Clerk of the Board



**Prosser School District No. 116  
Contracts and Personal Service Agreements  
Consent  
February 17, 2015**

**CONTRACTS/AGREEMENTS:**

**1. Arthur J. Gallagher & Co.**

Gallagher & Co. has been our broker of record for Group Health and employee benefits consulting since June 2012. They are required to disclose to us the fees and/or commissions arrangement they charge Group Health as a result of being our broker. This is an acknowledgment only, with no cost to the District.

**2. Around the World Yoyo Entertainment:**

Tim Johnson from Around the World Yoyo Entertainment will be performing a Yoyo Assembly at KRV on March 5, 2015. AWYE will leave yoyos at the school for students to purchase for five (5) days. AWYE will donate 10% of sales to the school. There is no cost for this assembly.

**PERSONAL SERVICE AGREEMENTS:**

**1. Mike Smith Service Agreement:**

Mike Smith will provide an assembly on Friday, January 29, 2016 at Prosser High School. The topic is "Finding Your Calvin" – Bullying. The fee for this service is \$1,750 with funding provided through the PHS ASB Budget.

**RECOMMENDATION:**

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

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** **Volunteer Coaches**  
**AGENDA:** **Consent**  
**DATE:** February 17, 2015  
**PREPARED BY:** Dr. Ray Tolcacher, Superintendent

### **VOLUNTEER COACHES**

---

**Morgan Meadows** has completed the paperwork to be a PHS volunteer softball coach.

## **Board Packet**

**To:** Board of Directors

**Subject:** Amendment to Policy No. 3416: Medication at School – FIRST READING

**Agenda:** Action

**Date:** February 17, 2015

**Prepared By:** Deanna Flores, *Assistant Superintendent*

### **Background**

The purpose of this request is to notify you of changes to RCW 28A.210.260 as amended by Substitute House Bill (SHB) 1541. RCW 28A.210.260 describes the administration of medication in schools. It includes changes to RCW 28A.210.270, which addresses liability related to medication administration by school employees.

### **Summary of Changes**

- HB 2247 expands the types of medication that a registered nurse or advance registered nurse practitioner may delegate to a school employee to administer. It amends RCW 28A.210.260 to include nasal spray.
- The amendment also clarifies that in addition to training and supervising the designated school personnel in proper medication procedures, registered nurses and advanced registered nurse practitioners may delegate to, train, and supervise the designated school district personnel in proper medication procedures.

For a complete summary of changes see attached Memorandum No. 037-14M and Substitute House Bill 1541.

### **Recommendation**

It is recommended that the Board of Directors consider approval of Amended Policy No. 3416 for First Reading, with consideration of action to waive the First Reading and adopt the amended policy for final action as Second Reading.

## MEDICATION AT SCHOOL

### Administering Medicine

Under normal circumstances prescribed and-over-the-counter medication should be dispensed before and/or after school hours under supervision of the parent or guardian. If a student must receive prescribed or over-the-counter oral or topical medication, eye drops, or ear drops or nasal spray (“medications”) from an authorized staff member, the parent must submit a written authorization accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. Oral medications are administered by mouth either by swallowing or by inhaling, including through a mask that covers the mouth and nose. If the medication will be administered for more than fifteen consecutive days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.

The Superintendent shall establish procedures for:

- A. Delegating, training and supervision of staff members in the administration of prescribed or non-prescribed medication to students by a physician or registered nurse;
- B. Designating staff members who may administer prescribed or non-prescribed medication to students;
- C. Obtaining signed and dated parental and health professional request for the dispensing of prescribed or non-prescribed medications, including instructions from the health professional if the medication is to be given for more than fifteen days;
- D. Storing prescribed or non-prescribed medication in a locked or limited access facility;
- E. Maintaining records pertaining to the administration of prescribed or non-prescribed medication; and
- F. Permitting, under limited circumstances, students to carry and self-administer medications necessary to their attendance at school.

No medication will be administered by injection except when a student is susceptible to a predetermined, life endangering situation. In such an instance, the parent will submit a written and signed permission statement. Such an authorization will be supported by signed and dated written orders accompanied by supporting directions from the licensed health professional. A staff member shall be trained prior to injecting a medication.

