

BOARD OF DIRECTORS

February 15, 2022





Kelso School District No. 458
601 Crawford St. Kelso WA, 98626

February 15, 2022 @ Roy Parsons Executive Board Room & Zoom

5:00 p.m. Work Session – Math

6:00 p.m. Regular Board Meeting

CALL TO ORDER OF REGULAR MEETING

FLAG SALUTE

COMMUNICATIONS, CORRESPONDENCE & INTRODUCTIONS

- A. Huntington Middle School Student Recognition

COMMENTS/QUESTIONS

PUBLIC HEARING – Potential Sale of Beacon Hill Property

APPROVAL OF AGENDA

CONSENT AGENDA

- A. Minutes from January 24, 2022 Board Meeting & Work Session
- B. Certificated Employment Recommendations
- C. Classified Employment Recommendations
- D. Contracts and Agreements with Kelso School District
- E. Warrants
- F. 2021-2022 Salary Schedule Update

UNFINISHED BUSINESS

- A. Policy 1815 Ethical Conduct for School Directors (2nd Reading & Action)Mary Beth Tack
- B. Policy 1825 Addressing School Director Violations (2nd Reading & Action)Mary Beth Tack
- C. Policy 3241 Student Discipline (2nd Reading & Action)Don Iverson

NEW BUSINESS

- A. Huntington School Achievement Presentation Kim Allais/Chris Wiseman
- B. Health & Safety UpdateDon Iverson
- C. Mid-Year Discipline Data ReviewDon Iverson
- D. Policy 5400 Personnel Leaves (1st Reading)Holly Budge
- E. Approval of 2022-2023 KSD School Calendars (Action)Holly Budge
- F. Budget Status Update – December Scott Westlund
- G. Policy 3231 Student Records (1st Reading)Scott Westlund
- H. Policy 6220 Bid or Request for Proposal Requirements (1st Reading)Scott Westlund
- I. Resolution 2021/22-06 Sale of Beacon Hill Property (Action) Scott Westlund
- J. Legislative UpdateLeah Moore
- K. Superintendents ReportMary Beth Tack

FOR THE GOOD OF THE ORDER

ADJOURN



Kelso School District Board of Directors

Leah Moore..... Term Expires: November 2025
Karen Grafton..... Term Expires: November 2025
Jeane Conrad, President Term Expires: November 2023
Mike Haas, Vice President Term Expires: November 2023
Ron Huntington..... Term Expires: November 2023

Kelso School District

Board of Directors Committee Assignments

January, 2022

Position 1

Director – Leah Moore

- Legislative Representative
- Facilities/Construction

Position 2

Director - Karen Grafton

- ELL Advisory
- Calendar
- Social & Emotional Learning/Whole Child

Position 3

President - Jeane Conrad

- Student Rights & Responsibilities
- Highly Capable
- Budget

Position 4

Vice President - Mike Haas

- Kelso Public Schools Foundation
- Budget
- Boundary Review

Position 5

Director - Ron Huntington

- CTE
- WIAA
- Council on Learning

2021/2022 School Board Calendar

Updated 9/13/21

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<p>September 13</p> <p>6:00 Regular Board Meeting</p>	<p>October 18</p> <p>5:00 Executive Session RCW 42.30.110(1)(g) 6:00 Regular Board Meeting</p>	<p>November 1</p> <p>5:00 Work Session (Seniors & Dual Credit) 6:00 Regular Board Meeting</p> <hr/> <p>November 15</p> <p>5:00 Work Session (School Improvement Plan) 6:00 Regular Board Meeting</p>	<p>December 14</p> <p>5:00 Work Session (SEL) 6:00 Regular Board Meeting</p>
JANUARY	FEBRUARY	MARCH	APRIL
<p>January 3</p> <p>5:00 Work Session (ELA) 6:00 Regular Board Meeting</p>	<p>February 15</p> <p>5:00 Work Session (Math) 6:00 Regular Board Meeting</p>	<p>March 7</p> <p>5:00 Work Session (Bond Construction) 6:00 Regular Board Meeting</p> <hr/> <p>March 21</p> <p>5:00 Work Session (Science) 6:00 Regular Board Meeting</p>	<p>April 18</p> <p>5:00 Work Session (Special Programs) 6:00 Regular Board Meeting</p>
<p>January 24</p> <p>5:00 Work Session (Budget Workshop) 6:00 Regular Board Meeting</p>			
MAY	JUNE	JULY	AUGUST
<p>May 9</p> <p>5:00 Work Session (HiCap) 6:00 Regular Board Meeting</p>	<p>June 6</p> <p>5:00 Special Meeting (Graduation Appeals for walking in graduation) 6:00 Regular Board Meeting</p>	<p>July 11</p> <p>5:00 Regular Board Meeting</p>	<p>August 15</p> <p>4:00 Work Session (Budget) 5:00 Regular Board Meeting</p>
<p>May 23</p> <p>6:00 Regular Board Meeting</p>			



Road to STUDENT SUCCESS

Our Goals



SCHOOL CLIMATE

A school climate that emphasizes student safety, a healthy lifestyle, and respect for other students and faculty.



EARLY LEARNING

Every Kelso student will meet or exceed standard by the end of third grade in English/language arts and mathematics.



QUALITY INSTRUCTION

Every Kelso student will experience high-quality standards-based instruction that fosters critical thinking and high levels of academic achievement.



CAREER, COLLEGE & COMMUNITY READY

Every Kelso student will transition successfully between grades and schools and will graduate with the knowledge, skills and attitude to excel in post-high school opportunities. To that end, we will actively engage and partner with parents, families, and our community.

Mission

The mission of Kelso Public Schools is to prepare every student for living, learning, and achieving success as a citizen of our changing world.

Vision

Our students begin school ready to learn, transition confidently between grades and schools, and emerge from our district as engaged citizens, both career- and college-ready.

Principles

District communication that is open, effective, and collaborative. Financial stewardship that assures the responsive and productive management of district resources.



100% GRADUATING

CAREER, COLLEGE & COMMUNITY READY

Increase the four-year high school graduation rate by at least one percent per year for the next five years.



QUALITY INSTRUCTION

Student achievement in mathematics and English language arts will increase annually and the achievement gap between English learners, students with learning disabilities and students in poverty—in comparison with other students—will decrease annually.

★ 2021-22 PRIORITY:

Expansion of robust remote and in-person learning models



FISCAL RESPONSIBILITY

★ 2021-22 PRIORITY:

Maintain effective resource allocation, operational planning, and solid fiscal controls.



EARLY LEARNING

The percentage of all third grade students meeting or exceeding the grade level English language arts benchmark will increase annually, regardless of student subgroup.

SCHOOL CLIMATE

Improvements will be achieved to the learning environment in two specific areas: 1) safety and security of our students and staff, and 2) student behavior.

★ 2021-22 PRIORITY:

Climate and culture of student and staff health and safety



How We Get There





Roadmap

CAREER, COLLEGE, COMMUNITY READY

If students are able to transition successfully between grades and schools and graduate with the skills necessary to excel in post-secondary opportunities, their ability to realize their personal goals and to be fulfilled, productive citizens will be enhanced.

Goals

IMPLEMENTATION MEASURES

IMPACT MEASURES

Implement a comprehensive High School and Beyond Plan to ensure students are career and college ready

100% of students **develop** individualized High School and Beyond Plans (HSBP) that include career awareness and exploration

100% of students grades 7 – 12 annually **implement** research of post-secondary options and refine their individualized HSBP

100% of students use the HSBP to **ensure** they are on track for graduation and post-secondary enrolled

100% of 9th grade students are on track for on-time graduation

Increase student participation and scores on college entrance tests (ACT, PSAT, SAT, and ASVAB)

100% of seniors have a HSBP outlining at least one of these: college acceptance, military, trade/technical training, industry certification/apprenticeship

100% of high school students participate in a mock job interview and complete a resume

Develop and refine vertical alignment systems to support students successfully navigating the critical transitions in their schools (Pre-K to K, Grade 5 to Grade 6, Grade 8 to Grade 9, and graduation to post-secondary experiences)

Develop transition meetings with Early Learning agencies for successful transitions for kindergarten readiness

Implement dedicated transition days at the start of each school year for incoming kindergarten, 6th grade, and 9th grade students

Ensure 100% of students participate in Senior Exit Interviews, which provide connections to community leaders and communicate next steps for diverse post-secondary enrollment

100% of middle school students complete applications for College Bound Scholarships

100% of high school students complete the FAFSA application

Increase percentage of graduating students who persist two or more years in college and acquire a college, post-secondary degree or industry certification

Increase percentage of students enrolled in academically rigorous course work per annual high school transcript analysis process

Increase in high school graduation rates and decrease in dropout rates



Roadmap CLIMATE

If Kelso School District is committed to developing a caring school community focused on creating a positive school climate and culture that promotes the long-term development and success of all children, then atmosphere and tone of the school will positively impact the relationships, curricular connections, and ultimately the success of the whole child.

Goals	IMPLEMENTATION MEASURES	IMPACT MEASURES
<p>Improve school climate and safety</p>	<p>Develop and implement a comprehensive Multi-Tiered System of Support (MTSS) model in all Kelso schools</p> <p>Develop and implement a Positive Behavior and Intervention System (PBIS) in each school</p> <p>Implement Social and Emotional Learning (SEL) in our schools so children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions</p> <p>Deliver high-quality training and other implementation supports, including initial training and ongoing support to school staff</p>	<p>100% of elementary classrooms embed SEL standards into daily instruction</p> <p>90% of students will access classroom instructional time which directly relates to an increase in student learning as measured by state and local assessments</p> <p>Decrease prevailing risk factors for students identified within the Healthy Youth Survey Data and reduce classroom and school exclusions as measured by school suspension rates</p> <p>90% of students will report they learn in an environment that is physically and emotionally safe</p>
<p>Increase student access to, and awareness of, school based counseling and the availability of mental health services</p>	<p>Develop and implement a school-based mental health referral process</p> <p>Increase school-based counseling and mental health services for students</p> <p>Network and link community service providers to increase mental health, physical health, and drug and alcohol services to students and their families</p>	<p>Increase in the number of students accessing and receiving school- and community-based counseling and mental/physical health services</p>
<p>Provide a comprehensive Work Place Wellness Program that promotes healthy lifestyle for staff</p>	<p>Develop and sustain a district-wide workforce health committee that actively promotes a healthy lifestyle for staff</p> <p>Conduct staff surveys that identify prevailing risk factors in our employee population that will drive healthy staff initiatives</p> <p>Gather and share resources for preventing and responding to workforce health issues</p>	<p>Reduce absenteeism and lost time, promote retention of staff, improve decision making and productivity, improve employee morale, improve disease management and prevention, and promote a healthier workforce</p>



Roadmap COMMUNICATION

If the district develops and maintains positive, collaborative relationships with all stakeholders, support for Kelso School District will be strengthened and lead to increased support for district initiatives and education programs.

Goals	IMPLEMENTATION MEASURES	IMPACT MEASURES
<p>Use a variety of media to maximize awareness and support of the district's mission, vision, goals, and programs</p>	<p>Maintain and update information on district media, including district websites and printed materials</p> <p>Maintain proactive media relations practices</p> <p>Use social media channels to provide timely and relevant information</p>	<p>Targeted audiences have access to timely and relevant communication</p> <p>Positive news stories appear in the media monthly</p> <p>Levies and bonds pass</p>
<p>Establish an effective employee communication plan to improve internal communication and employee engagement</p>	<p>Continue communicating via:</p> <ul style="list-style-type: none"> • <i>Hilander Highlights</i> for all staff and community • <i>Inside Connections</i> for all staff • Timely and relevant key communications from district departments 	<p>All staff know district mission, vision, goals, and progress</p> <p>Staff feels valued, connected, and honored</p>
<p>Achieve coordinated communication, both internally and externally, regarding the district's goals, foundational principles, and safety issues/crisis management</p>	<p>Establish key communicator network and facilitate connections among community leaders</p> <p>Maintain high level of visibility through participation in professional and community events</p> <p>Build and maintain partnerships with local business and community leaders</p>	<p>Aligned messages among key communicators in the community, particularly in regard to crisis management</p> <p>Increased community partnerships</p> <p>Increased staff and student connections with community stakeholders and local businesses</p>



Roadmap EARLY LEARNING

If all students entering Kelso School District have access to high quality early learning experiences, then their ability to meet or exceed standards by the end of third grade in English language arts and mathematics is greatly enhanced.

