



REGULAR BOARD MEETING - REVISED

Keene-Riverview Elementary, MPR, 832 Park Avenue

Tuesday, July 7, 2015 7:00 p.m.

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

II. 6:00 - 7:00 p.m. - Executive Session - Grievance Hearing

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

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

IV. Information Items:

- 1. Prosser CIA (Community, Involvement, Action) and Community Updates**

V. Protocol for Addressing Board:

Welcome to the Board Meeting (p. 3)

VI. Hearing of Visitors:

VII. Reports:

- 1. Assistant Superintendent's Report**
- 2. Business Manager's Report**
May 2015 Financial Reports (p. 4)
- 3. Superintendent's Report**
- 4. Board Members' Reports**

VIII. Consent Items: REVISED

- 1. Certificated Personnel - REVISED**
Cert - July 7, 2015 (p. 18)
- 2. Classified Personnel**
Class - July 7, 2015 (p. 19)
- 3. Approval of Minutes**

Regular Board Meeting - June 16, 2015 (p. 20)
Special Board Meeting - June 25, 2015 (p. 26)

4. Contracts and Personal Service Agreements

5. Volunteer Coaches

Volunteer Coaches (p. 28)

IX. Old Business:

X. Action Items:

1. Vouchers

Vouchers - July 7, 2015 (p. 29)

2. Superintendent's Vacation BuyBack

Vacation Buyback (p. 37)

3. Appointment of Student Board Representatives

4. School Resource Officer Agreement with City of Prosser and Prosser School District

SRO Agreement (p. 38)

XI. Discussion Items:

Renewal Contract Notification (p. 47)

1. Study and Survey Study Session

Study and Survey (p. 48)

XII. Adjournment

Future Meetings:

Regular Board Meeting, July 21, 2015, KRV MPR, 7:00 p.m.

SCHOOL BOARD MEETINGS

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

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

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

How the Board Operates

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

Your board members are: Bill Jenkin, President; Dr. Warren Barmore, Vice-President; Bruce Matsumura, Peggy Douglas and Andy Howe, WIAA representative.

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

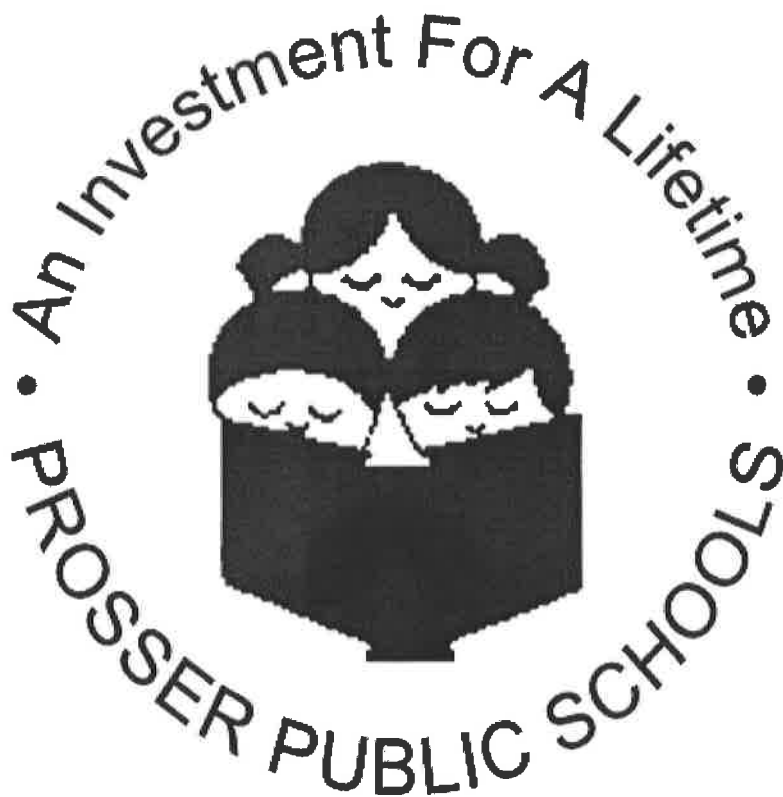
Public schools are especially close to the communities they serve because they are governed by men and women selected from the community. These men and women - your school board; are volunteers who spend a great deal of time on the many details involved in providing quality education.

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.

May 2015 Financial Reports



PROSSER SCHOOL DISTRICT NO.116
2014-2015 Budget Status Report

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
 Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of May, 2015

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES		
1000 LOCAL TAXES	3,653,963	482,516.39	3,569,794.39		84,168.61	97.70
2000 LOCAL SUPPORT NONTAX	362,500	24,298.82	351,861.95		10,638.05	97.07
3000 STATE, GENERAL PURPOSE	17,984,555	1,345,072.37	13,574,719.46		4,409,835.54	75.48
4000 STATE, SPECIAL PURPOSE	5,642,934	303,114.44	3,640,085.85		2,002,848.15	64.51
5000 FEDERAL, GENERAL PURPOSE	61,000	.00	87,201.95		26,201.95-	142.95
6000 FEDERAL, SPECIAL PURPOSE	2,770,719	245,933.08	2,023,989.22		746,729.78	73.05
7000 REVENUES FR OTH SCH DIST	20,000	.00	26,099.90		6,099.90-	130.50
8000 OTHER AGENCIES AND ASSOCIATES	22,500	170.96	5,963.11		16,536.89	26.50
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>30,518,171</u>	<u>2,401,106.06</u>	<u>23,279,715.83</u>		<u>7,238,455.17</u>	<u>76.28</u>
B. EXPENDITURES						
00 Regular Instruction	16,095,750	1,319,100.99	12,001,792.34	3,258,561.44	835,396.22	94.81
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,282,129	285,935.22	2,465,492.49	676,656.64	139,979.87	95.74
30 Voc. Ed Instruction	1,069,903	90,507.41	773,760.72	242,540.00	53,602.28	94.99
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	3,423,689	223,463.16	1,804,623.56	509,006.95	1,110,058.49	67.58
70 Other Instructional Pgms	81,693	6,247.55	55,196.89	12,813.10	13,683.01	83.25
80 Community Services	63,173	.00	.00	0.00	63,173.00	0.00
90 Support Services	7,047,084	540,985.44	5,219,673.21	995,041.04	832,369.75	88.19
<u>Total EXPENDITURES</u>	<u>31,063,421</u>	<u>2,466,239.77</u>	<u>22,320,539.21</u>	<u>5,694,619.17</u>	<u>3,048,262.62</u>	<u>90.19</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	545,250-	65,133.71-	959,176.62		1,504,426.62	275.92-
F. TOTAL BEGINNING FUND BALANCE						
	2,958,847		2,971,008.95			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
	2,413,597		3,930,185.57	(E+F + OR - G)		
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 815 Restrict Unequalized Deduct Rev	0		.00			
G/L 821 Restrictd for Carryover	110,000		71,653.39			
G/L 825 Restricted for Skills Center	0		.00			
G/L 828 Restricted for C/O of FS Rev	0		.00			
G/L 830 RESERVE FOR DEBT	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	100,000		146,496.51			
G/L 845 Restricted for Self-Insurance	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 872 Committd to Min Fnd Bal Policy	0		.00			
G/L 875 Assigned Contingencies	0		.00			
G/L 884 Assigned to Other Cap Projects	0		.00			
G/L 888 Assigned to Other Purposes	0		.00			
G/L 890 Unassigned Fund Balance	2,203,597		3,712,035.67			
<u>TOTAL</u>	<u>2,413,597</u>		<u>3,930,185.57</u>			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
General Fund (10)
May 31, 2015

GL	Description	Balance
200	Imprest Fund	10,000.00
230	Cash on Hand	0.00
240	Cash On Deposit With C.T.	1,137,782.27
241	Warrants Outstanding	-1,076,725.08
310	Taxes Receivable	0.00
320	Due From Other Funds	1,315.04
330	Due From Other Govt Units	181,518.03
340	Accounts Receivable	12,686.96
420	Inventory-Lunchrooms	26,038.27
430	Prepaid Items	0.00
450	Investments	3,638,378.00
---	Asset	3,930,993.49
601	Accounts Payable	-807.92
605	Accrued Salaries	0.00
610	PR DEDUCT & TAX PAYABLE	0.00
640	Due To Other Funds	0.00
750	Deferred Revenue	0.00
760	Def. Rev.-Taxes Rec.	0.00
---	Liability	-807.92
821	Restricted for C/O Revenues	-71,653.39
840	Nonspendable Fund Balance	-146,496.51
890	Unresrv/Undesig Fnd Bal	-3,712,035.67
---	Equity	-3,930,185.57
---	General Fund	0.00

PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Object - Comparative
May 2015

		2013-14			2014-15			
		May YTD	Y.E. Actual	YTD Expend as a % of Y.E.	May YTD	Budget	YTD Expend as a % of Bud	
0	Debit Transfer	\$87,268	\$174,275	50.07%	\$96,644	\$143,573	67.31%	
1	Credit Transfer	(87,268)	(174,275)	50.07%	(96,644)	(143,573)	67.31%	
2	Salaries - Certificated	9,298,683	12,762,039	72.86%	9,383,575	12,753,442	73.58%	
3	Salaries - Classified	3,979,952	5,232,725	76.06%	4,025,451	5,191,255	77.54%	
4	Employee Benefits	5,255,454	7,027,904	74.78%	5,350,784	7,407,885	72.23%	
5	Supplies	1,440,597	2,204,925	65.34%	1,444,530	2,340,168	61.73%	
7	Contract Services	1,752,404	2,383,281	73.53%	1,950,957	3,072,071	63.51%	*
8	Travel	61,506	105,955	58.05%	72,408	58,887	122.96%	Includes \$13,046 in grants(not in budget); \$15,898 in VOC
9	Capital Outlay	14,560	156,596	9.30%	92,834	239,701	38.73%	
		<u>\$21,803,155</u>	<u>\$29,873,425</u>	<u>72.99%</u>	<u>\$22,320,539</u>	<u>\$31,063,409</u>	<u>71.85%</u>	