Medications other than oral or topical medications, eye drops or ear drops and nasal spray, such as nasal inhalers, suppositories or non-emergency injections may not be administered by school staff other than registered nurses or licensed practical nurses.

A nasal spray that is a legend drug or a controlled substance must be administered by the school nurse. If no school nurse is on the premises, a nasal spray that is a legend drug or a controlled

substance may be administered by a trained school employee or a parent-designated adult who is not a school nurse. After a school employee who is not a school nurse administers a nasal spray that is a legend drug or a controlled substance, the employee shall summon emergency medical assistance as soon as practicable. Parents may choose to designate an adult through proper legal procedures to administer nasal spray medication for a student. This parent-designated adult (PDA) volunteer must file a written letter showing their intent to act in that capacity. Parents are responsible for the training of the PDA.

If the district decides to discontinue administering a student's medication, the Superintendent or designee must provide notice to the student's parent or guardian orally and in writing prior to the discontinuance. There must be a valid reason for the discontinuance that does not compromise the health of the student or violate legal protections for the disabled.

Cross References:	<u>Policy 3419</u>	Self-Administration of Asthma and Anaphylaxis Medications
	<u>Policy 3420</u>	Anaphylaxis Prevention and Response
Legal References:	RCW 28A.210.260	Public and Private Schools – Administration of Oral Medication by – Conditions
	<u>SHB 1541</u>	<u>Nasal Spray Administration</u>
	RCW 28A.210.270	Public and Private Schools – Administration of Oral Medication by – Immunity from Liability – Discontinuance, Procedure

**Adoption Date: November 19, 2002**  
**Amended: January 8, 2013**

## Medication at School

Each school principal and school nurse will authorize trained staff members to administer prescribed or over-the-counter oral or topical medication, eye drops or ear drops, or nasal spray. (“medication”). Oral medications are administered by mouth either by swallowing or inhaling and may include administration by mask if the mask covers the mouth or mouth and nose. These designated staff members will participate in an in-service training session conducted by a physician or registered nurse prior to the opening of school each year.

Prescribed or over-the-counter medication may be dispensed to students on a scheduled basis upon written authorization from a parent with a written request by a licensed health professional prescribing within the scope of their prospective authority. If the medication is to be administered more than fifteen consecutive days, the written request must be accompanied by written instructions from a licensed health professional. Requests shall be valid for not more than the current school year. The prescribed or over-the-counter medication must be properly labeled and be contained in the original container. The dispenser of prescribed medication will:

- A. Collect the medication directly from the parent, (students should not transport medication to school), collect an authorization form properly signed by the parent and by the prescribing licensed health professional and collect instructions from the prescribing licensed health professional if the medication is to be administered for more than fifteen consecutive days;
- B. Store the prescription medication (not more than a 20 day supply) in a locked, substantially constructed cabinet; and
- C. Maintain a daily record which indicates that the prescribed medication was dispensed.
- D. Provide for delegation, training and supervision by a physician or registered nurse.

A copy of this procedure and related policy will be provided to the parent upon request for administration of medication in the schools.

Medications administered, other than orally, topically, or eye or ear drops, or nasal spray, may only be administered by a registered nurse or licensed practical nurse. No prescribed medication will be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professionals prescribing within his or her prescriptive authority (e.g. medication administered to counteract a reaction to a bee sting). Such medication will be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional will:

- A. State that the student suffers from an allergy which may result in an anaphylactic reaction;
- B. Identify the drug, the mode of administration, the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made

- by the licensed health professional prescribing within his or her prescriptive authority;
- C. Indicate when the injection will be administered based on anticipated symptoms or time lapse from exposure to the allergen;
- D. Recommend follow-up after administration, which may include care of the stinger, administration of additional medications, transport to hospital; and
- E. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

If a licensed healthcare provider and a student's parent request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer medication, the principal may grant permission after consulting with the school nurse. The process for requesting and providing instructions shall be the same as established for oral, topical, eye, ear and nasal medications. The principal and nurse shall take into account the age maturity and capability of the student; the nature of the medication; the circumstances under which the student will or may have to self-administer the medication and other issues relevant in the specific case before authorizing a student to carry and/or self-administer medication at school. Students shall only carry the medication in its original container. Violations of any condition placed on the student permitted to carry and/or self-administer his or her own medication may result in termination of that permission as well as the imposition of discipline when appropriate.