Goals	IMPLEMENTATION MEASURES	IMPACT MEASURES
<p>Develop and implement a comprehensive birth to pre-kindergarten plan which strengthens school readiness</p>	<p>Coordinate with Early Childhood Education and Assistance Program (ECEAP) and Head Start to increase the number of eligible Kelso families accessing local educational programs</p> <p>Coordinate with local early learning providers on a quarterly basis to align instructional materials</p> <p>Partner with local early learning programs on a quarterly basis to provide professional development and best practices in behavior, literacy, and math</p>	<p>Increase percentage of Kelso families accessing ECEAP and Head Start as measured by Department of Child, Youth, and Families (DCYF) Saturation Study</p> <p>100% of local early learning providers implement instructional materials aligned to early learning standards</p> <p>Increase percentage of Kelso early learning staff that participate yearly in the Annual Early Learning Conference</p>
<p>Develop and implement a comprehensive plan which improves school readiness and strengthens the transition to kindergarten</p>	<p>Coordinate with ECEAP and Head Start to identify students who need additional summer transition support</p> <p>Implement Transitional Kindergarten and Preschool Pups to provide additional opportunities for early learning</p> <p>Implement a JumpStart to kindergarten for students who need additional supports for kindergarten readiness</p>	<p>Transitions plans are developed for 100% of identified students</p> <p>Transitional Kindergarten and preschool is implemented to support at least ninety students and families</p> <p>JumpStart is implemented in 100% of our elementary schools</p>
<p>Increase the percentage of kindergarten – 3rd grade students who meet or exceed grade-level standards</p>	<p>Curriculum: staff designs rigorous standards-based lessons utilizing current district adopted core materials</p> <p>Instruction: staff remains current in best instructional practices and implement within the classroom on a daily basis with the instructional framework as a foundation</p> <p>Assessment: staff utilizes and develops action plans to improve student growth based on relevant formative assessment</p>	<p>100% of staff teach grade-level standards utilizing approved district materials</p> <p>100% of staff uses observable early learning best practices on a daily basis</p> <p>100% of staff uses quality formative assessment to drive instruction</p>



Roadmap

FINANCIAL STEWARDSHIP

If the district demonstrates a strong and collaborative budget process, effective resource allocation and operational planning, and solid fiscal controls, then management of district resources will be responsive and productive.

Goals

IMPLEMENTATION MEASURES

IMPACT MEASURES

Promote budgetary and fiscal transparency to ensure open communication and community engagement

- Use budget calendar, fiscal goals, and budget parameters for annual approval by the Kelso School Board
- Utilize Budget Advisory Council (BAC) to provide guidance and recommendations on annual budget development
- Provide continual updates on the district website during budget planning and development
- Conduct staff and community outreach during the annual budget development process and fiscal decision-making
- Assess monetary resources (local, state, and federal) and enrollment, to develop budget forecasts and projections
- Monitor expenditures and explore avenues to achieve efficiency in programs and operations

- Board budget workshops, updates, a budget hearing, and formal budget adoption occur in the fiscal year during Kelso School Board meetings
- Community and staff engagement opportunities held for input and feedback on budget proposals
- Fiscal and budgetary information shared with staff and community through intra-district communications, website, and outside community resources
- BAC is comprised of all major district stakeholders, including community, school and district leadership, the Kelso School Board, and all staff bargaining association groups, and provides input to superintendent and Kelso School Board

Allocate district resources effectively to support academic and operational needs

- Annual budget approved by Kelso School Board
- Maintain local levy to fund staff and activities essential to the programming and operations of the district that are not supported by state resources
- Develop budget priorities to align with the district's mission, vision, and "Road to Student Success" strategic plan

- Levies and bonds pass
- Budget supports academic and operational goals and priorities



Roadmap QUALITY INSTRUCTION

If all teachers and support staff incorporate a growth mindset grounded in the instructional framework to implement powerful, relevant standards-based instruction responsive to individual learning and social-emotional needs, then all Kelso students will have the desire to learn at high levels with academic and social-emotional supports to graduate career- and college-ready.

Goals	IMPLEMENTATION MEASURES	IMPACT MEASURES
<p>Develop a system in the importance of attracting, developing, and retaining talented and committed staff in every part of our school system</p>	<ul style="list-style-type: none"> Develop partnerships with regional universities and community agencies to hire high-quality staff Establish clear standards of professional practice and accountability Provide opportunities for differentiated and continuous professional development for teachers, leaders, and staff 	<ul style="list-style-type: none"> 100% of classified and certificated staff meets certification requirements 100% of staff consistently exhibits standards of professional practice 100% of staff engages with professional development for continuous growth
<p>Implement standards-aligned teaching and learning based on equitable practices</p>	<ul style="list-style-type: none"> Ensure that all students have access to rigorous, standards-based curriculum Provide professional development to ensure instructional strategies are differentiated to meet the learning needs of all students 	<ul style="list-style-type: none"> 100% of students enroll in academic rigorous course work as measured by Academic Rigor Index 100% of students experience differentiated instruction in their classrooms
<p>Implement data-informed continuous improvement processes at every level</p>	<ul style="list-style-type: none"> Use frequent and timely assessments to adjust teaching, learning, and leadership Develop a district-wide continuum of supports to address the academic needs of all students Promote continuous improvement throughout our school system with Professional Learning Community (PLC) teams 	<ul style="list-style-type: none"> 100% of students participate in district and state assessments 100% of staff uses formative assessment for student learning and provides instruction responsive to students' needs 100% of students have access to highly skilled teachers and rigorous coursework 100% of staff advocates for fair and equitable practices for all students

Section: **BOARD OF DIRECTORS**

Policy Title: **Audience Participation in Board Meetings**

The Kelso School Board is committed to gaining a full understanding of the issues that come before it. In order to attain a level of understanding that provides making the best decisions, the Board will hear in public Board meetings comments from those attending its meetings. The Board will entertain comments at the beginning of regular meetings and periodically during its meetings. The Board agenda shall provide for the following communications and audience participation:

1. Written communications shall include letters or published materials received by the Superintendent or members of his/her staff, and which he/she deems informative or in need of Board action.
2. Scheduled communications shall include visitors who have previously arranged with the Superintendent to appear before the Board. General comments, either oral or written, will come at the beginning of the regular meeting under the agenda item designated Public Comments. Members of the audience who are Kelso School District residents wishing to address the Board must provide their name, address and affiliation, if any, prior to addressing the board. Speakers may not discuss school district personnel. Not more than three (3) minutes may be allotted to each speaker and no more than ten (10) minutes to the subject under discussion except with the unanimous consent of the Board. Public comments under this agenda item will be limited to thirty (30) minutes.
3. During Unfinished Business and New Business members of the audience may comment on "Action" items listed on the agenda and/or board policies presented for the first or second reading. Questions or comments are to be directed to the Board of Directors as a whole and may not be put to any individual member of the Board or the administrative staff. "Action" items mean the Board expects that a motion would be made and the Board would discuss the merits of the issue before it. After presentations by school staff, district staff or scheduled presenters, and before a motion is heard, the President may call for any oral or written comments from the audience. Members of the audience who are Kelso School District residents who wish to address the Board may only speak to that specific agenda item before the Board and have two (2) minutes to ask clarifying questions, state an opinion, or add information. A total of ten (10) minutes on each agenda item scheduled for action may be used for public comment and/or questions. It is the prerogative of the Board President to recognize people requesting oral comments to the Board.

Policy 1430 Continued

4. It shall not be permissible to orally present or discuss complaints against individual employees of Kelso School District at any Board of Directors meeting. Such charges or complaints shall be presented to the Board of Directors, in writing, and shall be signed by the person or persons making the charge or complaint. Executive session may be granted for a hearing of charges against individuals, whether students or employees.
5. No person less than eighteen (18) years of age may address the Board of Directors in meeting unless accompanied by his/her parent(s)/ guardian(s) or teacher, except with unanimous consent of the Board of Directors.
6. Boisterous conduct shall not be permitted at any meeting of the Board of Directors, nor will any defamatory or abusive remarks be tolerated. The President of the Board may terminate the address of any speaker who violates this policy.
7. Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that arrangements for the modification can be made.
8. Board work sessions are intended to give board members an opportunity to review topics requiring extended discussion. At the conclusion of board discussion of an item, the board chair may call on audience members for comments (time permitting). Members of the audience who are Kelso School District residents who wish to address the Board may only speak to that specific work session agenda item before the Board and have two (2) minutes to ask clarifying questions, state an opinion, or add information. A total of ten (10) minutes on each agenda item may be used for public comment and/or questions. It is the prerogative of the Board President to recognize people requesting oral comments to the Board.

Legal References: RCW 42.30.030 Meetings declared open and public
 RCW 42.30.050 Interruptions – Procedures

42 U.S.C. §§ 12101-12213 Americans with Disabilities Act

Adopted: January 23, 2006

Communications,
Correspondence &
Introductions

Huntington Student Recognition

Drew Fabian

Emma-Sue Redden

Sherlyn Damian-Castaneda

PUBLIC HEARING

Potential Sale of Beacon Hill
Property

CONSENT AGENDA

- A. Minutes from January 24, 2022 Board Meeting & Work Session
- B. Certificated Employment Recommendations
- C. Classified Employment Recommendations
- D. Contracts and Agreements with Kelso School District
- E. Warrants
- F. 2021-2022 Salary Schedule Update

MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
1/24/22

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 6:00 p.m. at Kelso School District as well as on a Zoom online/phone platform.

Board Members:	Leah Moore (Zoom) Karen Grafton (In Person) Jeane Conrad - President (In Person) Mike Haas - Vice President (Absent - Excused) Ron Huntington (Zoom)
Cabinet Members:	Scott Westlund – Chief Financial Officer (Zoom) Holly Budge – Director of Human Resources (Absent) Don Iverson – Director of Student Services (Zoom) Heather Ogden – Director of Special Programs (Zoom) Kim Yore – Director of Teaching & Learning (Absent)
Superintendent:	Mary Beth Tack (In Person)
Asst. Secretary:	Molly Guler (In Person)

OTHERS PRESENT – This meeting was held remotely as well as in person. Not all of the names of people in attendance were available if online, or partial names were listed. The names of people in attendance are listed as they were shown and included: Freya Townsend - 5th grade, Sandy DeBruler, Julia, Amy Anderson, Andrew Twyman, Phillip Anderson, Jamaica Hadaller's iPhone, Larry Crosby, William Younger, Danielle Lund, Chayce, Cindy Sherrell, gfddrjdttythgf, iPhone, Lauren Morin, Angie Blum, Matt, Tiffany Pavey

COMMUNICATIONS, CORRESPONDENCE & INTRODUCTIONS -

- A. Carrolls Student Recognition
 - a. Students recognized for Social Emotional growth for one student, Math growth for the others.

COMMENTS & QUESTIONS –

The School Board received a letter from Martha Jacobsen. Superintendent Tack will be following up with Martha.

William Younger - Has sent an email to the board members. States concerns about the danger of divisiveness. Sees gifts in all students and wants equality. States that school is to teach skills.