* Object 7 Contract Services - Budget includes Grant Reserve of \$594,087
Without these reserves the YTD % would be 78.73%

PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Program - Comparative
May 2015

	2013-14			2014-15			
	May YTD	Y.E. Actual	YTD Expend as a % of Y.E.	May YTD	Budget	YTD Expend as a % of Bud	
01 Basic Education	\$11,767,381	\$15,691,357	74.99%	\$12,001,792	\$16,095,744	74.57%	
21 Special Ed, State	2,051,757	2,621,676	78.26%	1,999,264	2,694,612	74.19%	
22 Special Ed. Infants & Tdlrs	38,675	87,458	44.22%	74,168	93,889	79.00%	
24 Special Ed, Fed	321,428	479,682	67.01%	392,061	493,626	79.42%	
31 Vocational, State	685,658	1,024,625	66.92%	754,964	1,051,562	71.79%	
38 Vocational, Fed	0	18,591	0.00%	18,797	18,341	102.49%	
51 Title I Part A	490,800	710,679	69.06%	388,284	603,551	64.33%	
52 Sch Im Fed	36,911	67,688	54.53%	101,977	93,575	108.98%	Budget doesn't include \$60,115 in carryover
53 Migrant, Fed	176,569	372,156	47.44%	204,404	387,667	52.73%	
55 Learning Assistance	556,914	849,485	65.56%	568,660	817,071	69.60%	
58 Special & Pilot Prgm	58,129	201,565	28.84%	84,048	301,077	27.92%	TPEP, Emergency Response Grant
58 Grant Contingency	0	0	0.00%	0	594,087	0.00%	
64 Ltd English Proficiency	37,315	81,192	45.96%	55,784	91,997	60.64%	
65 Transit. Biling., State	318,682	523,525	60.87%	401,467	534,660	75.09%	
71 Traffic Safety	34,628	50,590	68.45%	33,919	53,681	63.19%	
74 Highly Capable	18,382	23,431	78.45%	20,134	23,012	87.49%	
79 Other Instruct.	16,679	29,894	0.00%	1,144	5,000	22.88%	GEARUP (all reimbursed)
89 Other Community Service	0	71,281	0.00%	0	63,173	0.00%	Summer Food Service Program
97 District-Wide Support	3,327,866	4,576,339	72.72%	3,428,673	4,609,261	74.39%	
98 Food Service	942,019	1,246,388	75.58%	895,510	1,253,297	71.45%	
99 Pupil Transportation	923,361	1,145,824	80.58%	895,491	1,184,526	75.60%	
	<u>\$21,803,155</u>	<u>\$29,873,425</u>	<u>72.99%</u>	<u>\$22,320,539</u>	<u>\$31,063,409</u>	<u>71.85%</u>	

**PROSSER SCHOOL DISTRICT NO. 116
Expenditures by Activity - Comparative
May 2015**

	2013-14			2014-15			
	May YTD	Y.E. Actual	YTD Expend as a % of Y.E.	May YTD	Budget	YTD Expend as a % of Bud	
11 Board - Supplies	\$1,275	\$1,929	66.08%	\$547	\$750	72.94%	
11 Board - Legal fees	\$55,258	89,766	61.56%	48,792	55,000	88.71%	
11 Board - Audit, bargaining, elections, etc.	\$41,836	53,788	77.78%	26,837	60,200	44.25%	WASA Eduportal \$1,890, WSSDA Conf \$2,328, WSSDA Membership \$8,739, Audit \$12,652, LEG Conf \$568, Election Cost \$462
11 Board - Travel	\$968	968	100.00%	2,607	1,800	144.84%	WSSDA Conf, LEG Conf
12 Superintendent's Office	244,369	343,071	71.23%	234,558	325,202	72.13%	
13 Business Office	387,002	528,941	73.17%	405,466	538,189	75.34%	
14 Human Resources	55,573	79,607	69.81%	53,396	67,734	78.83%	
15 Communications Consultant	3,750	5,000	75.00%	3,750	5,000	75.00%	
21 Supervision	497,288	684,600	71.59%	539,033	744,451	72.41%	
22 Learning Resources	209,463	269,211	77.81%	210,563	280,774	74.99%	
23 Principal	1,538,358	2,081,540	73.90%	1,578,858	2,072,703	76.17%	
24 Guidance & Counseling	588,576	798,907	73.67%	596,623	803,432	74.26%	
25 Pupil Management/Safety	207,326	271,320	76.41%	248,512	343,903	72.26%	
26 Health Services	699,734	921,718	75.92%	738,616	988,294	74.74%	
27 Teaching	11,919,623	16,401,751	72.67%	12,052,750	17,303,130	69.66%	Budget includes \$594,087 grant reserve
28 Extracurricular	398,671	500,989	79.58%	421,628	535,987	78.66%	
31 Professional Development	534,804	908,619	58.86%	676,806	811,462	83.41%	
32 Instructional Technology	16,190	16,190	100.00%	33,268	16,216	205.15%	Technology Resource Teachers \$16,805, HMS Computer Lab \$16,663
33 Curriculum	0	0	0.00%	10,641	78,500	13.56%	New activity for 2014-15
41 Food Service Supervision	46,813	62,797	74.55%	45,676	62,271	73.35%	
42 Food	442,046	619,467	71.36%	392,935	618,500	63.53%	
44 Food Service Operations	456,390	648,074	70.42%	462,461	662,172	69.84%	
49 Food Service Transfers	(3,230)	(43,580)	7.41%	(5,583)	(46,473)	11.97%	
51 Transportation Supervision	100,991	132,898	75.99%	102,712	130,115	78.94%	
52 Operating Buses	689,226	881,159	78.22%	659,099	888,931	74.15%	
53 Maintenance of Buses	177,544	222,048	79.96%	182,595	216,880	84.19%	
56 Transportation Insurance	39,394	39,394	100.00%	38,499	40,000	96.25%	
59 Transportation Transfers	(83,793)	(129,675)	64.62%	(90,332)	(97,100)	93.03%	
61 Maintenance Supervision	83,740	111,820	74.89%	83,202	110,873	75.04%	
62 Maintenance-Grounds	168,428	242,033	69.59%	175,407	213,069	82.32%	
63 Plant Operations-Custodial	785,159	1,047,056	74.98%	799,963	1,054,341	75.87%	
64 Maint Plant/Equipment	282,144	494,900	57.01%	307,281	520,978	58.98%	
65 Utilities	558,157	779,785	71.58%	570,239	787,000	72.46%	
68 Insurance	168,541	170,314	98.96%	175,819	185,000	95.04%	
72 Technology - Salary/Benefits	189,133	227,951	74.20%	176,421	230,127	76.66%	
72 Technology - Supplies	154,358	189,810	81.32%	193,549	213,800	90.53%	
72 Technology - Contract Services	111,101	139,749	79.50%	103,658	132,700	78.11%	
72 Technology - Travel	3,814	3,975	95.96%	2,819	4,000	70.47%	
72 Technology - Capital Outlay	0	0	0.00%	0	0	0.00%	
72 Technology - ERATE	18,713	18,713	100.00%	16,450	60,000	27.42%	
73 Printing	23,974	32,543	73.67%	28,570	30,000	95.23%	
75 District Motor Pool	10,449	14,289	73.12%	16,027	13,500	118.72%	
	<u>\$21,803,155</u>	<u>\$29,873,425</u>	<u>72.99%</u>	<u>\$22,320,539</u>	<u>\$31,063,409</u>	<u>71.85%</u>	

PROSSER SCHOOL DISTRICT NO.116
2014-2015 Budget Status Report

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	12,000	400.62	7,935.07		4,064.93	66.13
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	12,000	400.62	7,935.07		4,064.93	66.13
B. EXPENDITURES						
10 Sites	0	.00	.00	0.00	.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
30 Equipment	12,500	.00	.00	0.00	12,500.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	12,500	.00	.00	0.00	12,500.00	0.00
C. OTHER FIN. USES TRANS. OUT (GL 536)						
	0	.00	.00			
D. OTHER FINANCING USES (GL 535)						
	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES						
<u>OVER(UNDER)EXP/OTH FIN USES (A-B-C-D)</u>	500-	400.62	7,935.07		8,435.07	< 1000-
F. TOTAL BEGINNING FUND BALANCE						
	945		349.61			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
	445		8,284.68	<u>(E+F + OR - G)</u>		
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 825 Restricted for Skills Center	0		.00			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 861 Restricted from Bond Proceeds	0		.00			
G/L 862 Committed from Levy Proceeds	0		.00			
G/L 863 Restricted from State Proceeds	0		.00			
G/L 864 Restricted from Fed Proceeds	0		.00			
G/L 865 Restricted from Other Proceeds	0		8,284.68			
G/L 866 Restrictd from Impact Proceeds	0		.00			
G/L 867 Restricted from Mitigation Fees	0		.00			
G/L 869 Restricted fr Undistr Proceeds	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	445		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	445		8,284.68			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Capital Projects Fund (20)
May 31, 2015