Procedure for Medication Administration

1. Have parent complete and sign parent portion of Medication Permission form.
2. Instruct parent to obtain licensed healthcare provider permission on the Medication Administration Permission form.
  - A. If the student needs medication administered before parent can obtain licensed healthcare provider permission or distance makes it unfeasible for parent to do so, obtain name and phone number of physician from parent. Call school nurse, she can obtain temporary telephone permission (one time).
  - B. DO NOT agree to give medication until licensed healthcare provider permission is obtained, either on district form or by telephone permission by school nurse.
3. Check medication container for the following that must be on container:
  - A. Student's name
  - B. Medication name
  - C. Administration instructions
  - D. Original medication container
4. Count medication with parent, record and have parent sign
5. Consult with school nurse for any questions or discrepancies
6. Complete Medication Administration Record with student name, medication name and instructions and dates of medication beginning and ending.
7. Put all medication forms in medication notebook.
8. Store medication in locked office area. If medication needs refrigeration, store in Health Room refrigerator.
9. When administering medication, do the following:



- A. Check medication notebook for completed forms.
  - B. Obtain medication container from locked storage area.
  - C. Check medication container for the following:
    1. Correct student name
    2. Correct medication name - same as Medication Administration Record
    3. Dosage - such as how many milligrams (mg) in pill
  - D. Pour out corrected medication dosage.
    1. Make sure number of pills and dosage on container correspond with dosage written on Medication Administration Record. Some students receive more than one pill - i.e. Ritalin 10 mg may be given as two 5 mg pills or one 10 mg pill.
    2. For pills, pour into bottle cap and then into student's hand.
    3. For liquid, pour into measuring device (syringe, measuring spoon, etc.). Do not use kitchen silverware teaspoon for measuring - volume varies greatly.
  - E. Help student get water if needed to take medication.
  - F. Watch student take medication – make sure medication is taken.
  - G. Record your initials on student's Medication Administration Record beside today's date. If medication is given when needed (for pain, etc.), record time medication was given. This record is the legal evidence that medication was given.
  - H. Wash medication measuring device, if appropriate.
  - I. Return medication to locked office area.
10. Consult school nurse for any questions concerning administration of medications. This school nurse is responsible for supervision of medication administration in the school.

Procedure for administration of non-oral emergency medication to students in school:

1. Written, signed, current permission from parent or guardian.
2. Parents supply the medication and equipment.
3. Identification of who may administer the medication.
4. In-service required for those identified to administer the medication by an M.D. or R.N.
5. Written order, signed and dated, from the physician that:
  - A. States that student suffers from a condition which may result in the need for immediate emergency care;
  - B. Identifies the drug, the mode of administration, the dose;
  - C. Indications for administration;
  - D. Recommendations for follow-up after administration;
  - E. Requirements for reporting to the physician and recordkeeping recommendations.
6. Procedures for notification of parents or emergency treatment.
7. Designation of who has responsibility for taking medication or syringe when students leave school premises, but are under the supervision of school staff (as in field trips).
8. Proper storage of the medication and monitoring of expiration date on medication.
9. Parents to be notified in advance if the school district decides to discontinue emergency treatment with medication.

**This amended procedure will be implemented in the 2013-14 school year.**



## **Board Packet**

**To: Board of Directors**  
**Subject: Resolution No. 03-15; Annual Cancellation of  
Municipal Warrants**  
**Agenda: Action**  
**Date: February 17, 2015**  
**Prepared By: Craig Reynolds, Business Manager**

### **Background**

Every year at this time the Benton County Treasurer's Office provides the district with a list of warrants that have not been cashed. In order to cancel the warrants we are required to send a resolution to the County.

Please see attached Resolution No. 03-15 and warrant list.

### **Recommendation**

It is recommended that the Board of Directors approve Resolution No. 03-15 for the Annual Cancellation of Municipal Warrants.

**RESOLUTION #03-15**

**ANNUAL CANCELLATION OF MUNICIPAL WARRANTS**

**WHEREAS**, RCW 39.56.040 makes provision for the cancellation of municipal warrants; which reads: "Registered or interest bearing warrants of any municipal corporation not presented within one year of the date of their call, or other warrants not presented within one year of their issue, shall be canceled by passage of a resolution of the governing body of the municipal corporation, and upon notice of the passage of such resolution the auditor of the municipal corporation and the treasurer of the municipal corporation shall transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn", AND

**WHEREAS**, RCW 39.56.040 requires a resolution passed by the board of directors.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of Prosser School District No. 116 hereby authorizes the treasurer to cancel warrants (see attached list) not presented within one year of their issue in accordance with RCW 39.56.040.