APPROVAL OF AGENDA - Motion Passed

Motion to Approve By: Director Huntington

Seconded By: Director Moore

APPROVAL OF CONSENT AGENDA - Motion Passed

Minutes of January 1, 2022 Board Meeting & Work Session

Certificated Employment Recommendations

CERTIFICATED PERSONNEL January 24, 2022

Retirement:

Dieter, Zoe - Counselor, Huntington Middle School

1.0 FTE

Effective August 31, 2022

Resignation:

Bishop, Yolanda - Special Education Teacher, Butler Acres Elementary

1.0 FTE

Effective January 24, 2022

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
December 8, 2021 to January 18, 2022**

Date Issued	Employee	Position	Bldg
1/3/2022	Caron, John	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	Geniesny, Lance	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	Johnson, Andrew	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	Mahika, Michelle	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	McWilliam, Joseph	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	Rood, Benjamin	Additional Period Contract - Second Trimester	Kelso High School
1/3/2022	Thomas, Megan	Additional Period Contract - Second Trimester	Kelso High School
1/7/2022	Messinger, Roylan	Intramural Module - 4th Grade Chior	Lexington Elementary School
1/7/2022	Messinger Roylan	Intramural Module - 5th Grade Chior	Lexington Elementary School
1/7/2022	Shoddy, David	Excess Students (4 Over)	CMS
1/7/2022	Andrechak, Rachel	Intramural Module - Running Club	Lexington Elementary School
1/7/2022	Schill, Sarah	Intramural Module - Running Club	Lexington Elementary School
1/7/2022	Alleis, Hailey	Intramural Module - Running Club	Lexington Elementary School
1/7/2022	Birdsell, Roberts	Excess Students (4 Over)	CMS
1/7/2022	Saccio, Jasmine	Excess Students (4 Over)	CMS
1/7/2022	Andrechak, Rachel	Intramural Module - LES Student Leadership	Lexington Elementary School
1/7/2022	Rothwell, Cami	Intramural Module - LES Student Leadership	Lexington Elementary School

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
December 8, 2021 to January 18, 2022**

Date Issued	Employee	Position	Bldg
1/7/2022	Schill, Sarah	Intramural Module - LES Student Leadership	Lexington Elementary School
1/7/2022	Liden, Erin	Excess Students (4 Over)	CMS
1/7/2022	Mitchell, Amy	Intramural Module - Junior Librarians	Rose Valley

Classified Employment Recommendations

CLASSIFIED PERSONNEL
January 24, 2022

New Hires:

Dalton-Bowers, Mark - Paraeducator, SpEd/Resource, Kelso High School
6.5 hrs/day, 191 days/year
Effective January 20, 2022

Nolan, Kristen - Paraeducator, SpEd/Resource, Lexington Elementary
6.25 hrs/day, 190 days/year
Effective January 20, 2022

Woodard, Ellie - Paraeducator, Transitional Kindergarten, Barnes Elementary
7.0 hrs/day, 190 days/year
Effective January 20, 2022

Resignations:

Schmitz, Karen - Paraeducator, SpEd/Significant, Kelso High School
6.75 hrs/day, 191 days/year
Effective January 2, 2022

Stephenson, Makenzie - Paraeducator, SpEd/Resource, Lexington Elementary
6.25 hrs/day, 190 days/year
Effective December 18, 2021

Warrants:

January 24, 2022			
General Fund	Warrant Date	Amount	Warrant Number
AP- Benefits	1/5/2022	\$1,624.33	261496-261497
AP	1/7/2022	\$4,326.35	261498
Payroll	1/14/2022	\$541.96	261499
AP	1/14/2022	\$23,025.30	261500
Capital Projects Fund			
AP	1/18/2022	\$1,547,917.33	3661

Contracts:

For Board Approval: January 24, 2022

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SUMMARY OF CONTRACTS / AGREEMENTS WITH KELSO SCHOOL DISTRICT

Company/Provider	Sponsor	Description of Services	Amount
FORMA Construction	Scott Westlund	Construction Change Directives for Huntingt Middles School CCD-033 REV 1 - Revisions to accoustical tile ceilings in boiler boiler room CCD-040 - Revisions to HVAC Ducts & Casings CCD-041 - Revisions to site water utility distribution piping CCD-042 - Revisions to Cafeteria Stair/Ramp CCD-043 - Remove concrete protrusions under existing locker base for install of flooring & casework benches CCD-045 - Revisions to Wood Athletic Flooring CCD-046 - Revisions to accoustical tile ceilings CCD-048 - Revisions to outside paint of Library & Admin Area	As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5
FORMA Construction	Scott Westlund	Change Orders for Huntington Middle School Project CO-02 Various revisions as noted on attached change order CO-03 Various revisions as noted on attached change order	Approximate cost \$50,563.00 Approximate cost \$102,323.00
FORMA Construction	Scott Westlund	Construction Change Directive for Lexington Elementary CCD-039 - Add 120V power & interface to fire alarm system	As provided by Article 7.3 and 7.5
Garret Sign	Scott Westlund	To provide sign for Kelso High	Cost estimate is \$82,892.58
Hultz BHU Engineering	Scott Westlund	To provide mechanical & electrical engineering srvs KHS Stadium	Proposed fees \$45,400.00
Integrus Architecture	Scott Westlund	Allocation of Energy-Efficient Building Deductions of Designer of Government-Owned Building - Lexington Elementary	Non-financial
Integrus Architecture	Scott Westlund	Allocation of Energy-Efficient Building Decuctions of Designer of Government-Owned Building - Wallace Elementary	Non-financial
PBS	Scott Westlund	Consultant services Change Order for Huntington Project CO1 - Additional labor costs	\$15,000.00 Increase

QED Lab	Scott Westlund	To provide window testing at Huntington Middle School	Cost estimate is \$7,350.00
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ESD CONTRACTS

BEST Grant	Kim Yore	Admendment #1 - Increases funds by \$2,307.89	Amended Agreement total is \$67,115.38
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Salary Schedule Updates:

- ASB & Casual Workers
- Non-Represented
- PSE 1
- Student Salary Schedule

Motion to Approve By: Director Huntington

Seconded By: Director Grafton

UNFINISHED BUSINESS

APPROVED POLICY 3220/3220P FREEDOM OF EXPRESSION (2ND READING & ACTION) - DON IVERSON

Student opinion is an important part of school systems across America. It's important to make sure this is a safe expression and environment.

Motion to Approve By: Director Moore

Seconded By: Director Grafton

APPROVED POLICY 3411 ACCOMMODATING STUDENTS WITH SEIZURE DISORDERS (2ND READING & ACTION) - DON IVERSON

Requires a designated school professional to care for students with seizure disorders. KSD has already done this for many years.

Motion to Approve By: Director Huntington

Seconded By: Director Grafton

NEW BUSINESS

HEARD CONSTRUCTION UPDATE - FORMA/CSG/INTEGRUS

Huntington MS – Aux Gym and Vestibule Slab



Aux Gym Slab

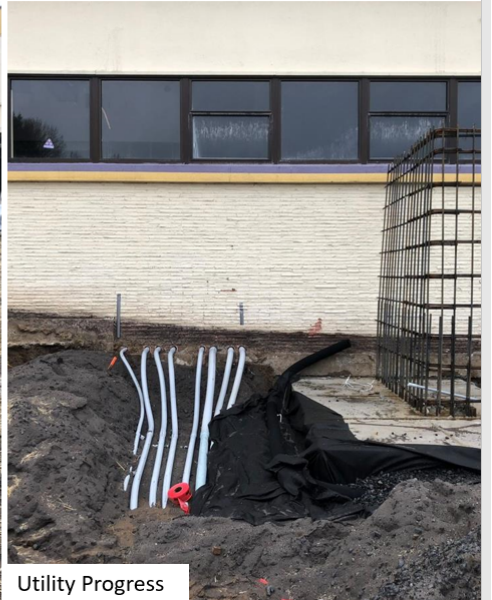


Aux Gym Slab

Huntington MS – Site Progress

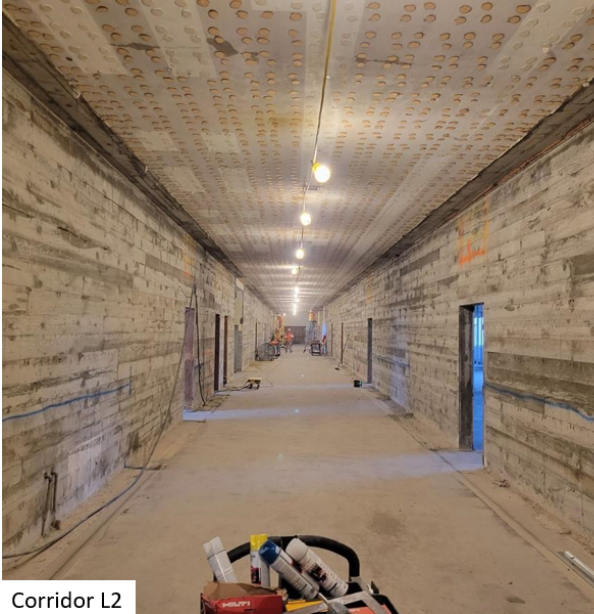


Chiller Pad



Utility Progress

Huntington MS – Demolition / Abatement



Corridor L2



Music Room

Huntington MS – Interior Progress

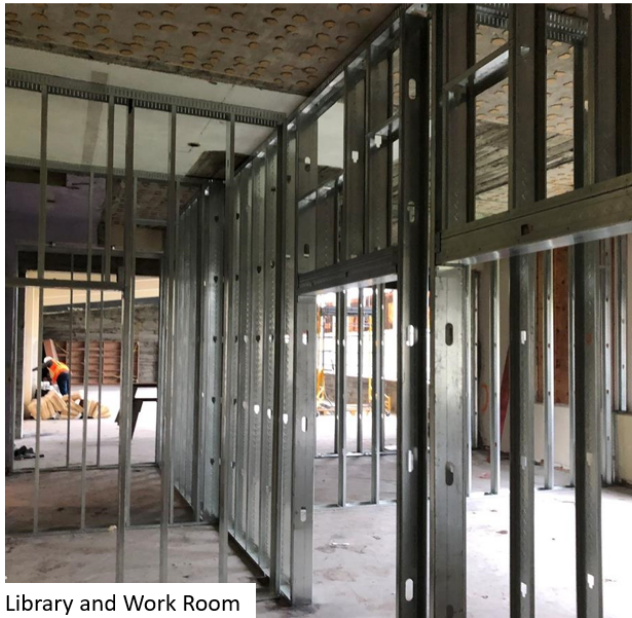


Corridor L1 Framing

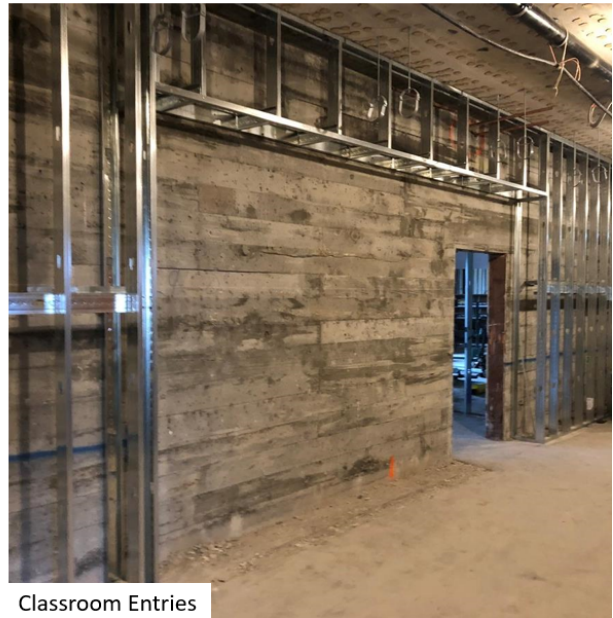


Main Office and Admin

Huntington MS – Interior Progress



Library and Work Room



Classroom Entries

HMS is on schedule and looking good. Getting close to the middle of the project. Planning to be finished in the summer of 2022 so that the kids can start fall 2022 in the new school.

There are issues getting supplies in a timely manner. We have been able to find different suppliers or materials as a solution.

Rose Valley - in the early planning stages.

Butler Acres - wrapping up the finishing touches.

HEARD CARROLLS SCHOOL ACHIEVEMENT PRESENTATION - DR. JULIE OWENS

We Are...COUGS:

**Continuously Respectful
Outstandingly Responsible
Universally Safe
Genuinely Kind**



DEMOGRAPHICS

- 92 students enrolled
- 6 classrooms
- 21 staff members
- 43% low income (2021-2022)

CARROLLS' SCHOOL IMPROVEMENT GOALS -
AVID ELEMENTARY GOALS

- Monthly site team meeting

AVID Schoolwide Domains

INSTRUCTION <i>promotes:</i> <ul style="list-style-type: none"> • WCOR Strategies • 21st Century Skills • Student Leadership Skills • Goal Setting/ Monitoring • Rigor for All 	SYSTEMS <i>support:</i> <ul style="list-style-type: none"> • AVID Site/Student Teams • Professional Learning • Secondary AVID Elective Classes • Equity and Access to Elective Courses • Data Collection and Analysis 	LEADERSHIP <i>ensures:</i> <ul style="list-style-type: none"> • Strategic Planning • Modeling of Expectations • College Readiness Mission and Vision • Career Readiness • Distributed Leadership Approach 	CULTURE <i>fosters:</i> <ul style="list-style-type: none"> • College Awareness and Preparation • Consistent Belief in Student Success • Family and Community Involvement • High Expectations for All • Positive and Safe Learning Environment
I. AVID Schoolwide Instruction AVID Schoolwide instruction occurs when the entire instructional staff utilizes AVID strategies, other best instructional practices, and 21st century tools to ensure college readiness for AVID Elective students and improved academic performance for all students.	II. AVID Schoolwide Systems AVID is Schoolwide when systems are in place that support governance, curriculum and instruction, data collection and analysis, professional learning, and student and parent outreach to ensure college readiness for AVID Elective students and improved academic performance for all students.	III. AVID Schoolwide Leadership AVID Schoolwide leadership sets the vision and tone that promote college readiness and high expectations for all students in the school.	IV. AVID Schoolwide Culture AVID Schoolwide culture is evident when the AVID philosophy progressively shifts beliefs and behaviors resulting in an increase of students meeting college readiness requirements.
AVID Schoolwide Subdomains			
<ol style="list-style-type: none"> 1. WCOR (Writing, Inquiry, Collaboration, Organization and Reading) 	<ol style="list-style-type: none"> 1. Management of the AVID Elective 2. Access to Rigor and Student Support 3. Assessment of Student Progress 4. Professional Learning 	<ol style="list-style-type: none"> 1. College Readiness Mission and Vision 2. Representative Governance 3. Strategic College Readiness Planning 	<ol style="list-style-type: none"> 1. Rigor 2. Crosswalk Activities and College Awareness 3. College-Going Environment



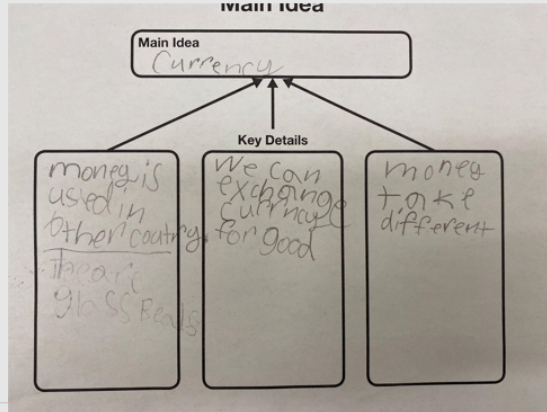
INSTRUCTION



QUALITY INSTRUCTION

Every Kelso student will experience high-quality standards-based instruction that fosters critical thinking and high levels of academic achievement.