GL	Description	Balance
230	Cash on Hand	0.00
240	Cash on Deposit With C.T.	2.68
241	Warrants Outstanding	0.00
450	Investments	8,282.00
---	Asset	8,284.68
601	Accounts Payable	0.00
---	Liability	0.00
865	Restricted from Fed Proceeds	-8,284.68
889	Assigned to Fund Purposes	.00
---	Equity	-8,284.68
---	Capital Projects	0.00

PROSSER SCHOOL DISTRICT NO.116
2014-2015 Budget Status Report
30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of May, 2015

	ANNUAL	ACTUAL	ACTUAL	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>			
1000 Local Taxes	0	23.32	1,713.57		1,713.57-	0.00
2000 Local Support Nontax	900	70.99	708.39		191.61	78.71
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 900	 94.31	 2,421.96		 1,521.96-	 269.11
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	53,808	.00	17,623.41	0.00	36,184.59	32.75
Interest On Bonds	2,640	.00	949.26-	0.00	3,589.26	35.96-
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	.00	.00	0.00	500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 56,948	 .00	 16,674.15	 0.00	 40,273.85	 29.28
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	56,048-	94.31	14,252.19-		41,795.81	74.57-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 933,756		 933,837.41			
 <u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE</u>	 877,708		 919,585.22		 (E+F + OR - G)	
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	877,708		919,585.22			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 877,708		 919,585.22			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Debt Service Fund (30)
May 31, 2015

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash On Deposit With C.T.	25.22
241	Warrants Outstanding	0.00
310	Accts. Rec.-Taxes	6,213.28
450	Investments	919,560.00
---	Asset	925,798.50
601	Accounts Payable	0.00
760	Def. Revenue-Taxes Rec.	-6,213.28
---	Liability	-6,213.28
830	Restricted for Debt Service	-919,585.22
---	Equity	-919,585.22
---	Debt Service Fund	0.00

PROSSER SCHOOL DISTRICT NO.116
2014-2015 Budget Status Report

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	109,143	2,239.21	89,181.58		19,961.42	81.71
2000 Athletics	153,665	9,013.85	129,011.96		24,653.04	83.96
3000 Classes	33,170	4,168.12	28,538.32		4,631.68	86.04
4000 Clubs	204,995	19,947.07	152,612.83		52,382.17	74.45
6000 Private Moneys	12,300	452.99	17,911.19		5,611.19	145.62
<u>Total REVENUES</u>	513,273	35,821.24	417,255.88		96,017.12	81.29
B. EXPENDITURES						
1000 General Student Body	90,016	4,493.37	69,604.85	0.00	20,411.15	77.32
2000 Athletics	138,477	5,395.28	140,283.40	0.00	1,806.40	101.30
3000 Classes	27,440	7,947.35	26,190.76	0.00	1,249.24	95.45
4000 Clubs	226,846	18,923.84	132,065.81	0.00	94,780.19	58.22
6000 Private Moneys	13,300	63.25	15,791.05	0.00	2,491.05	118.73
<u>Total EXPENDITURES</u>	496,079	36,823.09	383,935.87	0.00	112,143.13	77.39
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u>	(A-B)	17,194	1,001.85	33,320.01	16,126.01	93.79
D. TOTAL BEGINNING FUND BALANCE						
	340,000		337,267.15			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
	357,194		370,587.16			<u>C+D + OR - E)</u>
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	357,194		370,587.16			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	357,194		370,587.16			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Associated Student Body Fund (40)
May 31, 2015

GL	Description	Balance
200	Imprest Fund	32,000.00
230	Cash on Hand	0.00
240	Cash On Deposit With C.T.	37,871.41
241	Warrants Outstanding	-37,867.08
320	Due From Other Funds	0.00
450	Investments	340,091.00
---	Asset	372,095.33
601	Accounts Payable	-193.13
640	Due To Other Funds	-1,315.04
750	Deferred Revenue	0.00
---	Liability	-1,508.17
819	Restricted for Fund Purposes	-370,587.16
---	Equity	-370,587.16
---	Associated Student Body Fund	0.00

PROSSER SCHOOL DISTRICT NO.116
2014-2015 Budget Status Report

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2014 (September 1, 2014 - August 31, 2015)

For the PROSSER SCHOOL DISTRICT NO.116 School District for the Month of May, 2015

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	175	12.34	168.26		6.74	96.15
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	200,000	.00	.00		200,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	200,175	12.34	168.26		200,006.74	0.08
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	200,175	12.34	168.26		200,006.74	0.08
<u>D. EXPENDITURES</u>						
Type 30 Equipment	180,000	.00	135,895.23	0.00	44,104.77	75.50
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	180,000	.00	135,895.23	0.00	44,104.77	75.50
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	20,175	12.34	135,726.97-		155,901.97-	772.75-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	250,286		250,279.64			
I. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u>	270,461		114,552.67			<u>(G+H + OR - I)</u>
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	20,175		114,552.67			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	250,286		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	270,461		114,552.67			

PROSSER SCHOOL DISTRICT NO.116
Balance Sheet
Transportation Vehicle Fund (90)
May 31, 2015

<u>GL</u>	<u>Description</u>	<u>Balance</u>
240	Cash On Deposit With C.T.	48.67
241	Warrants Outstanding	0.00
450	Investments	114,504.00
---	Asset	114,552.67
601	Accounts Payable	0.00
605	Accrued Salaries	0.00
610	PR DEDUCT & TAX PAYABLE	0.00
---	Liability	0.00
819	Restricted for Fund Purposes	-114,552.67
---	Equity	-114,552.67
---	Transportation Vehicle Fund	0.00

BOARD PACKET

TO: Board of Directors
SUBJECT: **Certificated Personnel - REVISED**
AGENDA: **Consent**
DATE: July 7, 2015
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Certificated Employees

Craig Dickinson has submitted a letter of resignation from his position as a sixth grade English language arts teacher at Housel Middle School.

Emily Morgan has submitted a letter of resignation from her position as a kindergarten teacher at Keene-Riverview Elementary School.

David Allen has been recommended as an English language arts teacher at Housel Middle School for the 2015/2016 school year.

Crystal Thomas has been recommended as a third grade teacher at Prosser Heights Elementary School for the 2015/2016 school year.

Lacey Treat has been recommended as a kindergarten teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Sarah Verkist has been recommended as an English language arts teacher at Prosser High School for the 2015/2016 school year, pending certification.

Breanna Nelson has been recommended as a third grade teacher at Prosser Heights Elementary for the 2015/2016 school year, pending certification.

Mike Johnson has submitted a letter of resignation from his position as a math teacher at Prosser High School.

Cheryl Ledesma has been recommended as a math teacher at Prosser High School for the 2015/2016 school year.

BOARD PACKET

TO: Board of Directors
SUBJECT: **Classified Personnel**
AGENDA: **Consent**
DATE: July 7, 2015
PREPARED BY: Craig Reynolds, *Business Manager*

CLASSIFIED EMPLOYEES

No recommendations at this time.

Board Meeting June 16, 2015

An Executive Session of the Prosser School District Board of Directors was called to order at 6:00 p.m. by Bill Jenkin, President. Other board members present included Dr. Warren Barmore, Peggy Douglas and Bruce Matsumura. Also present were Dr. Ray Tolcacher, Superintendent and Craig Reynolds, Business Manager. The school district's attorney, Rocky Jackson, was in attendance by phone. The purpose of the Executive Session was "to discuss with legal counsel representing the agency, litigation or potential litigation." – RCW 42.30.110 (1) (i). This portion of the Executive Session was expected to last 30 minutes. Andy Howe was excused from the meeting.

This portion of the Executive Session concluded at 6:30 p.m.

The Board of Directors immediately began discussing Negotiations.

The Executive Session adjourned at 6:57 p.m.

The regular meeting of the Board of Directors of the Prosser School District was called to order at 7:03 p.m. by Bill Jenkin, President. Board members present included Dr. Warren Barmore, Peggy Douglas and Bruce Matsumura. Also present were Dr. Ray Tolcacher, Superintendent; Craig Reynolds, Business Manager; Julie Hyatt, Secretary; and an audience representing school staff and community members. Assistant Superintendent, Deanna Flores and Andy Howe were excused from the meeting.

APPROVAL OF AGENDA:

Motion by Peggy Douglas, seconded by Bruce Matsumura and motion carried to approve the revised agenda. The revision included additions to Certificated Personnel, Classified Personnel and Old Business. The motion included moving an Action Item; Donation from Prosser Basketball Club, up on the agenda to immediately after Communications.

COMMUNICATIONS

- None

Donation from Prosser Basketball Club

Tanya Wagner provided an explanation about the donation and how it will be disbursed. Prosser Basketball Club is a great partner with our school district. The club would like to make the following donations with the estimated amounts:

Housel Middle School:	iPads - \$400 for girls' team
	iPads - \$400 for boys' team
	Uniforms - \$2,200 for girls' team
	Uniforms - \$2,200 for boys' team
Prosser High School:	iPads - \$400 for girls' team
	iPads - \$400 for boys' team
	Basketball supplies - \$2,000 for girls' team
	Basketball supplies - \$2,000 for boys' team

Total Donations equal approximately \$10,000.

Board Meeting June 16, 2015

Motion by Warren Barmore, seconded by Peggy Douglas and motion carried to accept the donation from Prosser Basketball Club of approximately \$10,000 for iPads, uniforms and basketball supplies.

INFORMATION ITEMS:

None

PROTOCOL FOR ADDRESSING BOARD:

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

HEARING OF VISITORS:

None

Assistant Superintendent's Report

Deanna Flores was not in attendance.