**ADOPTED** by the Prosser School District #116 Board of Directors at the board meeting held on February 17, 2015.

**BOARD OF DIRECTORS  
PROSSER SCHOOL DISTRICT #116**

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

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

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

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

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

**ATTEST**

\_\_\_\_\_  
**Secretary to the Board of Directors**

# State Date Outstanding Warrants Prosser SD #116

Thursday, November 13, 2014 1:29:00 PM

chk\_date

chk\_no amount

## General

28-Feb-13	200130	19.60
<del>31-May-13</del>	<del>201500</del>	<del>300.64</del>
07-Jun-13	201835	76.18
28-Jun-13	201950	5.00
28-Jun-13	202097	47.28
31-Jul-13	202371	4.58
30-Aug-13	202728	87.00
30-Sep-13	203015	7.00
30-Sep-13	203053	93.14
30-Sep-13	203106	6.00
<del>30-Sep-13</del>	<del>203302</del>	<del>22.00</del>
<del>27-Nov-13</del>	<del>203990</del>	<del>45.72</del>
<del>27-Nov-13</del>	<del>204102</del>	<del>21.00</del>
<del>30-Dec-13</del>	<del>204300</del>	<del>205.05</del>
31-Dec-13	204468	10.00

**355.78**

~~1,011.05~~

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Meridian Partnership Program (MP3) Assessment Agreement  
**AGENDA:** Action  
**DATE:** February 17, 2015  
**PREPARED BY:** Deanna Flores, *Assistant Superintendent*

### **Background:**

Prosser School District has agreed to provide online students from Meridian Partnership Program access to state assessments here at Prosser School District.

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

Agreement attached.

### **Recommendation:**

Approval of the agreement with Meridian Partnership Program for Online/Nonresident student's access to assessment provided by Prosser School District is recommended.

Prosser and Meridian School District  
 Meridian Partnership Program (MP3)  
 Assessment Agreement for 2014-2015 State Testing

**Meridian's Responsibility:**

- Notify families of the requirement to participate in state assessments.
- Communicate with resident districts, when a MP3 student requires testing at a local school/district (see chart below).
- Track communications from the resident (testing) school in regards to attendance during testing dates.
- Notify districts if there are new enrollees needing to test at the local district.
- Notify districts if there are withdrawals.
- Communicate with students/families regarding testing information obtained from the resident district (chart from district page 2).
- Compensate the testing district as outlined by OSPI
- Cost = \$25 per student per test per day and \$50 per test per day with accommodations and at cost for significant accommodations (scribe/reader).
- We will compensate \$10 for cancelations or no shows with 14 days prior to testing. No compensation for cancelations/withdrawals 15 days prior or greater.

SSID Number	DOB	Last Name	First Name	Grade Level	Tests Required	Accommodations (If Applicable)	Contact Information	Cost
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SBAC ELA & SBAC Math	None	Parent: [REDACTED] (509) [REDACTED] (509) [REDACTED]	\$100.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SBAC ELA & SBAC Math	None	Parent: [REDACTED] (509) [REDACTED] (509) [REDACTED]	\$100.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SBAC ELA SBAC Math MSP Science	None	Parent: [REDACTED] (509) [REDACTED] (509) [REDACTED]	\$125.00
							<b>Total Cost:</b>	\$325.00

**Resident District's Responsibility:**

- Complete the communication chart below. Meridian will communicate this information to students/families.
- Notify Meridian if a student does not show up for testing.
- Bill Meridian for testing: \$25/student per test per day.
- Administer state testing, bubble booklets (if needed for new enrollees not pre-identified), secure testing materials, return testing materials to OSPI.