- Goal: Increase Math Proficiency - 1 year's growth
- Graphic Organizers
 - Math & ELA
 - K-5 Progression
- PLCs
- Core & Intervention



SYSTEMS



CAREER, COLLEGE & COMMUNITY READY

Every Kelso student will transition successfully between grades and schools and will graduate with the knowledge, skills and attitude to excel in post-high school opportunities. To that end, we will actively engage and partner with parents, families, and our community.

- Goal: Training in AVID WICOR Strategies
 - Currently 2 teachers and 1 administrator trained
 - WICOR strategies during AVID Site Team Meetings
 - Alignment to CMS

LEADERSHIP



SCHOOL CLIMATE

A school climate that emphasizes student safety, a healthy lifestyle, and respect for other students and faculty.

-Goal: School Mission and Vision aligned with AVID

- Researching mission & vision statements
- Revising current mission & vision

- Documentation:

- Bulletins & Newsletters
- Email signatures
- Assemblies
- Purchase/print posters for hallways

- Strengthening Climate & Culture

- Rose Valley/Carrolls PLCs
- The COUG way
- School-wide celebrations



AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society.

CULTURE



EARLY LEARNING

Every Kelso student will meet or exceed standard by the end of third grade in English/language arts and mathematics.

- Goal: Engage in PLCs
 - Cross Grade Band PLCs
 - Grade Band PLCs
 - Rose Valley
 - Data Dives

Growth Proficiency Category	SGP (Exp. = 50)	Test Date	Test Duration	SS	GE	PR	NCE
Low Growth, Low Proficiency	44	09/13/21	08:53	715	<1	15	28.2
		01/07/22	10:11	780	1.1	33	40.7
		Latest Change		65	2.1	18	12.5
Low Growth, High Proficiency	21	09/13/21	11:28	823	1.6	81	68.5
		01/11/22	19:42	837	1.8	70	61
		Latest Change		14	0.2	-11	-7.5
High Growth, High Proficiency	76	09/13/21	05:58	737	<1	28	37.7
		01/07/22	10:09	827	1.7	64	57.5
		Latest Change		90	2.7	36	19.8
High Growth, Low Proficiency	75	09/15/21	14:56	691	<1	6	17.3
		01/12/22	17:25	804	1.4	49	49.5
		Latest Change		113	2.4	43	32.2
Low Growth, High Proficiency	26	09/13/21	15:46	820	1.6	80	67.7
		01/07/22	15:37	839	1.8	71	61.7
		Latest Change		19	0.2	-9	-6
High Growth, High Proficiency	87	09/13/21	21:23	790	1.2	62	56.4
		01/10/22	24:46	867	2.2	85	71.8
		Latest Change		77	1.0	23	15.4
High Growth, High Proficiency	99	09/13/21	08:24	802	1.3	70	61
		01/07/22	10:39	918	3.0	96	86.9
		Latest Change		116	1.7	26	25.9
Low Growth, High Proficiency	36	09/13/21	14:04	793	1.2	64	57.5
		01/07/22	09:28	826	1.7	63	57
		Latest Change		33	0.5	-1	-0.5

MOVING FORWARD...

★ School-Wide Celebrations

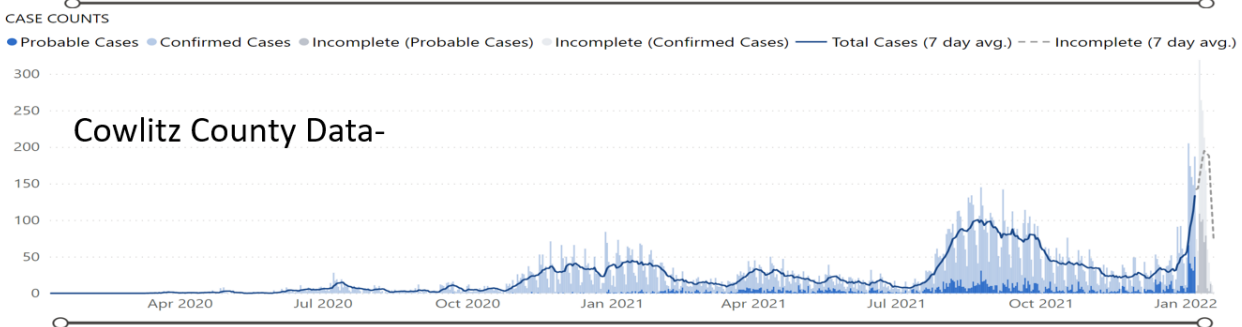
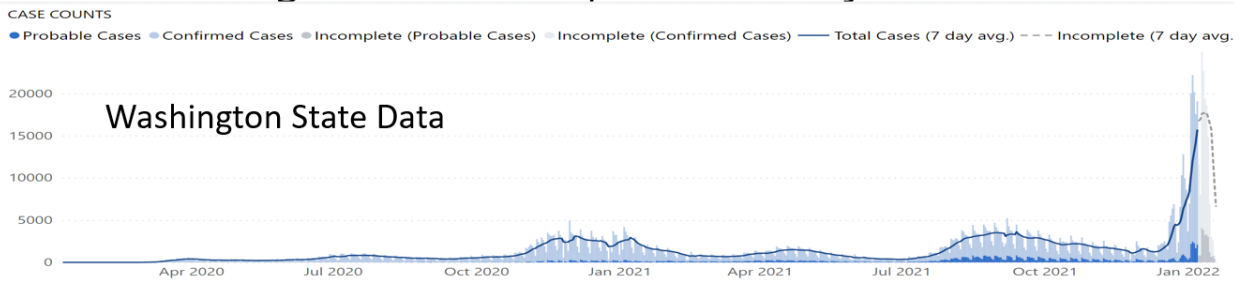
★ AVID

- Math Intervention - Front loading VS Back-filling
- Vision Statement
- PLCs
- Summer Institute

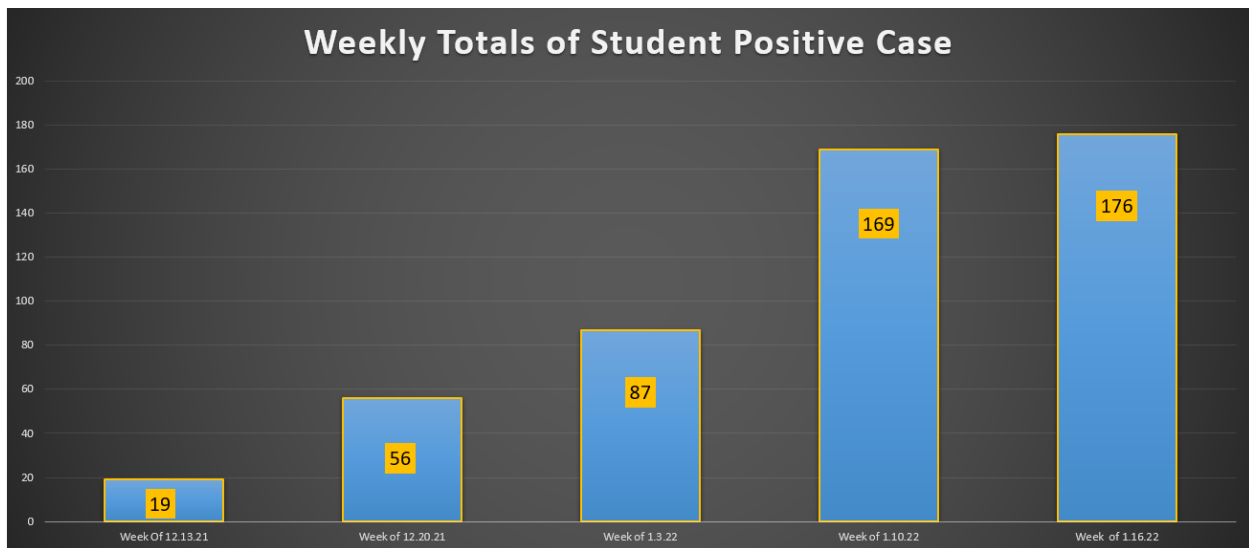
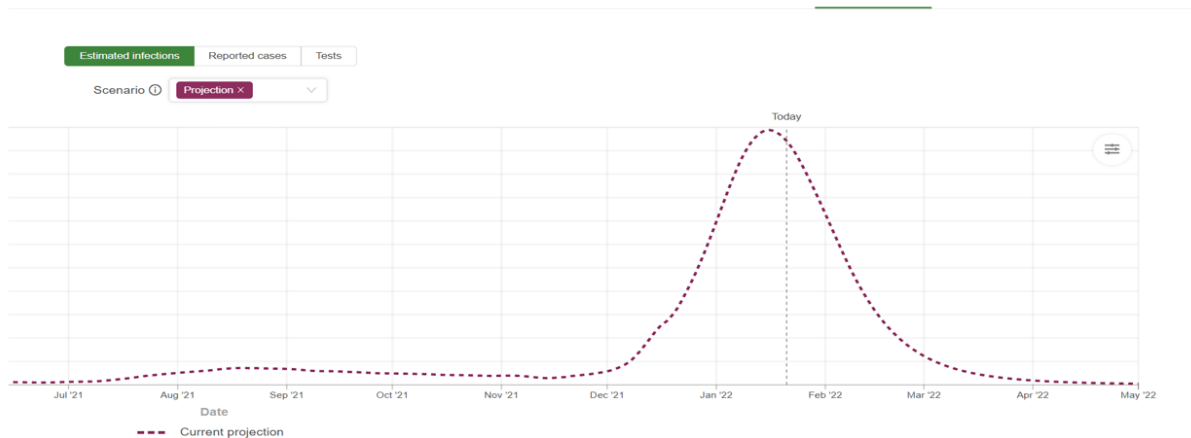
★ Benchmarking Math Data Comparison

HEARD HEALTH AND SAFETY UPDATE - DON IVERSON

Washington State Department of Health Data



Washington State---Current Estimates Institute for Health Metrics Evaluation



MITIGATION STRATEGIES

- Staying home when sick.
- Face coverings/masks.
- Physical distancing.
- Increase ventilation.
- Handwashing.
- Respiratory etiquette.
- Cleaning and disinfecting.
- Access to COVID-19 Testing.


STAY HOME WHEN SICK

Staying home when sick with COVID-19 is essential to keep COVID-19 infections out of schools and prevent spread to others.

Students and school employees who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and seek medical evaluation, which may include testing for COVID-19 and other respiratory infections.

Kelso School District Testing Center

2001 Allen Street
Open from 7:00AM-4:00PM Monday-Friday
No appointment necessary.

 Rapid and Antigen Tests Available for Staff and Students.

Antigen Tests available to Family Members!

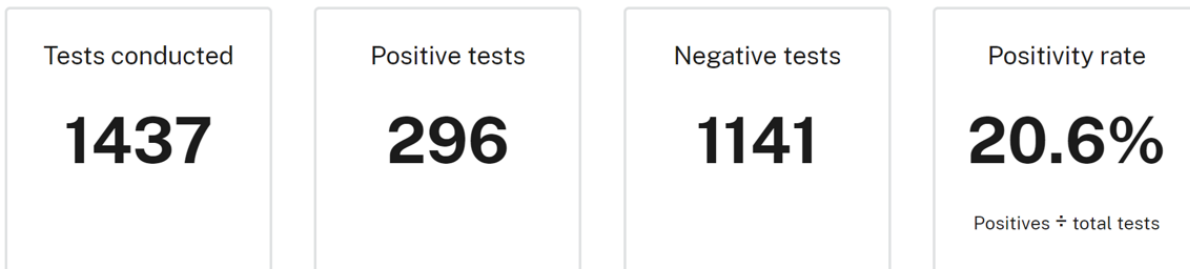
Rapid Tests results provided within 15 minutes!