Business Manager's Report

- Student Enrollment for June 2015

Superintendent's Report

Dr. Tolcacher reported that he had attended the Community Leadership Banquet at ESD 123 last Thursday night. Dr. Tolcacher accepted the Community Leadership Award on behalf of Paul Fredericks. The award will be presented to Rev. Fredericks soon.

Board Members' Reports

No reports

CONSENT ITEMS:

Motion by Peggy Douglas, seconded by Warren Barmore and motion carried to approve the Consent Agenda as presented.

Certificated Personnel

Susan Turner submitted a letter of resignation from her position as a fourth grade teacher at Prosser Heights Elementary.

Dawn Fitzgerald and Sara Rodgers were recommended as Extended School Year summer school teachers.

Ilona Radovets was recommended as a Washington state history summer school teacher.

Cheriese Rhode was recommended as a first grade teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Brittney Staudenmaier was recommended as a kindergarten teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Stacy Bort was recommended as a first grade teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Board Meeting June 16, 2015

Tamara Brandvold submitted a letter of resignation from her position as an agriculture education teacher at Prosser High School.

Stephen Hayter was recommended as a CTE/Ag teacher at Prosser High School for the 2015/2016 school year.

Gwen Pennington was recommended as an English/language arts teacher at Prosser High School for the 2015/2016 school year.

Classified Personnel

Jean Mitchell notified the district of her intent to retire. She will not be returning for the 2015/16 school year.

Karla Jaime was hired as a paraeducator for the Pre K – 5 Migrant Summer School.

Esther Leep notified the district of her intent to retire. She will not be returning for the 2015/16 school year.

Linda Giles notified the district of her intent to retire. She will not be returning for the 2015/16 school year.

Michelle Sias, Peggy Brown, Angela Taylor and Karen Hall were hired as paraeducators for the Extended School Year program.

Leslie Ann Moore was hired as an SLPA for the Extended School Year program.

Daniel Godinez was hired as a building custodian at Prosser High School.

Silvia Delgado was hired as an office assistant at Whitstran Elementary School.

Megan Foster was hired as an assistant volleyball coach at Prosser High School.

Approval of Minutes

Minutes from the June 2, 2015 regular board meeting and the June 9, 2015 special board meeting were presented.

Bruce Matsumura asked to review the amount of the consultant fee (Jennifer Richter) from the June 2, 2015 board meeting and change if necessary.

Contracts and Personal Service Agreements

1. Amend 2014/2015 ESD123 Special ED Orientation and Mobility MOU:

The purpose is to extend the current contract to provide an additional three (3) days of service during summer school. The current contract is \$12,870; the additional days are \$1,755 for a total for this school year of \$14,625. Funding provided through the Special Ed budget.

2. 2015/2016 Inspire Development Centers Interagency Service Agreement:

IDC (Inspire Dev. Centers) will provide comprehensive child development services for all

Board Meeting June 16, 2015

children enrolled in the IDC program. Some of the services provided are classroom experience, health, social, mental health services, parent involvement and training. IDC and the PSD Special Services department agree to the services provided. There is no cost to the district.

Volunteer Coaches

Debra Hulse completed the paperwork to be a PHS summer and 15/16 fall volunteer soccer coach.

Deanne Moore completed the paperwork to be a PHS 15/16 fall volunteer track coach.

OLD BUSINESS:

SRO Agreement with City of Prosser

Dr. Tolcacher has been in discussion with the city about a school resource officer. Our district's attorney has been working with the city's attorney on the language in the agreement and it will be brought to the next meeting as an Action Item. Dr. Tolcacher discussed the terms of the agreement. He also mentioned he is exploring the possibility of having another retired law enforcement officer, who is a school employee, carry a firearm. There will also be some safety training planned for teachers.

Bruce Matsumura asked if this is just a one year agreement.

Dr. Tolcacher will check on that and report back to the board.

Board Self-Evaluation

There was discussion on a suitable date when all of the board members could meet. After discussion, it was agreed to hold the board self-evaluation to August 25. The meeting will start at 6:00 p.m. and if available, it will be held at the staff development office. There will be a light dinner served.

Dr. Tolcacher suggested there be an update review of the Board Protocol at that meeting.

ACTION ITEMS:

Superintendent's Contract Renewal

Bill Jenkin reported that the Board of Directors met with Dr. Ray Tolcacher on June 9, 2015, to perform the annual evaluation of the Superintendent.

Motion by Warren Barmore, seconded by Peggy Douglas and motion carried to approve the extension of the Superintendent's contract for one additional year, from his current contract, until June 30, 2018. Bruce Matsumura voted no.

Contract Extension with Pepsi for Additional Scoreboard

Anna Fazzari reported that the scoreboard at the stadium is the last remaining scoreboard in need of replacement. The current scoreboard is no longer sold and parts to repair it, if needed are no longer available. Pepsi would add an additional 15 years to our current contract to replace the existing scoreboard.

Anna said we could deal directly with Daktronics, the company which makes the scoreboard.

Board Meeting June 16, 2015

It would cost about \$15,000 to purchase a new digital board from them. That price does not include any service. A bid from Coke is not an option, as we are already contracted with Pepsi through 2036. The company which made our current scoreboard is out of business, so it is unfixable. Federal law allows any drinks/snacks to be sold as concessions, as long as they are not available until 30 minutes after school ends. Pepsi now provides juice, water, Gatorade and diet drinks, which are allowed by federal law.

Motion by Peggy Douglas, seconded by Bruce Matsumura and motion carried to approve the contract with Pepsi-Cola, which would provide a new scoreboard, by increasing the length of the contract by 15 additional years, to 2051.

Donation from Country Gardens to PHS

The class of 2016 held prom at Country Gardens this year. The cost to rent the venue was \$4,500. After meeting with them it was decided that Country Gardens would donate \$1,000 of that cost back to the class of 2016. This donation will be used for senior year expenses.

Motion by Bruce Matsumura, seconded by Warren Barmore and motion carried to accept the \$1,000 donation from Country Gardens.

DISCUSSION ITEMS:

Undeveloped District Land Appraisals

Dr. Tolcacher reported that as a result of the board's request to have our official district-approved appraiser, Paul Henderson, appraise all the district's current vacant and undeveloped land, a formal proposal has been submitted to that end. The formal cost proposal is for the three properties: the 55 acres on OIE, the two triangular lots, including vacated street across from Keene-Riverview and the currently undeveloped land around Art Fiker Stadium including the property on Highland Drive and next to our playfields on Alexander Court, which we will call the Paterson site. The proposed costs for the sites on OIE and Park Ave, (KRV), are well within reasonable expectations. The cost for the work to appraise the Paterson property is projected to be in the area of \$10,000 because of the complexity of what is currently developed and what is not developed.

It is requested the board consider the cost of appraising the Paterson property. Because it has our stadium, our playfields and parking already developed; selling off the other undeveloped property may not allow the district further development of additional playfields which are so needed for our school district. Regardless of the final decision on using the existing district-owned property on the Paterson site for a new school, the existing undeveloped property will most likely be needed by the district for future development. The cost of doing the complex work to get what is needed for an appraisal on the Paterson site is in need of the board's direction prior to approving the work by our appraiser.

Discussion

After Dr. Tolcacher provided a brief overview of the properties, he said he would recommend getting the other two properties appraised, but not the Paterson site property as we will need it for one purpose or another, so there is no need to spend \$10,000 to get it appraised.

There was discussion about the possibilities on the other properties and if a school could be built on one of them, due to flight path restrictions.

Board Meeting June 16, 2015

The board members expressed their opinions about whether to spend the money on securing any appraisals at this time. Bill Jenkin said he recommended not getting any appraisals at this time and Bruce Matsumura recommended the item be tabled for now. It was agreed to table the decision to have any properties appraised.

Craig Reynolds announced we need to have a special board meeting to approve vouchers and payroll. After discussion, it was agreed to have the special board meeting immediately before the student board representative interviews on June 25, 2015. The special board meeting will start at 5:45 p.m., with interviews beginning at 6:15 p.m.

ADJOURNMENT:

The board meeting was adjourned at 7:45 p.m.

FUTURE MEETINGS:

Special Board Meeting, Approval of Vouchers and Payroll, June 25, 2015, Staff Development Office, 5:45 p.m.

Special Board Meeting, Student Board Representative Interviews, June 25, 2015, Staff Development Office, 6:15 p.m.

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

Clerk to the Board

Board President

Secretary to the Clerk of the Board

Special Board Meeting June 25, 2015

A Special Meeting of the Prosser School District Board of Directors was called to order at 5:45 p.m., by Bill Jenkin, President. Other board members present included Dr. Warren Barmore, Peggy Douglas and Bruce Matsumura. Also present were Dr. Ray Tolcacher, Superintendent, Craig Reynolds, Business Manager and Julie Hyatt, Secretary. The purpose of the special meeting was to approve accounts payable vouchers and payroll, take action on Certificated and Classified Personnel, interview candidates for Student Board Representative and then adjourn into Executive Session at the close of the Special Board Meeting.

APPROVAL OF AGENDA:

Motion by Andy Howe, seconded by Bruce Matsumura and motion carried to approve the revised agenda. The revisions included additions to Certificated Personnel and Classified Personnel and the addition of an Executive Session at the close of the special board meeting.

CONSENT ITEMS:

Motion by Warren Barmore, seconded by Peggy Douglas and motion carried to approve the Consent Agenda as presented.

Certificated Personnel

Andy Hall submitted a letter of resignation from his positions as 8th grade assistant football coach and 8th grade head boys' basketball coach at Housel Middle School.