Student Name:	Testing Location: (School Name, address, room number) School Contact:	Testing Dates/Times:
[REDACTED]	Housel Middle School, 2001 Highland Dr., Prosser/509-786-1732/Tammy Feakin Tammy.Feakin@prosserschools.org	ELA Performance Task/ Classroom Activity: _____ ELA Computer Adaptive Test: _____ Math Performance Task/Classroom Activity: _____ Math Computer Adaptive Test: _____ Other Test (Science, etc) _____
[REDACTED]	Whitstran Elementary School, 102101 West Foisy Rd., Prosser, WA/509-778-4434/Tammy Feakin Tammy.Feakin@prosserschools.org	ELA Performance Task/ Classroom Activity: _____ ELA Computer Adaptive Test: _____ Math Performance Task/Classroom Activity: _____ Math Computer Adaptive Test: _____ Other Test (Science, etc) _____
[REDACTED]	Whitstran Elementary School, 102101 West Foisy Rd., Prosser, WA/509-778-4434/Tammy Feakin Tammy.Feakin@prosserschools.org	ELA Performance Task/ Classroom Activity: _____ ELA Computer Adaptive Test: _____ Math Performance Task/Classroom Activity: _____ Math Computer Adaptive Test: _____ Other Test (Science, etc) _____

Meridian School District and Prosser School District  
Assessment Agreement for School Year 2014-2015 State Testing

By signing below, both parties agree to the testing agreement as outlined on pages 1 & 2. Either party should notify the other, should any changes occur to this plan. Electronic signature is acceptable.

**Prosser School District**

Name: \_\_\_\_\_


Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Meridian School District**

Name: David Forsythe

Signature: 

Title: Assistant Superintendent

Date: 2/5/2015

**Contact Information:**

Patty Struebel, District Assessment Lead (360) 398-7111

Fax: (360) 398-8966

David Forsythe, District Assessment Coordinator (360) 398-7111

Fax: (360) 398-8966

Meridian School District, 214 W. Laurel Rd., Bellingham WA 98226

**BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Out-of-State Travel  
**AGENDA:** ACTION  
**DATE:** February 17, 2015  
**PREPARED BY:** Deanna Flores, *Assistant Superintendent*

**Background**

There is an annual Student-Centered Coaching Conference being held in Denver, Colorado, May 18-19, 2015. We are requesting out-of-state travel for Instructional Coaches, Ann Sipe, Pauline Shenyer and Clare Padelford to attend.

As part of our grant we are committed to the continued training of staff. The funding for this has already been budgeted and will come out of Title II and Highly Qualified.

**Recommendation:**

Approval of out-of-state travel is recommended for Instructional Coaches, Ann Sipe, Pauline Shenyer and Clare Padelford.





## **Board Packet**

**TO:** Board of Directors  
**SUBJECT:** *Team Building* with Lambert Coaching  
**DATE:** February, 17, 2015  
**PREPARED BY:** Dr. Syndi Duehn, *Special Services Director*

---

### **Background:**

The life-skills room at Prosser High School has a demanding student population. The intellectual health and physical needs of these students requires a high level of commitment and focus for the staff working with them. To assist the staff in best meeting the needs of these students while working in a highly stressful and busy environment, I am requesting to bring in Christy Lambert.

Life-skills students can sometimes stay for up to seven years at PHS. This coupled with the annual influx of high-needs students moving up from the middle school makes this particular teaching environment the most unique in the district. I believe it is essential to provide specific training for this environment in order to retain the quality staff we currently have in place.

**Cost:** Total cost: \$2,600. This covers travel, planning meeting with supervisors, 1 ½ days direct coaching, follow-up coaching call to each participant and a debrief/planning meeting with supervisors.

### **Recommendation:**

It is recommended the District approve this coaching request.



PROPOSAL TO: Prosser School District

FROM: Christy Lambert | Lambert Coaching

RE: Team Building - Building Trust & Managing Conflicting

DATE: February 9, 2015

**Situation Summary:**

Certain teams within the school district can benefit from team building designed to increase cooperation, create an atmosphere of trust and manage conflict effectively. This additionally training will provide specific tools to help teams within the district work more cohesively within their teams and with district leaders.