Please preregister when possible at:

<https://www.simplereport.gov/register/A6Q2C>

Rapid Tests Week of January 10-14



NEW DOH GUIDELINES

Prevention Measure	October 27, 2021 DOH Requirements	January 7, 2022 DOH Requirements
<p>Test to Stay: A protocol in which a student or staff member completes post-exposure testing at regular intervals in order to complete a modified quarantine, subject to local health jurisdiction Test to Stay Protocol approval.</p>	<p>Eligibility limited to students whose exposure occurred at school.</p> <p>Participation in extracurricular activities and child care was not allowed.</p>	<p>Test to Stay is now inclusive of all staff and students, regardless of where exposure occurred.</p>

Prevention Measure	October 27, 2021 DOH Requirements	January 7, 2022 DOH Requirements
<p>Isolation: When someone who has COVID-19 symptoms, or has tested positive, stays home and away from others (including household members) to avoid spreading their illness.</p>	<p>Isolation at home was required to be 10 days, symptoms resolving, no fever in past 24 hours (no medication) based on DOH requirements and U.S. Centers for Disease Control and Prevention (CDC) recommendations.</p>	<p>Isolation reduced to 5 days at home since symptom onset or positive test. Symptoms must be absent or resolving, no fever in the past 24 hours (no medication). Monitor and wear well-fitting mask for next 5 days (days 6–10).</p>

Prevention Measure	October 27, 2021 DOH Requirements	January 7, 2022 DOH Requirements
<p>Quarantine: When someone who has been exposed to COVID-19 stays home and away from others for the recommended period of time in case they were infected and are contagious. Quarantine becomes isolation if the person later tests positive for COVID-19 or develops symptoms.</p>	<p>No quarantine needed if they are asymptomatic and:</p> <ul style="list-style-type: none"> Fully vaccinated, or Had COVID in the past 90 days and recovered. <p>Test to Stay was encouraged.</p> <p>If not using Test to Stay, quarantine was 7 days with a negative test at day 5, or 10 days without a test.</p>	<p>No quarantine needed if they are asymptomatic and:</p> <ul style="list-style-type: none"> Ages 18+ up to date with vaccines (primary series and boosters); Ages 5–17 completed primary series of vaccines; or Had confirmed COVID-19 in the last 90 days and recovered. <p>Test to Stay is available and encouraged.</p>

Prevention Measure	October 27, 2021 DOH Requirements	January 7, 2022 DOH Requirements
<p>Contact Tracing: The process of identifying people who have been exposed to COVID-19 and notifying these close contacts about their exposure, while protecting confidentiality, in order to provide public health guidance.</p>	<p>Priority areas were classrooms, transportation services, extracurricular activities, and lunchrooms.</p>	<p>Contact tracing is further prioritized to efforts on transportation services, high-risk extracurricular activities, and indoor spaces where masking is limited or not consistent.</p>

As a parent, who should I contact about quarantine or isolation for my student?

- Consult your family medical provider for questions.
- For testing or quarantine timelines, you can contact:
 - The Health Care Specialist at the school your students attends,
 - Stephanie Toms, Kelso School District Nurse; (360.501.2463).
 - DOH website @ www.doh.wa.gov

HEARD POLICY 1815 ETHICAL CONDUCT FOR SCHOOL DIRECTORS (1ST READING) - MARY BETH TACK

Agenda stated 1805, the policy is 1815 and will be changed for the 2/15/22 agenda.

WSSDA highly recommends this for boards.

This policy is NOT a direct reflection of our incredible team, we are working on being proactive.

Ethical behavior is paramount and this policy ensures this continues throughout the years.

HEARD POLICY 1825 ADDRESSING SCHOOL DIRECTOR VIOLATIONS (1ST READING) - MARY BETH TACK

Outlines, if there is an issue or a challenge, this is the process that will be followed to deal with a violation by a director.

HEARD POLICY 3241 STUDENT DISCIPLINE (1ST READING) - DON IVERSON

Policy came to us around 2016. There was a disproportionate level of exclusion, this policy directly relates to those. Tonight we are moving forward with the policy and the procedure will come later in the spring in conjunction with the Rights and Responsibilities handbook. ADHOC Team will work on this together before we bring it before the board.

Director Grafton has stated concerns about the wording of this policy. She indicated concerns about moving forward without the procedure to accompany it. She stated this policy has too many changes to it for her to feel comfortable moving forward. Concerns include: Not removing students from the classroom when disruptive, being in compliance with collective bargaining agreements, and why we are doing it now; when we are waiting until May for the procedure.

Superintendent Tack and Director Iverson explained that a policy is intended to align the district with state laws and is guided by WSSDA legal teams; a procedure details the practices implemented by Kelso to comply with the policy.

Director Moore explained that her understanding is likened to the following analogy: A policy is like putting an address (destination) into the GPS, the procedure is then choosing which route to get there.

Director Conrad asked Director Grafton to type up questions and submit them to Director Iverson for answers.

Director Huntington suggests having a work session to go over this information at a level that everyone will be comfortable with to move forward and Director Moore agrees.

Superintendent Tack asks a clarifying question: Are you wanting a work session for the policy or for the procedure once it has been updated by the ADHOC team?

Director Grafton says she would like the work session on the policy before moving forward on approval. She also says this appears to be changing mid year.

Superintendent Tack and Director Iverson clarify that these changes will be done to guide updates to the Rights and Responsibilities Handbook which will be implemented next school year. This policy provides the framework for the team to get started on updating the procedure. Also mentioning that there are no dramatic shifts from what we have had in place for the last year or two.

Director Huntington states again that he would be more comfortable having a work session to answer questions so that everyone is ready to move forward.

Director Conrad suggests that the focus can be on diving deeper into the whys of what was taken out and what was added in.

Superintendent Tack and Director Iverson will work together to determine whether or not there will be a work session on March 7th that will be on policy 3241 Student Discipline.

Board members will get questions to Director Iverson in the next week for review.

LEGISLATIVE UPDATE - DIRECTOR LEAH MOORE

- Feb 3rd cut off for bills
- Not too much concerning Kelso
- HB 5581 has to do with transportation funds - this will be noteworthy
- Procedure for moving forward with passing a Bond
- Enrollment stabilization to calculate Levy limits
- Support around the prototypical model around additional nurses and counselors for mental health support
- Leg conf is Jan 30th - the following week will be individual meetings with legislators.

SUPERINTENDENT REPORT

- School board appreciation month - January. There is a small gift for each board member
- Starting soon going on the 3rd year on COVID challenges. Our district is focused on helping staff/students/families
 - Magellan has been happening since Jan 1st supporting staff mental health
 - Support for teens and their families to help with mental health - zoom presentation tomorrow night.
 - Zoom also for promoting resiliency in administration
- Transitional Kindergarten and Special Education
 - Thank you to Director Ogden and Dr. Owens
 - Inclusionary Grant recipient for the team
 - Around 75 students enrolled

FOR THE GOOD OF THE ORDER

-

Adjourn at 7:18 p.m.

X _____

President

X _____

Secretary

MINUTES
KELSO SCHOOL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
1/24/22

The work session meeting of the Board of Directors of Kelso School District No. 458 was called to order at 5:00 p.m. at the RoyParsons Executive Board Room through a Zoom online/phone platform.

Board Members: Leah Moore (Zoom)
Karen Grafton (In-Person)
Jeane Conrad - President (In Person)
Mike Haas - Vice President (Absent - Approved)
Ron Huntington (Zoom)

Cabinet Members: Scott Westlund – Chief Financial Officer (In-Person)
Holly Budge – Director of Human Resources (Absent)
Don Iverson – Director of Student Services (Zoom)
Heather Ogden – Director of Special Programs (Zoom)
Kim Yore – Director of Teaching & Learning (Absent)

Superintendent: Mary Beth Tack (In Person)

Asst. Secretary: Molly Guler (In Person)

OTHERS PRESENT – This meeting was held remotely and in person. Not all of the names of people in attendance were available, or partial names were listed. The names of people in attendance are listed as they were shown and included: Ray Byers, Lauren LaBelle Morin, Freya Townsend 5th Grader, Sandy DeBruler

Workshop Agenda

- I. Budget Development Calendar and Process
 - a. Budget Calendar (handout)
- II. Budget Advisory Council
 - a. Council Members and Roles/Responsibilities (handouts)
- III. Budget Development Parameters (handout)
- IV. Outlook Kelso School District Finances (handout)
- V. Use of ESSER Funds (handout)
- VI. Budget Funding Priorities & Challenges (handout)
- VII. Education Association's Legislative Priorities for 2022 session (handouts)



KELSO SCHOOL DISTRICT Fiscal Year 2022/23 Budget Development Calendar

December 2021	Governor Releases Preliminary State Budget Proposal
January 10, 2022	2018 Washington State Legislative Session Begins
January 24, 2022	Board of Director's Workshop 5:00 pm Budget Development Process <i>Location: Board Room District Office</i>
February 7, 2022	Budget Information Available on District Website. Budget email address opens up for questions: budget.input@kelsosd.org
February 9, 2022	Preliminary School Enrollment and Staffing Projections by HR/Fiscal
February – March, 2022	School, Program, and Department Staffing Reviews with HR
February – April 2022	Budget Advisory Council (BAC) Topics of Discussion: Review Budget Development Process, Budget Assumption Revenue Updates, Staffing, Enrollment, Budget Advisory Council Staff Budget Presentations, Provide Feedback on Budgetary Decisions, Review Superintendent/Cabinet Budget Proposal <i>Location: District Board Room 4:00 – 5:30 p.m.</i>
February 24, 2022 March 24, 2022 April 28, 2022	
February – April, 2022	Board of Director Meetings – Budget Update
March-April, 2022	Staff/Parent/Community Input (Forums, Listening Posts, Surveys, as needed)
March 10, 2022	2022 Washington State Legislative Session Ends
April 29, 2022	School/Director Budgets due to HR and Business Offices
May 15, 2022	Reduction in Force Date for Certificated Staff (if necessary)
June 3, 2022	Personnel Budget Submitted to Business Office
June 6, 2022	Board Budget Presentation and Superintendent Recommendation
July 10, 2022	Budget Available for Public Review
August 15, 2022	Budget Workshop; Public Budget Hearing & Board Adoption



**BUDGET ADVISORY COUNCIL MEMBERS
2021/22 School Year**

Non-Voting Facilitators:

Superintendent	Mary Beth Tack
Chief Financial & Operations Officer	Scott Westlund

Voting Committee Members:

KEA Representative	Kelly Sims
PSE 1 Representative	Nicole Nickel
PSE 2 Representative	Darlene Dalglish
Elementary Administrator	Tim Yore
Secondary Administrator	Greg Gardner
Supervisor	David McDaniel
Cabinet Representative	Holly Budge
Community Member	Darr Kirk
Community Member	Patty Wood

Non-voting/At-Large Members:

Board Member (s)	Mike Haas & Jeane Conrad
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Roles & Responsibilities of Budget Development Staff

Entity	Role/Responsibility
Budget Advisory Council (BAC) <small>*Sharing Association/Union impacts to budgetary decision is encouraged as part of the BAC process. However, the BACs role is not to negotiate salaries/benefits or other association related issues.</small>	<ul style="list-style-type: none"> • Generate ideas for developing the budget through discussion, consultation with constituents, and information gathered through the BAC process • Provide feedback to the Superintendent on District budget proposals • Seek understanding of issues related to budget process in order to communicate with those you represent
Cabinet	<ul style="list-style-type: none"> • Work with principals, associations, department supervisors, staff, and other stakeholders as needed to generate budget proposals and seek feedback • Present budget proposals for discussion at weekly Cabinet budget workshops • Work cooperatively with other Cabinet members to present budget proposals and develop a draft budget to be shared with BAC
Director of Human Resources	<ul style="list-style-type: none"> • Provide relevant staffing information and data to Board of Directors, Superintendent, Cabinet and BAC • Work with building principals and HR staff to develop personnel plans and budgets
Chief Financial and Operations Officer	<ul style="list-style-type: none"> • Coordinate the efforts of the BAC and budget development process • Provide relevant financial information and data to Board of Directors, Superintendent, Cabinet and BAC • Assist the Superintendent to ensure the budget development process and Board parameters are adhered to • Prepare and present overall District budget for Board consideration and approval
Superintendent	<ul style="list-style-type: none"> • Facilitate Cabinet discussions and decision making process regarding budget development • Make final decisions on budget development options to be included in the budget presented to the school board
School Board	<ul style="list-style-type: none"> • Work with Superintendent to establish budget parameters, budget calendar, and priorities • Approve final budget, and/or provide feedback to Superintendent for revisions