Kelli Merrick was recommended as a kindergarten teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Amy Beightol was recommended as a kindergarten teacher at Keene-Riverview Elementary School for the 2015/2016 school year.

Christopher Halfmoon was recommended as a third grade teacher at Prosser Heights Elementary for the 2015/2016 school year, pending release from the Toppenish School District.

Melanie Cushing was recommended as a counselor at Prosser High School for the 2015/2016 school year.

Martha Meier submitted a letter of resignation from her position as a kindergarten teacher at Keene-Riverview Elementary School.

Benji Sonnichsen submitted a letter of resignation from his position as a special education teacher at Prosser High School.

Nicole Garza was recommended as a special education teacher at Prosser High School for the 2015/2016 school year.

Classified Personnel

Salvador Mendoza resigned his position as a boys' soccer coach at Housel Middle School.

ACTION ITEMS:

Vouchers and Payroll

Special Board Meeting June 25, 2015

“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. In addition, payroll warrants in the amount of \$2,071,003.47 are also approved.

General Fund voucher numbers 186122 through 186321 totaling \$412,939.93
Associated Student Body voucher numbers 2506 through 2570 totaling \$79,073.99

Payroll warrant numbers 47467 through 47586 totaling \$2,071,003.47.”

Motion by Peggy Douglas, seconded by Andy Howe and motion carried to approve the accounts payable vouchers and payroll.

Prior to the student interviews, the board members reviewed the questions and assigned them to each board member.

Interviews of 2015-2016 Student Representative Candidates

The following students were interviewed: Tye Taylor, Taylor Beightol, Zebbie Castilleja and Juan Guerra.

ADJOURNMENT:

The special board meeting adjourned into Executive Session at 7:49 p.m.

Executive Session:

The purpose of the Executive Session was “to evaluate the qualifications of a candidate for appointment to elective office – RCW 42.30.110 (1) (h) and to discuss with legal counsel representing the agency, litigation or potential litigation.” – RCW 42.30.110 (1) (i). The Executive Session was expected to last 40 minutes.

The Executive Session adjourned at 8:25 p.m.

FUTURE MEETING:

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

Clerk to the Board

Board President

Secretary to the Clerk of the Board

BOARD PACKET

TO: Board of Directors
SUBJECT: **Volunteer Coaches**
AGENDA: **Action**
DATE: July 7, 2015
PREPARED BY: Dr. Ray Tolcacher, Superintendent

VOLUNTEER COACHES

Deanne Moore has completed the paperwork to be a PHS 15/16 Fall volunteer cross country coach.

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 July 7, 2015, the board, by a _____ vote, approves payments, totaling \$56,110.05. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF WARRANTS PAYABLE:
Warrant Numbers 186322 through 186362, totaling \$56,110.05

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

Check Nbr	Vendor Name	Check Date	Check Amount
186322	AICPA	07/10/2015	245.00
186323	ALL KINDS DECORATION	07/10/2015	1,900.00
186324	CAMPBELL OFFICE SUPPLY	07/10/2015	694.33
186325	CDW GOVERNMENT INC	07/10/2015	966.53
186326	CHAPMAN, JOHN JAY	07/10/2015	2,700.00
186327	CHARTER COMMUNICATIONS	07/10/2015	8,769.30
186328	CLASS 5	07/10/2015	1,680.46
186329	DEPARTMENT OF HEALTH	07/10/2015	400.00
186330	DEVORE, TRAVIS C	07/10/2015	171.00
186331	ESD #123	07/10/2015	1,495.55
186332	FOOD DEPOT	07/10/2015	67.08
186333	FP MAILING SOLUTIONS	07/10/2015	6.50
186334	HACHTEL, CONNIE F	07/10/2015	259.96
186335	HYATT, JULIE A	07/10/2015	39.37
186336	JOHNSON, MICHAEL J	07/10/2015	4.39
186337	K C D A	07/10/2015	1,838.32
186338	KENNEWICK SCHOOL DIST	07/10/2015	7,200.00
186339	LOURDES	07/10/2015	2,760.03
186340	MATSUMURA, BRUCE	07/10/2015	18.90
186341	MICRO	07/10/2015	16,537.43
186342	MOON SECURITY SERVICES INC	07/10/2015	239.06
186343	MUSIC IN MOTION	07/10/2015	63.85
186344	OFFICE DEPOT INC	07/10/2015	595.62
186345	PEARSON, TRACY D	07/10/2015	271.00
186346	QUILL CORP	07/10/2015	597.19
186347	RAINWATER INC	07/10/2015	6.00
186348	REALLY GOOD STUFF	07/10/2015	40.93
186349	SALYERS-SMITH, KILA M.	07/10/2015	580.52
186350	SCHOOL DIST #116 REVOLV FUND	07/10/2015	515.91
186351	STAPLES BUSINESS ADVANTAGE	07/10/2015	546.03
186352	STATE STREET PRODUCTS, LLC	07/10/2015	78.75
186353	TRUMP, DENINE R	07/10/2015	171.00
186354	USIP	07/10/2015	770.98

Check Nbr	Vendor Name	Check Date	Check Amount
186355	VALLEY SPRAY	07/10/2015	271.50
186356	WAL-MART COMMUNITY	07/10/2015	336.36
186357	WASA	07/10/2015	340.00
186358	WASPA	07/10/2015	175.00
186359	WASTE MANAGEMENT OF KENNEWICK	07/10/2015	263.16
186360	WENTZ 20X EXCAVATING	07/10/2015	1,202.13
186361	WRIGHT, GALE M	07/10/2015	88.09
186362	YAKIMA HERALD-REPUBLIC	07/10/2015	1,202.82
41	Computer	Check(s) For a Total of	56,110.05