**Objectives:**

- Understand the expectations for a cohesive team, based on The Five Dysfunctions of a Team model
- Assess overall team dynamics, including how each individual plays a role in those dynamics
- Create clarity around the teams purpose, strategy and goals
- Ensure alignment and commitment among team members
- Develop an action plan for improving teamwork, communication and trust

**Measures of Success:**

- Client reports increased teamwork
- The teams feedback from district leaders shows positive change
- Interpersonal relationships improve

**Approach:**

A half-day classroom based workshop based on the Five Dysfunctions of a team. Each individual will complete the required assessments and pre-work prior to attending the half-day workshop. Additionally, the team will participate in a full-day, off-site team building retreat where each individual will have the opportunity to work with horses to identify and improve their leadership behaviors & teamwork. The full-day retreat with horses provides team members the opportunity to practice applying what was learned during the previous classroom training and get real time, authentic, unbiased feedback about what works and what doesn't.

Each participant will receive a follow-up coaching call for additional integration one month after the leadership training. There will be one meeting with the direct supervisor to determine specific objectives for the identified team and one meeting after the training to monitor the team's progress.

**Mutual Commitments:**

- Participants will come to both on-sites ready to learn and open to receiving feedback
- Each member of the team will fully participate in the workshop and team building retreat and share their insights with the group
- The facilitator will design an impactful, customized approach for the team
- The facilitator will hold confidential all discussions with the client and team members
- The facilitator will be prepared, responsive and engaged throughout the process
- Invoices will be submitted on a timely basis, and will be paid promptly

**Timing**

March - April 2015

Specific dates to be mutually agreed upon by March 1, 2015.

**Terms and Conditions:**

The Team Building experience includes one half-day classroom workshop, one full-day off-site team building retreat, one planning meeting, one follow-up coaching call with each participant and one follow-up call with the team supervisor. The cost for the program is \$2,600 to be paid in full prior to the half-day classroom workshop.

Thank you for giving me the opportunity to provide you with this proposal. If you have any questions or require clarification, please contact me.

Christy Lambert  
Lambert Coaching  
(206) 914-3669  
[christy@lambertcoaching.com](mailto:christy@lambertcoaching.com)

## **BOARD PACKET**

**TO:** Board of Directors  
**SUBJECT:** Resolution # 04-15: Temporary Waiver of Implementation of the 24 Credit Framework for Up to Two Years  
**AGENDA:** Action  
**DATE:** February 17, 2015  
**PREPARED BY:** Deanna Flores, *Assistant Superintendent*

### **Background:**

The Washington State Board of Education has a temporary waiver application for schools to apply to defer the new Core 24 graduation requirements until the classes of 2020 or 2021. The current requirement is for the class of 2019. Currently Prosser School District requires 23 credits to graduate. There are some changes involved to implement this requirement. With the waiver in place we will utilize this additional time to prepare.

### **Recommendation**

The Board of Directors approves Resolution # 04-15: Temporary Waiver of Implementation of the 24 Credit Framework for Up to Two Years.

**PROSSER SCHOOL DISTRICT NO. 116  
RESOLUTION #04-15**

**Temporary Waiver of Implementation of the 24 Credit Framework for Up to Two Years**

WHEREAS, The Washington State Legislature codified into law the passage of E2SSB 6552 increasing graduation requirements to Core 24 college and career ready; and

WHEREAS, Under RCW 28A. 230.090(1)(d)(ii) the State Board of Education has been authorized to grant school districts an opportunity to apply for a temporary waiver from the Core 24 career and college ready graduation requirements beginning with graduation classes 2019 and 2020; and

WHEREAS, The Prosser School District will continue to maintain a 23 credit graduation requirement for the graduating classes of 2019 and 2020; and

WHEREAS, The district is seeking additional time to plan and communicate the changes in requirements; and

WHEREAS, By building a deeper understanding of options and requirements students will experience greater success; and

WHEREAS, Prosser School District is seeking more time to ensure systems are in place to best support students in meeting new requirements; and

WHEREAS, It is fitting that we support the application of a State Board of Education Core 24 career and college ready graduation requirement waiver;

THEREFORE, BE IT RESOLVED the Board of Directors of Prosser School District, Benton and Klickitat County, Washington, hereby authorize its Superintendent to request waiver of the Temporary Waiver from Core 24 college and career ready graduation requirements.

DATED: this 17 day of February, 2015

Board of Directors,  
PROSSER CONSOLIDATED  
SCHOOL DISTRICT NO.116

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

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

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

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

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

ATTEST:

\_\_\_\_\_  
Ray E. Tolcacher, Clerk of the Board