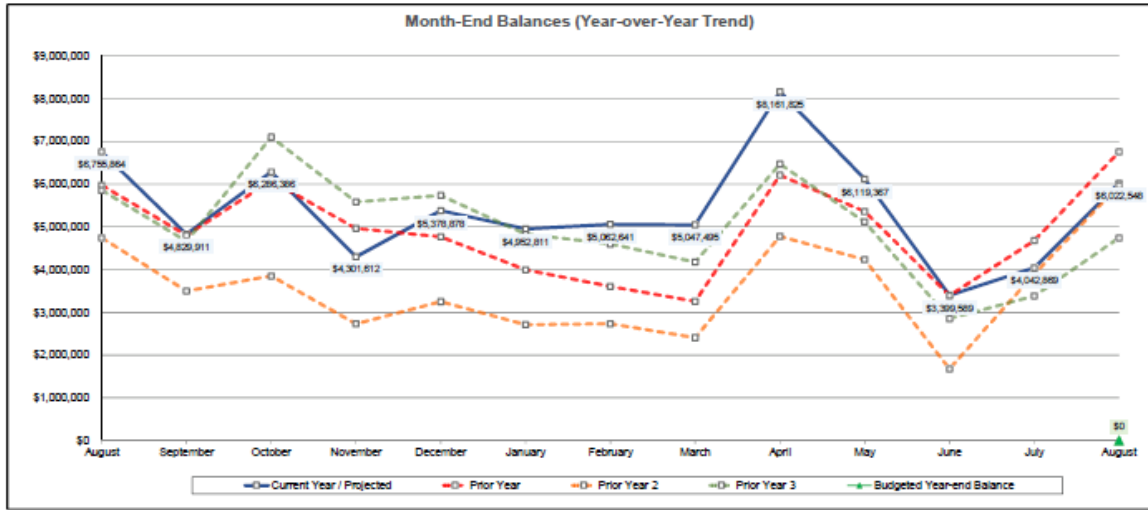


Budget Development Parameters 2022/23 Kelso School District Budget

- The established Budget Calendar and Process will be utilized for the development of the 2022/23 budget;
- The Superintendent will recommend a budget to the Board that is aligned to the Mission, Vision, and District Goals outlined in the strategic plan, Road to Student Success;
- The Superintendent will recommend a budget to the Board that addresses the School Board's Priority Goals;
- The Board desires to maintain a minimum total ending fund balance of 8%;
- The Superintendent will utilize input from staff, parents, community, and other stakeholders in the development of the recommended budget to the Board;
- The recommended budget will address efficiency and effectiveness of operations, and the responsive and productive management of school district resources; and,
- The Board recognizes the District must continue to prioritize and invest in the core instructional program closest to the classroom, and recognizes that a balanced approach to reductions, if needed, is necessary to ensure continuity of overall District operations.

General Fund | Month-End Balances

For the Period Ending December 31, 2021

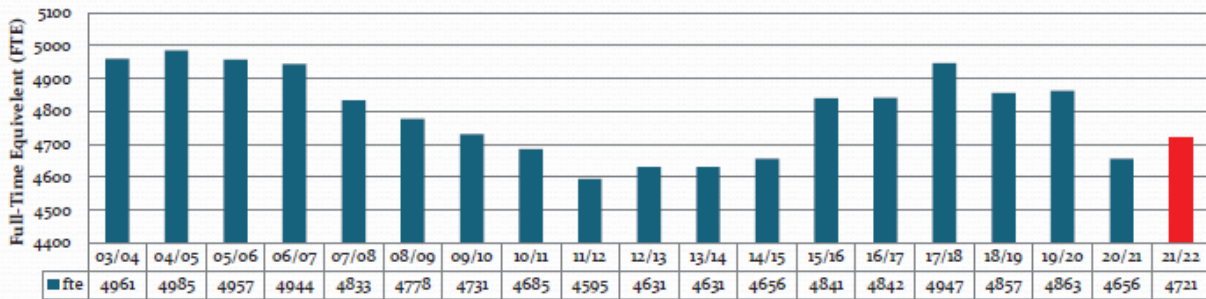


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ANALYTICS

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Enrollment Trend 2003 – 2022

Historical FTE Enrollment (Excluding Running Start)



KELSO SCHOOL DISTRICT
"DRAFT" STUDENT FORECAST 2021-26
District Summary Report

Grade	Historic Resident Counts			Current	Forecasted Resident Counts					Grade
	2018	2019	2020	2021	2022	2023	2024	2025	2026	
K	308	345	283	291	311.7	275.8	305.5	297.5	292.3	K
1	361	322	317	348	312.6	332.6	293.9	321.6	313.2	1
2	374	346	310	324	349.3	312.0	330.9	289.3	316.5	2
3	370	374	310	335	326.4	351.4	312.2	327.5	286.3	3
4	388	370	340	334	336.4	325.8	349.7	307.8	322.9	4
5	380	380	333	327	321.1	324.1	314.7	333.0	293.3	5
6	369	381	357	346	330.7	322.9	324.4	313.0	331.3	6
7	363	359	344	366	338.6	323.5	316.0	313.9	303.1	7
8	397	366	344	354	371.2	341.4	325.1	315.3	313.6	8
9	341	386	344	371	354.5	372.3	341.2	323.9	313.4	9
10	369	354	369	343	370.8	354.7	371.3	338.4	321.7	10
11	326	364	336	368	337.5	366.2	348.8	364.1	330.2	11
12	342	331	357	320	367.2	335.2	364.5	346.3	359.3	12
Resident Student Totals by Grade Configuration										
K-5	2,181	2,137	1,893	1,959	1,958	1,922	1,907	1,877	1,825	K-5
6-8	1,129	1,106	1,045	1,066	1,041	988	966	942	948	6-8
9-12	1,378	1,435	1,406	1,402	1,430	1,428	1,426	1,373	1,325	9-12
K-12	4,688	4,678	4,344	4,427	4,428.0	4,337.9	4,298.2	4,191.6	4,097.1	K-12
Out-of-District Students										
K-5	114	120	158	120	120.0	120.0	120.0	120.0	120.0	K-5
6-8	57	49	96	93	93.0	93.0	93.0	93.0	93.0	6-8
9-12	138	168	197	185	185.0	185.0	185.0	185.0	185.0	9-12
K-12	309	337	451	398	398.0	398.0	398.0	398.0	398.0	K-12
Total Students*										
K-5	2,295	2,257	2,051	2,079	2,077.5	2,041.7	2,026.9	1,996.7	1,944.5	K-5
6-8	1,186	1,155	1,141	1,159	1,133.5	1,080.8	1,058.5	1,035.2	1,041.0	6-8
9-12	1,516	1,603	1,603	1,587	1,615.0	1,613.4	1,610.8	1,557.7	1,509.6	9-12
K-12	4,997	5,015	4,795	4,825	4,826.0	4,735.9	4,696.2	4,589.6	4,495.1	K-12
Annual Change										
K-5 Difference	-38	-206	28	-1.5	-35.8	-14.8	-30.2	-52.2		
6-8 Difference	-31	-14	18	-25.5	-52.7	-22.3	-23.3	5.8		
9-12 Difference	87	0	-16	28.0	-1.6	-2.6	-53.1	-48.1		
K-12 Difference	18	-220	30	1.0	-90.1	-39.7	-106.6	-94.5		
Notes										
Forecast based on student data as of 10/5/2021.										

ESSER & American Recovery Act

Grant Revenue		
CARES (ESSER I)	\$	1,123,991.00
CARES (Cowlitz County)	\$	195,244.00
FEMA	\$	118,286.00
CARES (ESSER II)	\$	4,344,950.00
American Recovery Act (ESSER III)	\$	9,766,338.00
Total Grant Resources	\$	15,548,809.00

Use of ESSER Funds in Kelso SD

- ESSER 1 – Technology/software, Nutrition Services losses from Spring/Summer 2020, Safety/PPE
- ESSER 2 – Nutrition Services & Enrollment Losses, Safety/PPE, Technology and instructional software, printing/mailings for learning, instructional materials, facility/infrastructure
- ESSER 3 funds must include at least 20% for academic and learning recovery (A&LR)
- ESSER 3 – Academic and social/emotional learning supports & Infrastructure
 - Add Elementary Counseling including KVA to bring all schools to full-time services (A&LR)
 - Add additional FTE to accommodate lower class sizes and reduce grade level splits (A&LR)
 - Summer school and academic recovery programming K-12 (A&LR)
 - Expansion of Social Emotional Learning services district-wide (A&LR)
 - Technology purchases to refresh current equipment for student use for online instruction
 - Instructional teaching support for mathematics and English language arts
 - Professional development around learning communities (WASA PLC at Work Project)
 - Facility & infrastructure projects to address indoor air quality and reduce the risk of virus transmission and exposure to environmental health hazards.
- All funds are on a reimbursement basis and available through 2023 (ESSER 2) & 2024 (ESSER 3)



ESSER Funds Allowable Uses & Requirements


Allowable Uses

Local educational agencies (LEAs) may use federal Elementary and Secondary School Emergency Relief funds (ESSER funds) for the following activities:

- A. Activities authorized by the Every Student Succeeds Act (ESSA).
- B. Activities authorized by the Individuals with Disabilities Act (IDEA).
- C. Activities authorized by the Adult Education and Family Literacy Act.
- D. Activities authorized by the Carl D. Perkins Career and Technology Education Act of 2006.
- E. Activities authorized by subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act.
- F. Coordination of preparedness and response efforts of LEAs with state, local, tribal, and territorial public health departments and other relevant agencies to improve coordinated responses among such entities to prevent, prepare for, and respond to COVID-19.
- G. Providing principals and other school leaders with the resources necessary to address the needs of their individual schools.
- H. Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population.
- I. Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs.
- J. Training and professional development for staff of the LEA on sanitation and minimizing the spread of infectious diseases.
- K. Purchasing supplies to sanitize and clean the facilities of an LEA, including buildings operated by such agency.
- L. Planning for and coordinating during long-term closures, including how to provide meals to eligible students, how to provide technology for online learning to all students, how to provide guidance for carrying out requirements under the IDEA (20



Washington Office of Superintendent of
PUBLIC INSTRUCTION



U.S.C. 1401 et seq.) and how to ensure other educational services can continue to be provided consistent with all federal, state, and local requirements.

- M. Purchasing educational technology (including hardware, software, and connectivity) for students who are served by the local educational agency that aids in regular and substantive educational interaction between students and their classroom instructors, including low-income students and students with disabilities, which may include assistive technology or adaptive equipment.
- N. Providing mental health services and supports.
- O. Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, students with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care.
- P. Other activities that are necessary to maintain the operation of and continuity of services in local educational agencies and continuing to employ existing staff of the LEA.

Private School Equitable Services Requirements

Providing services to eligible private schools is a requirement of receiving ESSER funds. The local educational agency's (LEA's) superintendent or designee must assure the following:

1. The LEA receiving ESSER funds will provide equitable services to students and teachers in non-public schools located within the LEA in the same manner as provided under section 1117 of the Elementary and Secondary Education Act (ESEA), as determined through timely and meaningful consultation with representatives of non-public schools.
2. The LEA will maintain control of funds for the services and assistance provided to a non-public school under the ESSER Fund.
3. The LEA will maintain the title to materials, equipment, and property purchased with ESSER funds.
4. Services to a non-public school with ESSER funds will be provided by the LEA directly, or through contract with, another public or private entity.

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

November 19, 2021

(X) Action Required
Due date: December 17, 2021
(X) Informational

BULLETIN NO. 086-21 EXECUTIVE SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Charter School Leaders
Tribal Compact School Leaders

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Academic and Student Well-Being Recovery Plan: Phase 2

CONTACT: Cindy Rockholt, Assistant Superintendent
recoveryplan@k12.wa.us, 360-725-4991

PURPOSE/BACKGROUND

In June 2021, Local Education Agencies (LEAs) completed Phase 1 of the [Academic and Student Well-Being Recovery Plan](#) which included obtaining school board approval for the plan and posting those plans on the LEA website.