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
186322	AICPA	07/10/2015	00048234 15/16		0	245.00	245.00
10 E 530 9700 13 7390 072 0000 0000				General Fund/EXPENDITURES/District-Wide Support		245.00	
186323	ALL KINDS DECORATION	07/10/2015	309380	open house Migrant summer school dinner	6001400102	1,900.00	1,900.00
10 E 530 5320 27 5000 121 0000 0000				General Fund/EXPENDITURES/Migrant Ed		1,900.00	
186324	CAMPBELL OFFICE SUPPLY	07/10/2015	306993-1	2014 - 2015 Office Supplies for: Curriculum, Technology and Migrant Offices	6001400021	121.72	694.33
10 E 530 0100 21 5000 060 0000 0000				General Fund/EXPENDITURES/Basic Education		50.12	
10 E 530 5320 24 5000 060 0000 0000				General Fund/EXPENDITURES/Migrant Ed		42.96	
10 E 530 9730 72 5000 076 0000 0000				General Fund/EXPENDITURES/Tech Coordinator - Office		28.64	
			307053-0	2014 - 2015 Office Supplies for: Curriculum, Technology and Migrant Offices	6001400021	307.32	
10 E 530 6500 27 5000 130 0000 0000				General Fund/EXPENDITURES/State Trans Bilingual		304.38	
10 E 530 9730 72 5000 076 0000 0000				General Fund/EXPENDITURES/Tech Coordinator - Office		2.94	
			307059-0	2014 - 2015 Office Supplies for: Curriculum, Technology and Migrant Offices	6001400021	116.44	
10 E 530 9730 72 5000 076 0000 0000				General Fund/EXPENDITURES/Tech Coordinator - Office		116.44	
			307063-0	2014 - 2015 Office Supplies for: Curriculum, Technology and Migrant Offices	6001400021	148.85	
10 E 530 0154 27 5000 060 0000 0000				General Fund/EXPENDITURES/Curriculum Committees		148.85	
186325	CDW GOVERNMENT INC	07/10/2015	WC93026	Surface	7601400170	966.53	966.53
10 E 530 9730 72 5310 076 0000 0000				General Fund/EXPENDITURES/Tech Coordinator - Office		369.23	
10 E 530 0151 31 5310 450 0000 0000				General Fund/EXPENDITURES/Staff Dev-PEA Allocation		597.30	
186326	CHAPMAN, JOHN JAY	07/10/2015	JULY 2015	2014/2015 LEASE AGREEMENT	7201400019	2,700.00	2,700.00
10 E 530 9700 63 7000 072 0000 0000				General Fund/EXPENDITURES/District-Wide Support		2,700.00	
186327	CHARTER COMMUNICATIONS	07/10/2015	06/21/2015	2014/2015 METRO EHTERNET SERVICE AGREEMENT	7201400029	8,769.30	8,769.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 9700 65 7890 072 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,001.31	
10 E 530 9700 65 7890 076 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,668.50	
10 E 530 9700 65 7890 120 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,001.31	
10 E 530 9700 65 7890 130 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,001.31	
10 E 530 9700 65 7890 240 0000 0000				General Fund/EXPENDITURES/District-Wide Support		2,094.24	
10 E 530 9700 65 7890 450 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,001.31	
10 E 530 9700 65 7890 063 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,001.32	
186328	CLASS 5	07/10/2015	17860	2014/2015 CONTRACT - ERATEABLE	7201400062	1,680.46	1,680.46
10 E 530 9700 65 7810 072 0000 0000				General Fund/EXPENDITURES/District-Wide Support		1,680.46	
186329	DEPARTMENT OF HEALTH	07/10/2015	E100651	Whitstran Well inspection	7401400018	400.00	400.00
10 E 530 9700 64 7000 074 0000 0000				General Fund/EXPENDITURES/District-Wide Support		400.00	
186330	DEVORE, TRAVIS C	07/10/2015	waae 2015		0	171.00	171.00
10 E 530 3160 27 8030 450 0000 0000				General Fund/EXPENDITURES/Agriculture		171.00	
186331	ESD #123	07/10/2015	23642		0	1,495.55	1,495.55
10 E 530 2100 27 7000 063 0000 0000				General Fund/EXPENDITURES/Spec Ed - State		1,495.55	
186332	FOOD DEPOT	07/10/2015	158082		1040	19.08	67.08
10 E 530 9700 11 5000 071 0000 0000				General Fund/EXPENDITURES/District-Wide Support		19.08	
10 E 530 5320 27 5000 121 0000 0000			158083	General Fund/EXPENDITURES/Migrant Ed	9465	48.00	48.00
186333	FP MAILING SOLUTIONS	07/10/2015	RI102239003		0	6.50	6.50
10 E 530 0135 27 5010 482 0000 0000				General Fund/EXPENDITURES/Alt High School		6.50	
186334	HACHTEL, CONNIE F	07/10/2015	amazon		0	22.53	259.96
10 E 530 0151 31 5000 240 0000 0000				General Fund/EXPENDITURES/Staff Dev-PEA Allocation		22.53	
10 E 530 5525 27 5000 241 0000 0000				cash & carry	0	9.99	9.99
10 E 530 5525 27 5000 241 0000 0000				General Fund/EXPENDITURES/Summer LAP		9.99	
10 E 530 5525 27 5000 241 0000 0000				costco	0	29.78	29.78
10 E 530 5525 27 5000 241 0000 0000				General Fund/EXPENDITURES/Summer LAP		29.78	
10 E 530 5525 27 5000 241 0000 0000				dollar tree	0	15.86	15.86
10 E 530 5525 27 5000 241 0000 0000				General Fund/EXPENDITURES/Summer LAP		15.86	
10 E 530 5525 27 5000 241 0000 0000				food depot	0	10.62	10.62
10 E 530 5525 27 5000 241 0000 0000				General Fund/EXPENDITURES/Summer LAP		10.62	
10 E 530 5525 27 5000 241 0000 0000				hms summer	0	6.27	6.27
10 E 530 5525 27 5000 241 0000 0000				General Fund/EXPENDITURES/Summer LAP		6.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 5525 27 5000 241 0000 0000			SUMMER SUPP. 6/22/15		0	63.39	
			General Fund/EXPENDITURES/Summer LAP			63.39	
10 E 530 5525 27 5000 241 0000 0000			supplies 6/15/15		0	9.77	
			General Fund/EXPENDITURES/Summer LAP			9.77	
10 E 530 5525 27 5000 241 0000 0000			supplies 6/16/2015		0	39.05	
			General Fund/EXPENDITURES/Summer LAP			39.05	
10 E 530 5525 27 5000 241 0000 0000			supplies 6/24/2015		0	6.66	
			General Fund/EXPENDITURES/Summer LAP			6.66	
10 E 530 5525 27 5000 241 0000 0000			walmart		0	46.04	
			General Fund/EXPENDITURES/Summer LAP			46.04	
186335 HYATT, JULIE A		07/10/2015	BOARD DINNER		0	39.37	39.37
10 E 530 9700 11 5000 071 0000 0000			General Fund/EXPENDITURES/District-Wide Support			39.37	
186336 JOHNSON, MICHAEL J		07/10/2015	summer school		0	4.39	4.39
10 E 530 5525 27 5000 241 0000 0000			General Fund/EXPENDITURES/Summer LAP			4.39	
186337 K C D A		07/10/2015	3919564	LEGARD	1201400101	126.61	1,838.32
10 E 530 0112 27 5000 120 0000 0000			General Fund/EXPENDITURES/Specialist			126.61	
10 E 530 0114 27 5000 120 0000 0000			3919565	CHILDERS - CLASSROOM	1201400102	55.09	
			General Fund/EXPENDITURES/Kindergarten			55.09	
10 E 530 0114 27 5000 120 0000 0000			3919566	HAWKS - CLASSROOM	1201400103	114.35	
			General Fund/EXPENDITURES/Kindergarten			114.35	
10 E 530 0112 27 5000 120 0000 0000			3919567	SHENYER	1201400100	174.27	
			General Fund/EXPENDITURES/Specialist			174.27	
10 E 530 0100 27 5020 120 0000 0000			3921760	PAPER ORDER	1201400111	1,368.00	
			General Fund/EXPENDITURES/Basic Education			1,270.13	
10 E 530 0171 27 5100 120 0000 0000				General Fund/EXPENDITURES/Elementary Fine Arts		97.87	
186338 KENNEWICK SCHOOL DIST		07/10/2015	IN001651		0	7,200.00	7,200.00
10 E 530 0135 27 7450 482 0000 0000			General Fund/EXPENDITURES/Alt High School			1,650.00	
10 E 530 3151 27 7450 450 0000 0000			General Fund/EXPENDITURES/Voc Director			5,550.00	
186339 LOURDES		07/10/2015	06/10/2015		0	2,760.03	2,760.03
10 E 530 2100 27 7000 063 0000 0000			General Fund/EXPENDITURES/Spec Ed - State			2,760.03	
186340 MATSUMURA, BRUCE		07/10/2015	REFRESHMENTS		0	18.90	18.90
10 E 530 9700 11 8030 071 0000 0000			General Fund/EXPENDITURES/District-Wide Support			18.90	
186341 MICRO		07/10/2015	0461629-in	Computers for Bilingual	7601400171	12,434.70	16,537.43

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 530 6500 27 5310 060 0000 0000				General Fund/EXPENDITURES/State Trans Bilingual		12,434.70	
			0461663-in	Computers for Bilingual	7601400171	4,102.73	
10 E 530 6500 27 5310 060 0000 0000				General Fund/EXPENDITURES/State Trans Bilingual		4,102.73	
186342	MOON SECURITY SERVICES INC	07/10/2015	770817	2014/2015 ANNUAL CONTRACT	7201400025	239.06	239.06
10 E 530 9700 64 7910 450 0000 0000				General Fund/EXPENDITURES/District-Wide Support		239.06	
186343	MUSIC IN MOTION	07/10/2015	00499979	SUE - CLASSROOM	1201400106	63.85	63.85
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		69.34	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-5.49	
186344	OFFICE DEPOT INC	07/10/2015	767892674001	OFFICE	1201400115	14.76	595.62
10 E 530 0100 27 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		14.76	
			768969506001	LEGARD - CLASSROOM	1201400104	14.39	
10 E 530 0100 23 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		2.11	
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		12.28	
			768969676001	LEGARD - CLASSROOM	1201400104	50.38	
10 E 530 0100 23 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		7.38	
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		43.00	
			768969677001	LEGARD - CLASSROOM	1201400104	8.68	
10 E 530 0100 23 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		1.27	
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		7.41	
			770175019001	LEGARD - CLASSROOM	1201400104	10.84	
10 E 530 0100 23 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		1.59	
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		9.25	
			770224181002	OFFICE	1201400115	0.94	
10 E 530 0100 27 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		0.94	
			771527311001	OFFICE	1201400115	76.65	
10 E 530 0100 27 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		76.65	
			771527470001	OFFICE	1201400115	142.07	
10 E 530 0100 27 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		142.07	
			775332852001	OFFICE	1201400115	114.02	
10 E 530 0100 27 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		114.02	
			776024724001	Scanner for	7601400172	162.89	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Jonathan Young			
10 E 530 6500 27 5000 060 0000 0000				General Fund/EXPENDITURES/State Trans Bilingual		162.89	
186345	PEARSON, TRACY D	07/10/2015	WAAE 2015		0	271.00	271.00
10 E 530 3160 27 8030 450 0000 0000				General Fund/EXPENDITURES/Agriculture		271.00	
186346	QUILL CORP	07/10/2015	5096695	Ink/Toner order for Office	1301400057	597.19	597.19
10 E 530 0100 27 5000 130 0000 0000				General Fund/EXPENDITURES/Basic Education		597.19	
186347	RAINWATER INC	07/10/2015	203735	2014-2015 Annual Contract Renewal for Curriculum/Technol ogy/Migrant Offices	6001400022	6.00	6.00
10 E 530 0100 21 7000 060 0000 0000				General Fund/EXPENDITURES/Basic Education		2.00	
10 E 530 5320 24 7000 060 0000 0000				General Fund/EXPENDITURES/Migrant Ed		2.00	
10 E 530 9730 72 7000 076 0000 0000				General Fund/EXPENDITURES/Tech Coordinator - Office		2.00	
186348	REALLY GOOD STUFF	07/10/2015	5107042	PAULINE - CLASSROM	1201400107	40.93	40.93
10 E 530 0112 27 5000 120 0000 0000				General Fund/EXPENDITURES/Specialist		40.93	
186349	SALYERS-SMITH, KILA M.	07/10/2015	NHD NATIONALS		0	580.52	580.52
10 E 530 0194 27 5000 240 0000 0000				General Fund/EXPENDITURES/Student Competitions		580.52	
186350	SCHOOL DIST #116 REVOLV FUND	07/10/2015	4390		0	515.91	515.91
10 E 530 0160 27 5000 450 0000 0000				General Fund/EXPENDITURES/Donation Expenditures		515.91	
186351	STAPLES BUSINESS ADVANTAGE	07/10/2015	3267660739	supplies	4501400147	117.50	546.03
10 E 530 0100 27 5000 450 0000 0000				General Fund/EXPENDITURES/Basic Education		117.50	
			3267660745	Office Supplies	6301400079	428.53	
10 E 530 2100 21 5000 063 0000 0000				General Fund/EXPENDITURES/Spec Ed - State		107.12	
10 E 530 2100 26 5000 063 0000 0000				General Fund/EXPENDITURES/Spec Ed - State		321.41	
186352	STATE STREET PRODUCTS, LLC	07/10/2015	56214	AVID SUPPLIES - FLAGS	1201400116	78.75	78.75
10 E 530 0100 23 5000 120 0000 0000				General Fund/EXPENDITURES/Basic Education		85.52	
10 L 601 0000 00 0000 000 0000 0000				General Fund/Accounts Payable		-6.77	
186353	TRUMP, DENINE R	07/10/2015	WAAE 2015		0	171.00	171.00
10 E 530 3160 27 8030 450 0000 0000				General Fund/EXPENDITURES/Agriculture		171.00	
186354	USIP	07/10/2015	141420		0	770.98	770.98
10 E 530 9700 75 7000 073 0000 0000				General Fund/EXPENDITURES/District-Wide Support		770.98	
186355	VALLEY SPRAY	07/10/2015	3341		0	271.50	271.50
10 E 530 3160 27 7000 450 0000 0000				General Fund/EXPENDITURES/Agriculture		271.50	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
186356	WAL-MART COMMUNITY	07/10/2015	07674		0	336.36	336.36
	10 E 530 5320 27 5000 121 0000 0000			General Fund/EXPENDITURES/Migrant Ed		336.36	
186357	WASA	07/10/2015	353043190	Registrations for Ray to attend WASA/AWSP Summer Conference	7101400012	340.00	340.00
	10 E 530 9700 12 7000 071 0000 0000			General Fund/EXPENDITURES/District-Wide Support		340.00	
186358	WASPA	07/10/2015	9005		0	175.00	175.00
	10 E 530 9700 12 7000 071 0000 0000			General Fund/EXPENDITURES/District-Wide Support		175.00	
186359	WASTE MANAGEMENT OF KENNEWICK	07/10/2015	16649851819-9	2014/2015 ANNUAL CONTRACT	7201400024	263.16	263.16
	10 E 530 9700 65 7860 110 0000 0000			General Fund/EXPENDITURES/District-Wide Support		263.16	
186360	WENTZ 20X EXCAVATING	07/10/2015	1636		0	1,202.13	1,202.13
	10 E 530 9700 62 7000 055 0000 0000			General Fund/EXPENDITURES/District-Wide Support		1,202.13	
186361	WRIGHT, GALE M	07/10/2015	summer school		0	62.04	88.09
	10 E 530 5320 27 5000 121 0000 0000			General Fund/EXPENDITURES/Migrant Ed		62.04	
			supplies 6/22/15		0	26.05	
	10 E 530 5320 27 5000 121 0000 0000			General Fund/EXPENDITURES/Migrant Ed		26.05	
186362	YAKIMA HERALD-REPUBLIC	07/10/2015	556905	2014/2015 OPEN PO	7201400010	409.98	1,202.82
	10 E 530 9700 14 7050 072 0000 0000			General Fund/EXPENDITURES/District-Wide Support		409.98	
			557192	2014/2015 OPEN PO	7201400010	325.50	
	10 E 530 9700 14 7050 072 0000 0000			General Fund/EXPENDITURES/District-Wide Support		325.50	
			558071	2014/2015 OPEN PO	7201400010	467.34	
	10 E 530 9700 14 7050 072 0000 0000			General Fund/EXPENDITURES/District-Wide Support		467.34	
			41	Computer	Check(s) For a Total of		56,110.05