To meet federal monitoring requirements of Elementary and Secondary School Emergency Relief (ESSER) funding, the next phase of the plan consists of the following:

1. By December 17, 2021, LEAs must complete and submit to the Office of Superintendent of Public Instruction (OSPI) a form to attest that it has actively and authentically engaged in meaningful consultation "to the extent present in, or served by the LEA", with community members and stakeholders in decisions around LEA ESSER fund spending to address the academic impact of lost instructional time as per the Department of Education [State Plan for the American Rescue Plan Elementary and Secondary School Emergency Relief Fund](#).
2. As outlined in Phase 2 and 3 of the [Academic and Student Well-Being Recovery Planning Guide](#), LEAs may continue to make changes to their original Academic and Student Well-Being Recovery Plan based on data collected since the plan was submitted. Updates to the plan may include changed activities aligned with the identified equity analysis tool, or changes based on ongoing engagement with

stakeholders. LEAs may continue post changes to the original plan on their website. LEAs will not be required to submit those changes to OSPI.

OSPI is awaiting a response from the U.S. Department of Education regarding the proposed state ESSER plan. Upon receiving that response, OSPI may need to request additional action from LEAs in the future to comply with federal monitoring requirements.


The information below is the template for LEAs to use to prepare prior to submitting the attestation form to OSPI. The link to submit the attestation form will be sent directly to Superintendents.

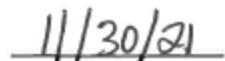
Attestation Form

This document serves to attest that "**LEA name**" actively and authentically engaged in meaningful consultation with community members and stakeholders in decisions around LEA ESSER fund spending to address the academic impact of lost instructional time, with **each** of the following to the extent present in or served by the LEA:

- Students
- Families
- School and district administrators (including special education administrators)
- Teachers, principals, school leaders, other educators, school staff, and their unions
- Tribes
- Civil rights organizations (including disability rights organizations); and
- Stakeholders representing the interests of students who have a disability and/or are English Learners, in foster care, homeless, migratory, receiving institutional education services or are incarcerated, and/or other underserved students

LEAs are encouraged to collect evidence to share with the school board, members of the community and the public that is evidence of meaningful consultation.


Signature of Superintendent


Date of Attestation



Budget Development Priorities/Challenges 2022/23 Kelso School District Budget



- Closely monitor the impacts of COVID-19 on school district resources and expenditures
- Monitor fund balance closely to ensure adequate cash flow into FY2023
- Ensure programming and reimbursement of federal *Elementary and Secondary School Emergency Relief and American Recovery Plan* funds to ensure fiscal stability and operational integrity, and recover from academic and learning challenges faced through this pandemic.
- Overcome challenges with enrollment, staffing levels, academic programming and student social & emotional learning issues
 - Variable enrollment at lower grades (K-1), and lower enrollment due to declining birth rates
 - Academic learning recovery and SEL programming needs
 - Counseling, health services, and discipline issues
- Look to finish Capital Improvement/Bond Program in 2022/2

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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

November 19, 2021

(X) Action Required
Due date: December 17, 2021
(X) Informational

BULLETIN NO. 086-21 EXECUTIVE SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Charter School Leaders
Tribal Compact School Leaders

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Academic and Student Well-Being Recovery Plan: Phase 2

CONTACT: Cindy Rockholt, Assistant Superintendent
recoveryplan@k12.wa.us, 360-725-4991

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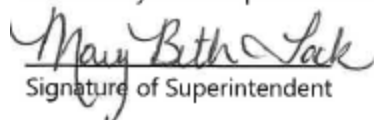
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- Civil rights organizations (including disability rights organizations); and
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LEAs are encouraged to collect evidence to share with the school board, members of the community and the public that is evidence of meaningful consultation.


Signature of Superintendent

11/30/21
Date of Attestation



Budget Development Priorities/Challenges 2022/23 Kelso School District Budget



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- Overcome challenges with enrollment, staffing levels, academic programming and student social & emotional learning issues
 - Variable enrollment at lower grades (K-1), and lower enrollment due to declining birth rates
 - Academic learning recovery and SEL programming needs
 - Counseling, health services, and discipline issues
- Look to finish Capital Improvement/Bond Program in 2022/2

Director Conrad - Are all schools across the state showing lower enrollment?

Director Westlund - Yes, it is a trend all across the state.

Superintendent Tack and Director Conrad - We are lucky to have Scott and his leadership in this area.

Adjourn at 5:42 p.m.

X

President

X

Secretary

CERTIFICATED PERSONNEL
February 15, 2022

New Hires:

*Spellmeyer, Jesse - Graduation Success Coach, Kelso Virtual Academy
1.0 FTE
Effective February 8, 2022

Retirement:

Wilson, Gerald - PE Teacher, Barnes Elementary
1.0 FTE
Effective August 31, 2022

Karnofski, Nancy - Special Education Teacher, Kelso High School
1.0 FTE
Effective August 31, 2022

Resignation:

Gardner, Gregory- Principal, Coweeman Middle School
1.0 FTE
Effective February 28, 2022

Green, Marla - Assistant Principal, Coweeman Middle School
1.0 FTE
Effective June 30, 2022

Speed, John - Special Education Teacher, Huntington Middle School
1.0 FTE
Effective February 28, 2022

* = Leave Replacement
TBD = To Be Determined

Distribution List: Human Resources, Payroll, KEA, Student Records Manager, Cody Reid, Business Office

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
January 19, 2022 to February 9, 2022**

Date Issued	Employee	Position	Bldg
1/28/2022	Dollarhyde, Lavern	CPI Trainer - Additional Duties	Wallace
1/21/2022	Hickman, Keri	Excess Students - 1 Over	Wallace Elementary
1/21/2022	Tatum, Andrew Atticus	Excess Students - 1 Over	Wallace Elementary
1/21/2022	Mejia, Jaime	Excess Students - 1 Over	Barnes Elementary
1/21/2022	Parsons, Kelcey	Excess Students - 4 Over	Butler Acres Elementary
1/21/2022	Sims, Kelly	Excess Students - 3 Over	Butler Acres Elementary
1/21/2022	Andreason, Laura	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Boone, Kristy	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Marrs, Phillip Bayne	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Pearsall, Kalyn	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Pettit, Brittany	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Phipps, Jennifer	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Polis, Jessica	Excess Students - 1 Over	Lexington Elementary
1/21/2022	Amrine, Jaime	Best Mentor	Kelso High School
1/21/2022	Andersen, Kay	Best Mentor	Huntington Middle School
1/21/2022	Anderson, Celeste	BEST Mentee	Huntington Middle School
1/21/2022	Barella, Olivia	BEST Mentee	Butler Acres Elementary
1/21/2022	Berry, Megan	Best Mentor	Lexington Elementary
1/21/2022	Boyer-Blum, Angela	Best Mentor	Carrolls Elementary

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
January 19, 2022 to February 9, 2022**

Date Issued	Employee	Position	Bldg
1/21/2022	Caldwell, Elizabeth	BEST Mentee	Huntington Middle School
1/21/2022	Carlson, Lynda	Best Mentor	Kelso High School
1/21/2022	Carter, Trisha	BEST Mentee	Barnes Elementary
1/21/2022	Conrad, Shawn	BEST Mentee	Kelso High School
1/21/2022	Crawford, Pennie	Best Mentor	Coweeman Middle School
1/21/2022	Crowe, Nicholas	Best Mentor	Huntington Middle School
1/21/2022	Davis, Kelsey	Best Mentor	Lexington Elementary
1/21/2022	Dollarhyde, Lavern	Best Mentor	Wallace Elementary
1/21/2022	Dyer, Angela	Best Mentor	Barnes Elementary
1/21/2022	Dyer, Averi	BEST Mentee	Lexington Elementary
1/21/2022	Ecklund, Sarah	Best Mentor	Administration
1/21/2022	Elam, Megan	BEST Mentee	Kelso High School
1/21/2022	Erickson, Jenee	BEST Mentee	Lexington Elementary
1/21/2022	Flores, Elaina	BEST Mentee	Rose Valley Elementary
1/21/2022	Gardner, Darin	Best Mentor	Kelso High School
1/21/2022	Green, Angela	Best Mentor	KVA
1/21/2022	Hadaller, Jamaica	Best Mentor	Carrolls Elementary
1/21/2022	Hutchison, Tyler	Best Mentor	Lexington Elementary
1/21/2022	Jorgusen, Shyla	BEST Mentee	Lexington Elementary
1/21/2022	Keatley, Kimberly	Best Mentor	Huntington Middle School

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
January 19, 2022 to February 9, 2022**

Date Issued	Employee	Position	Bldg
1/21/2022	Knowles, Angela	Best Mentor	Kelso High School
1/21/2022	Lund, Danielle	BEST Mentee	Carrolls Elementary
1/21/2022	Madsen, Aaron	BEST Mentee	Lexington Elementary
1/21/2022	Martelli, Taylor	BEST Mentee	Carrolls/Rose Valley
1/21/2022	Melone, Jessica	BEST Mentee	Barnes Elementary
1/21/2022	Melville-Irvine, Marilyn	Best Mentor	Administration
1/21/2022	Mendez, Grace	BEST Mentee	Lexington Elementary
1/21/2022	Messinger, Roylan	BEST Mentee	Lexington Elementary
1/21/2022	Nahay, Laura	BEST Mentee	Lexington Elementary
1/21/2022	O'Dell, Shelby	BEST Mentee	Butler Acres Elementary
1/21/2022	Parsons, Tyler	BEST Mentee	Huntington Middle School
1/21/2022	Reveal, Jeannie	BEST Mentee	Lexington Elementary
1/21/2022	Reynolds, Colleen	BEST Mentee	Lexington Elementary
1/21/2022	Richards, Mary "Becky"	Best Mentor	Lexington Elementary
1/21/2022	Saidova, Evelina	BEST Mentee	Lexington Elementary
1/21/2022	Schafer, Isabella	BEST Mentee	Carrolls Elementary
1/21/2022	Schueller, Kelsey	BEST Mentee	Barnes Elementary
1/21/2022	Smith, Charemon	Best Mentor	Kelso High School
1/21/2022	Swart, Casey	BEST Mentee	Lexington Elementary

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED
January 19, 2022 to February 9, 2022**

Date Issued	Employee	Position	Bldg
1/21/2022	Treffry, Megan	Best Mentor	Lexington Elementary
1/21/2022	Trinklein, Chelsey	BEST Mentee	Huntington Middle School
1/21/2022	Webb, Bethny	Best Mentor	Butler Acres Elementary
1/21/2022	Weiss, Hunter	BEST Mentee	KVA
1/21/2022	Whipps, Tony	Best Mentor	Rose Valley Elementary
1/21/2022	White, Dereak	BEST Mentee	Kelso High School
1/21/2022	Woodall, Yesenia	BEST Mentee	KVA
1/21/2022	Wright, Lyndsey	BEST Mentee	Rose Valley Elementary
1/21/2022	Wurst, Christopher	Best Mentor	Coweeman Middle School
1/21/2022	Zorn, Anne Marie	Best Mentor	Lexington Elementary
1/21/2022	Neves, Michael	Assistant Coach - Boys' Basketball	Huntington Middle School
1/21/2022	Mozes, Jason	Head Coach - Bowling	Coweeman Middle School
1/21/2022	Duscha, Nathaniel	Assistant Coach - Boys' Basketball	Coweeman Middle School
2/2/2022	Moon, Megan	Additional Period Contract - 2nd Trimester	Kelso High School
2/7/2022	Lund, Danielle	WA Kids Training	Carrolls Elementary
2/7/2022	Mendez, Grace	WA Kids and IRR Training	Lexington Elementary
2/7/2022	Paul, Kristal	IRR Training	Butler Acres
2/7/2022	Prothero, Ryan	Additional Period Contract - Second Trimester	Coweeman Middle School

CLASSIFIED PERSONNEL
February 15, 2022

New Hires:

Greer, Brittney - Paraeducator, Title/Playground, Lexington Elementary School
6 hrs/day, 190 days/year
Effective February 3, 2022

Cram, Cassidy - Paraeducator, Title/LAP, Lexington Elementary School
7 hrs/day, 190 days/year
Effective February 3, 2022

Stewart, Ashley - Paraeducator, LAP/Playground, Butler Acres Elementary School
6.75 hrs/day, 190 days/year
Effective February 3, 2022

Dillingham, Alicia - Paraeducator, SpEd/SLC, Huntington Middle School
7 hrs/day, 191 days/year
Effective February 3, 2022

*Butenhoff, Lisa - Healthcare Specialist/COVID Test Support, Undesignated
8 hrs/day, 200 days/year
Effective February 7, 2022

Dolman, Shannah - Nutrition Services Helper, Huntington Middle School
6.5 hrs/day, 190 days/year
Effective February 3, 2022