BOARD PACKET

TO: Board of Directors
SUBJECT: Superintendent's Vacation Buyback
AGENDA: Action
DATE: July 7, 2015
PREPARED BY: Ray Tolcacher, *Superintendent*

Background:

Pursuant to the Superintendent's contract, "*at the board's discretion, the Superintendent has the option of receiving compensation for a maximum of fifteen (15) days of unused vacation pay per year at the current per diem rate*". It also states that vacation shall be taken within the twelve months of the year in which it is earned and shall be cumulative up to 30 days.

It is requested the board allow the fifteen (15) day vacation buyback as allowed in the contract. Also, as the contract year ended, there were 30 vacation days remaining in total which leaves 15 vacation days left after the buyout. Because of the heavy workload last summer and currently, the lack of a state budget, vacation days were not able to be used as intended. I am requesting to allow these 15 days be carried over until the 2015/16 school year at which time they can hopefully be used.

Recommendation:

It is recommended that fifteen (15) vacation days, as provided in the Superintendent's contract, be bought back and that 15 unused vacation days be rolled over into the 2015/16 school year.

BOARD PACKET

TO: Board of Directors
SUBJECT: School Resource Officer Agreement with
City of Prosser and Prosser School District
AGENDA: Action
DATE: July 7, 2015
PREPARED BY: Ray Tolcacher, *Superintendent*

Background:

The City of Prosser has been working with the school district to develop an agreement between the two parties to begin the services of a full-time school resource officer for the district. The agreement has been reviewed by our insurance company, Clear Solutions, formerly Canfield and Associates, and the school district's general counsel, Rocky Jackson. The addition of a full-time school security officer in the Prosser District is a significantly positive addition and will add to the overall safety and welfare of our students and staff.

Recommendation:

Approve the agreement between the Prosser School District and the City of Prosser for a full-time school resource officer to be funded by the City of Prosser except where agreed otherwise in the agreement.

INTERLOCAL AGREEMENT BETWEEN CITY OF PROSSER AND THE
PROSSER SCHOOL DISTRICT REGARDING PLACEMENT OF A SCHOOL
RESOURCE OFFICER IN THE PROSSER SCHOOLS

This agreement is made and entered into this ____ day of _____, 2015, by and between the City of Prosser, (City), a municipal corporation, and the Prosser School District #116 (District), a municipal corporation; in consideration of the mutual benefits to be derived hereby and the terms, conditions, and covenants contained herein, the City and the District agree as follows:

1. **Purpose.** The agreement is to formalize the relationship between the City and District in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement officers and the youth of our community, with the goal of reducing crime committed by juveniles and young adults. This agreement delineates the mission, organizational structure, and procedures of the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between District and City. The success of this program relies upon the effective communication between the Law Enforcement Officer employed by the City (hereinafter referred to as "SRO"), the principal of Prosser High School, and other key staff members of the District.

2. **Mission/Goals/Objectives.** The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain a safe, secure and orderly learning environment for students, teachers and staff. This is accomplished by assigning an SRO to District's facilities in accordance with this agreement. Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents.

Goals of the SRO Program include:

Reduce incidents of school violence;

Reduction of criminal offenses committed by juveniles and young adults;

Establish a rapport between the SRO and the student population;

Establish rapport between the SRO and parents, faculty, staff, and administrators; moreover, the SRO will establish a trusting channel of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community.

The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

3. **Administrator.** The City will act as the administrator of this agreement.
4. **Organization/Structure.** The City's Chief of Police shall assign a full time law enforcement officer to serve as an SRO in the SRO program. The SRO will be a sworn law enforcement officer certified by the State of Washington and meet all requirements as set forth by the Washington State Criminal Justice Training Commission.

The day-to-day operation and administrative control of the SRO Program will be the responsibility of the City's Chief of Police, or his designee. Responsibility for the conduct of SRO's, both personally and professionally, shall remain with the City. School Resource Officers are employed and retained by the City, and in no event shall any employee of the City be considered an employee of the District. If performance issues arise from the District's perspective, notification will be made directly to the City's Police Chief by the District's Superintendent.

5. **SRO selection.** The SRO position will be filled in accordance with the City's collective bargaining agreement with the Teamsters Union 839 and the City's policies and procedures.. The City's Chief of Police will make the final selection of any SRO vacancy. The District in its discretion may be on the interview committee, submit questions and have input into the final selection.

6. **Structure of Program.** The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers), which is incorporated herein by reference.

Under this framework, the SRO is first and foremost a City law enforcement officer. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the City. All acts of commission or omission shall conform to the policies and procedures of the City. District officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO is not a formal counselor or educator, and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the District. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Agencies recognize, however, that District shall maintain full, final, and plenary authority over curriculum and instruction in the District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the SRO, and the City and SRO shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

7. **SRO's duties/responsibilities.** The responsibilities of the SRO will include but not be limited to:

Enforce criminal laws and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of City's Police Department. District authorities and the parents of any minor involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a minor student, on-campus or off-campus, during school hours.

Complete reports and investigate crimes committed on campus. Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the District. The parties acknowledge that the City cannot conduct a search at the school without obtaining a search warrant, absent the existence of a legally acknowledged exception. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.

Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional law enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.

Wear his Prosser Police Department issued uniform at all times or other apparel approved by the City.

Be highly visible throughout the campus, but to be unpredictable in the SRO's movements. For officer safety, the SRO shall not establish any set routine, which allows predictability in his movements and his location.

Confer with the principal/assistant principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school-related activities.

Comply with all laws, regulations, and District policies applicable to employees of District, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided that the SRO shall, under no circumstances, be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed under the Family Educational Rights and Privacy Act. Any

existing rights or benefits of personnel assigned under this agreement shall not be abridged, and remain in full effect.

The SRO shall notify the school principal, or his designee, if it is necessary for the SRO to be off campus during regular school hours for non-emergency situations.

Provide information concerning questions about law enforcement topics to students and staff.

Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug abuse prevention and education, and provide these presentations at the request of the school personnel in accordance with the established curriculum.

Assist with preparation of lesson plans necessary for approved classroom instruction.

Assist with classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the City and a school administrator.

Advise students, staff, and faculty on a limited basis.

Attend school special events as requested by the District (for example, PTSA meetings).

Attend law enforcement agency in-service training as required. Reasonable attempts will be made to schedule such training to minimize his absence from school on an instructional day.

Attend meetings of parent and faculty groups to solicit their support and understanding of the school resource program and to promote awareness of law enforcement functions.

Be familiar with all community agencies which offer assistance to youth and their families such as mental health clinics, drug treatment centers, etc., and may make referrals as necessary.

Off Duty Assignments or Assignments Away From the School.

Off duty assignments shall be defined as any activity at which the District requests the SRO to be present outside of the SRO's normal work schedule (7:30 a.m. to 3:30 p.m. Monday through Friday, excluding holidays). The District will reimburse the City for additional salary, including overtime, for District requested off duty assignments.

If the parties mutually agree to require a training or assignment away from the District, the District will reimburse the City for necessary lodging, mileage, training costs, seminar fees, long distance phone charges and salary, including overtime, outside the normal work schedule.

For the purposes of this section, an assignment to Whitstran Elementary shall be considered to be an assignment away from the District.

8. **District's Duties.** District shall provide the SRO the following materials, facilities, and access, which are deemed necessary to the performance of the SRO's duties:

Provide private office space that can be secured and is acceptable to the City.

The provided office shall contain a telephone, desk, chair, computer, and locking file cabinet. These assets shall, at all times, be the property of District

Provide reasonable opportunity to address students, teachers, school administrators, and parents about the SRO Program's goals and objectives.

Administrators shall seek input from the SRO regarding criminal justice problems relating to students and site security issues.

9. **Enforcement.** Although the SRO has been placed in a formal educational environment, he is not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued and arrests made when appropriate and in accordance with Washington State law and City Ordinances. The SRO or the City will have the final decision on whether criminal charges shall be filed. The providing agency will reserve the right to temporarily remove the SRO in the event that additional officers are needed during a critical incident or natural disaster.

10. **Agency.** This agreement will not result in a separate agency or partnership being created.

11. **Property.** This agreement will not result in the acquisition of property.

12. **Indemnification.** Each party hereto agrees to maintain responsibility and assume liability in the performance of this agreement for its own wrongful and/or negligent acts or omissions, and those of its elected officials, directors, officers, agents, employees and volunteers to the full extent allowed by law. Each party agrees that it will release, indemnify, hold harmless, and defend the other party, its elected officials, directors, officers, agents, employees and volunteers from any claims, demands, damages, lawsuits and actions arising out of any injury or loss, or claim of injury or loss, based upon the party's wrongful and/or negligent acts or omissions, and those of its elected officials, directors, officers, agents, employees and volunteers.

13. **Insurance.** 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 each occurrence and \$2,000,000 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.

14. **Term/Termination.** The term of this agreement shall begin on July 14, 2015 and continue until terminated by either party. This Agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party. A mid-year and end of school year meeting of the City and District will take place to evaluate the effectiveness of the SRO agreement.

15. **Laws Governing/Venue.** 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.

16. **Modification.** This agreement may be amended or modified only by written agreement duly executed by the parties hereto. This agreement shall be executed in duplicate originals. One original shall go to each party.

17. **Nondiscrimination.** In the performance of this agreement, the parties shall, at all times, comply with any and all federal, state, or local laws, ordinances, rules, or regulations with respect to nondiscrimination and equal employment opportunity, which may at any time be applicable.

18. **Filing:** Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.

19. **No Third-Party Rights.** Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the parties hereto and their successors and assigns to rely upon the covenants and agreements herein not to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of nonperformance hereunder.

20. **Partial Invalidity.** Whenever possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under applicable law. Any provisions of this Agreement, which shall prove to be invalid, void, or illegal, shall in no way affect, impair, or

invalidate any other provisions herein, and such other provisions shall remain in full force and effect.

21. **Entire Agreement.** This Agreement, and any amendments thereto mutually agreed to by the parties, constitutes the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties. Either party may request changes to the Agreement. Proposed changes that are mutually agreed upon shall be incorporated by written amendment hereto.

22. **Dispute Resolution.** It is the parties' intent to resolve any disputes relating to the interpretation or application of this Agreement informally through discussions at the staff level through the City's Mayor, or his designee, and the District's Superintendent or his designee. In the event disputes cannot be resolved informally at the staff level, then the parties agree to first submit the dispute to non-binding mediation/dispute resolution before resorting to litigation.

23. **Litigation.** In the event that any suit or action is instituted by either party to enforce compliance with or interpret any of the terms, covenants, or conditions of this Agreement, the prevailing party shall be entitled to collect, in addition to necessary court costs, such sums as the court may adjudge as reasonable attorneys' fees.

24. **Evidence of Authority.** This agreement shall be executed in duplicate originals. Upon execution of this Agreement, City shall provide District and District shall provide City with a certified copy of the resolution, ordinance, or other authority given to execute this Agreement pursuant to RCW 39.34.030(2), and said document will be attached hereto and incorporated herein as **Exhibit "A"** (City) and **Exhibit "B"** (District).

25. **Notices.** All notices and demands shall be in writing and sent to the parties hereto at their address as follows:

To District:

Prosser School District
1126 Meade Ave, Ste A
Prosser, WA 99350

To City:

City of Prosser
601 7th Street
Prosser, WA 99350

IN WITNESS WHEREOF said parties have caused this Agreement to be signed by the duly authorized officials on the day and year first written above.

City of Prosser by:

PAUL WARDEN, Mayor

Attest:

RACHEL SHAW, City Clerk

Approved as to form:

HOWARD SAXTON, City Attorney

Date:

Prosser School District by:

RAY TOLCACHER, Superintendent

Approved as to form:

ROCKNEY JACKSON,
District's Attorney

BOARD PACKET**TO: BOARD OF DIRECTORS****SUBJECT: Contract Renewal Notification****AGENDA: Discussion****DATE: July 7, 2015****PREPARED BY: Craig Reynolds, Business Manager****The contracts below will be brought to the board for approval when received.**

	Contract	Renewal Date	Services Provided	Amount	Notes
1	2015/2016 Benton Franklin Juvenile Justice Center Contract	9/1/2015	Provides truancy and tracking services	\$6,535	
2	2015/2016 Grandview Auto Class Agreement	9/1/2015	Grandview provides Auto Class for PHS students	\$0	shared FTE
3	2015/2016 Grandview Swim Team Coop	9/1/2015	Swim Team Cooperative with Grandview School District	\$0	
4	2015/2016 Larry Gregory Agreement	9/1/2015	Student Hearing Officer for the district	\$225	per hearing and travel
5	2015/2016 Support, Advocacy, Response Center	10/1/2015	Provides crisis and prevention Services	\$0	
6	2015/2016 Tom Denchel Ford Agreement	9/1/2015	Vehicle for Traffic Safety Classes	\$217	per month
7	2015/2016 United Schools Insurance Program (Clear Risk Solutions)	9/1/2015	Liability, auto, & bus insurance provider for the school district.	\$204,122	approximate

The contracts below will automatically rollover unless notified of cancellation.

	Contract	Renewal Date	Services Provided	Amount	Notes
1	2015/2016 All American Propane Agreement	9/1/2015	Provides propane services and products to Whitstran Elementary	\$16,000	expenses to date
2	2015/2016 Apollo Sheet Metal Agreement	9/1/2015	Provides HVAC system support and maintenance services (Year 2 of 3)	\$37,215	
3	2015/2016 Arc of the Tri-Cities	10/1/2015	Provides infant-toddler early intervention services	\$0	
4	2015/2016 Benton REA Agreement	9/1/2015	Service and Repair of district computer network.	\$37,200	
5	2015/2016 ESD105 Science Coop	9/1/2015	Provide science kits and materials for the refurbishing of kits	\$24,000	estimate
6	2015/2016 ESD112 Intergovernmental Cooperative Purchasing Agreement	12/1/2015	The district can purchase technology equipment with ESD bids	\$0	
7	2015/2016 ESD113 Fingerprinting Agreement	10/1/2015	Fingerprinting services	\$2,000	\$500 Admin Fee
8	2015/2016 JKM Consulting Agreement	9/1/2015	Helps with the School Emergency and Crisis Preparedness Plan for the district	\$40	hourly rate
9	2015/2016 Mansfield Fire and Burglar Alarm Contracts	9/1/2015	Provide monitoring and maintenance services of alarm systems	\$7,100	estimate
10	2015/2016 Menke-Rocky Jackson Attorney Contract	9/1/2015	Provides legal and consultation services	\$175	per hour
11	2015/2016 Riverside Storage	9/1/2015	Rental of 4 mini storages	\$6,320	
12	2015/2016 Tri-Tech Skills Center, Kennewick School District	9/1/2015	Provides vocational skill classes not offered at Prosser High School or Falls	\$150	per student enrolled

BOARD PACKET

TO: Board of Directors
SUBJECT: Study and Survey Study Session
AGENDA: Discussion
DATE: July 7, 2015
PREPARED BY: Dr. Ray Tolcacher, *Superintendent*

Background:

The board-appointed Study and Survey Task Force has been working throughout the 2014-2015 school year to work with the district's architect and other consultants to complete an in-depth facility study as required by OSPI for state facility funding. To that end, the Study and Survey Task Force has requested to have a special study session with the school board on August 20, 2015 to review the findings of the Study and Survey. The meeting will be held in public with communication to the staff and community regarding the special board meeting.