Resignations:

Nims, Jessica - Nutrition Services Helper, Kelso High School
5.5 hrs/day, 191 days/year
Effective February 10, 2022

Emmert, Zoe - Paraeducator, SpEd/SLC, Kelso High School
6.5 hrs/day, 191 days/year
Effective February 19, 2022

Williams, Taryn - Paraeducator/TSEC, Huntington Middle School
7.5 hrs/day, 191 days/year
Effective February 19, 2022

Soyars-Stevenson, Emma - Paraeducator, SpEd/SLC, Lexington Elementary School
7 hrs/day, 190 days/year
Effective February 19, 2022

Dorcheus, Susan - Healthcare Specialist, Butler Acres Elementary School
7.5 hrs/day, 195 days/year
Effective June 30, 2022

Leave of Absence:

Grow, Shawna - Bus Driver, Transportation
4.5 hrs/day, 191 days/year
Effective January 24, 2022

Retirements:

Guizzotti, Karen - Paraeducator, SpEd/Resource, Coweeman Middle School
5.5 hrs/day, 191 days/year
Effective February 1, 2022

Zandi, Linsa - Paraeducator, SpEd/Significant, Coweeman Middle School
6.5 hrs/day, 191 days/year
Effective March 19, 2022

Gerkins, Joanne - Paraeducator, BEA/LAP/Playground, Lexington Elementary School
6 hrs/day, 190 days/year
Effective June 30, 2022

Separation:

Becker JR, Eric - Custodian, Kelso High School
8 hrs/day, 260 days/year
Effective February 16, 2022

* = Temporary Position

TSP = Timesheet Position

TBD = To Be Determined

Distribution List: Human Resources, Payroll, PSE 1/Field Office, PSE 1 President, Cody Reid, Student Records Mgr, PSE 2/Field Office, Special Programs

SUMMARY OF CONTRACTS / AGREEMENTS WITH KELSO SCHOOL DISTRICT

Company/Provider	Sponsor	Description of Services	Amount
Bloodworks Group	Kevin Gustafson	Bloodworks blood drive for Kelso High School	Non-financial
Collins Architectural Group	Scott Westlund	Change Orders for Butler Acres CO-113 REV Cost per negotiated agreement 1/28/2022 cost to prep gym floor CO-114 Remove and replace playground fence on North side.	Cost estimate is \$5,300.00 Cost estimate is \$12,117.00
Columbia Technical, LLC	Scott Westlund	To provide well inspection and testing services at Rose Valley EL	\$200.00 per month plus sampling costs
Concord Theatricals	Haley Cox	Performance agreement and rental material for production of GREASE! musical	Cost is \$4,140.00
FORMA Construction	Scott Westlund	Construction Change Directives for Huntington Middles School CCD-047 Adding metal storage shelving units at HMS CCD-049 Demolition/Changes to Fiberglass insulation ref: AD101A-REV1, AD101B-REV1, AD102B-REV-1, CDA 061 CCD-049 REV1 Revision of Sheet AD101B: added code tag to exterior wood framing. Revision of Sheet AD102B: added code tag to exterior wood framing. CCD-050 Framing and floor plan changes for gym storage CCD-051 Various changes to insulation and wall framing for Music Room at HMS CCD-052 Various changes to interior elevations at HMS CCD-054 Telecommunications and low voltage systems changes	As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5 As provided by Article 7.3 and 7.5
Grand Cayon University	Holly Budge	Student teaching affiliation agreement with GCU and KSD	Non-financial
Garrett Sign	Scott Westlund	Removal and disposal of sign cabinet and pipes at KHS	Cost per original agreement

Hampton Inn & Suites	Bob Freund	Room reservations for KHS wrestling 2/11 to 2/12/22	10 rooms @ \$129.00 per night
Professional Roof Consultants	Scott Westlund	Leak repair project for Schroeder Field Stadium	Cost estimated is \$19,175.00
The Hello Foundation	Heather Ogden	Addendum to original contract end date from 6/16 to 6/28/22 School Psychologist Jill Blaesing Jill will remain within her maximum billable hours	Cost per original agreement
University of Portland	Holly Budge	To provide Principal Administrator practicum training for UP students who are already employed by KSD	Non-financial
Washington State University	Mary Beth Tack	Allows KSD to participate in the Guaranteed Admission Program	Non-financial
Western Governors University	Stefanie House	Student teaching letter of agreement	Non-financial

General Fund

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

As of January 3, 2022, the board, by a _____ vote, approves payments, totaling \$41,384.68. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261501 through 261501, totaling \$41,384.68

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

Check Nbr	Vendor Name	Check Date	Check Amount
261501	EMPLOYMENT SECURITY DEPT	01/20/2022	41,384.68
1	Computer	Check(s) For a Total of	41,384.68

General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$2,394.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261502 through 261502, totaling \$2,394.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
261502	ACH-AP COWLITZ COUNTY TREASURE	01/31/2022	2,394.36
1	Computer	Check(s) For a Total of	2,394.36

General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$2,394.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF ACCOUNTS PAYABLE ACH:
ACH Numbers 212200183 through 212200209, totaling \$2,394.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
212200183	Blum, Alexandra Lee	01/31/2022	10.00
212200184	Brand, Colleen Diane	01/31/2022	118.43
212200185	Cattin, Ray Allen	01/31/2022	216.89
212200186	Coburn, Jason Adam	01/31/2022	499.52
212200187	De La Grange, Amy J	01/31/2022	28.90
212200188	DeRosier, Lauren Sue	01/31/2022	23.52
212200189	Dollarhyde, Lavern Margaret	01/31/2022	37.80
212200190	Ford, Ian M	01/31/2022	86.29
212200191	Free, Maria Nadine	01/31/2022	28.39
212200192	Gislason, Janie L	01/31/2022	23.35
212200193	Greenwood, Katie L	01/31/2022	16.80
212200194	Henley, Brooke Yvonne	01/31/2022	57.97
212200195	Hillbery, Shanelle Marie	01/31/2022	62.78
212200196	Iverson II, Donald John	01/31/2022	32.29
212200197	Koenig, David A	01/31/2022	171.67
212200198	Luczek, Audrie Beth	01/31/2022	225.00
212200199	McWilliam, Joseph P	01/31/2022	104.71
212200200	Mirenta, Kimberley K	01/31/2022	8.74
212200201	Mulcahy, Constance M	01/31/2022	10.08
212200202	Owens, Julie Ann	01/31/2022	28.08
212200203	Powell, David A	01/31/2022	35.66
212200204	Rae, Shawna D	01/31/2022	76.50
212200205	Reid, Cody Lane	01/31/2022	106.72
212200206	Rolfe, Marna Kaye	01/31/2022	80.80
212200207	Schlangen, Rachel Anne	01/31/2022	225.00
212200208	Shuttleworth, Colleen S	01/31/2022	30.70
212200209	Toms, Stephanie A	01/31/2022	47.77

Check Nbr	Vendor Name	Check Date	Check Amount
27	ACH	Check(s) For a Total of	2,394.36

General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$1,017,388.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261503 through 261683, totaling \$1,017,388.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
261503	ACCOUNTABLE HEALTHCARE STAFFIN	01/31/2022	2,394.00
261504	ADA BADMINTON & TENNIS	01/31/2022	473.00
261505	AIRGAS - NOR PAC, INC.	01/31/2022	337.25
261506	ALL OUT SEWER AND DRAIN SERVIC	01/31/2022	641.09
261507	ALS ENVIRONMENTAL	01/31/2022	100.00
261508	Vendor Continued Check	01/31/2022	0.00
261509	Vendor Continued Check	01/31/2022	0.00
261510	AMAZON	01/31/2022	6,918.44
261511	AMN HEALTHCARE ALLIED INC	01/31/2022	8,024.16
261512	AMPLIFY EDUCATION, INC	01/31/2022	37.50
261513	ARAMARK	01/31/2022	175.35
261514	AVEANNA HEALTHCARE	01/31/2022	1,378.00
261515	BAKER LUMBER CO.	01/31/2022	667.09
261516	Vendor Continued Check	01/31/2022	0.00
261517	BANK OF AMERICA	01/31/2022	6,696.08
261518	BAXTER AUTO PARTS #23	01/31/2022	767.14
261519	BEACOCK VANCOUVER MUSIC CO, IN	01/31/2022	391.26
261520	BEACON HILL SEWER	01/31/2022	2,172.33
261521	BLICK ART MATERIALS	01/31/2022	17.79
261522	BOUND TO STAY BOUND BOOKS, INC	01/31/2022	77.96
261523	BUD CLARY CHEVROLET	01/31/2022	287.76
261524	BUSINESS OFFICE-REV FUND	01/31/2022	2,201.48
261525	C & H INDUSTRIAL TOOL & SUPPLY	01/31/2022	161.13
261526	CALIFORNIA HYDRONICS CORP	01/31/2022	1,532.84
261527	CAMFIL USA INC	01/31/2022	7,892.43
261528	CAPTEK ALARM	01/31/2022	860.48
261529	CARROLLS WATER ASSOCIATION	01/31/2022	157.75

Check Nbr	Vendor Name	Check Date	Check Amount
261530	CASCADE NETWORKS	01/31/2022	1,599.96
261531	CASCADE NATURAL GAS	01/31/2022	28,885.72
261532	CDW GOVERNMENT, INC.	01/31/2022	2,529.99
261533	CEDAR HOUSE MEDIA, LLC	01/31/2022	4,897.20
261534	CENGAGE LEARNING	01/31/2022	4,744.31
261535	CENTRAL WELDING SUPPLY	01/31/2022	726.84
261536	CHOWN HARDWARE & MACHINERY	01/31/2022	962.06
261537	CITY FIRE	01/31/2022	513.48
261538	CITY OF KELSO	01/31/2022	12,258.50
261539	CITY OF KELSO - UTILITY DEPT	01/31/2022	24,620.94
261540	COLUMBIA WELLNESS	01/31/2022	300.00
261541	COMCAST BUSINESS	01/31/2022	11,686.88
261542	COMMUNICATIONS NORTHWEST	01/31/2022	554.03
261543	COMPHEALTH	01/31/2022	14,062.50
261544	CONREY ELECTRIC, INC.	01/31/2022	350.46
261545	COPIES TODAY SPEEDY LITHO	01/31/2022	164.86
261546	COWLITZ COUNTY PUBLIC WORKS DE	01/31/2022	495.92
261547	COWLITZ PUD	01/31/2022	64,118.24
261548	COWLITZ CLEAN SWEEP	01/31/2022	4,882.31
261549	COWLITZ COUNTY HEALTH DEPT	01/31/2022	500.00
261550	COWLITZ COUNTY DEPT - ROADS	01/31/2022	458.29
261551	CREATIVE PLAY & PATIO	01/31/2022	176.95
261552	CRISIS PREVENTION INSTITUTE, I	01/31/2022	18.99
261553	CRYSTAL CLEAR AUDIO-MEDICAL IN	01/31/2022	605.36
261554	DAIKIN APPLIED	01/31/2022	1,911.86
261555	Vendor Continued Check	01/31/2022	0.00
261556	DAIRY FRESH FARMS	01/31/2022	13,580.03
261557	DALE MCGHEE & SONS WELL DRILLI	01/31/2022	225.00
261558	DAVIS DEMOGRAPHICS & PLANNING,	01/31/2022	1,700.00
261559	DELL	01/31/2022	357.54
261560	DEMCO, INC.	01/31/2022	203.44
261561	DEPT OF LICENSING - STATE OF W	01/31/2022	182.00
261562	EASTSIDE PSYCHOLOGY SERVICES,	01/31/2022	9,502.00
261563	EASTSIDE SAW & SALES INC	01/31/2022	712.23
261564	EDUCATIONAL SERVICE DIST #112	01/31/2022	128,103.38

Check Nbr	Vendor Name	Check Date	Check Amount
261565	ENTEK CORPORATION	01/31/2022	556.72
261566	ENVIRONMENTAL CONTROLS CORP	01/31/2022	8,200.47
261567	ERF COMPANY, INC.	01/31/2022	310.00
261568	EVERGREEN PAINT, INC.	01/31/2022	102.88
261569	FASTENAL COMPANY	01/31/2022	20.02
261570	FEDERAL EXPRESS CORPORATION	01/31/2022	5.64
261571	FERGUSON ENTER. INC #3007	01/31/2022	820.84
261572	FLAGHOUSE INC	01/31/2022	58.00
261573	FOXHIRE LLC	01/31/2022	23,921.57
261574	FRANZ FAMILY BAKERIES	01/31/2022	3,214.55
261575	GATEWAY EDUCATIONAL SERVICES	01/31/2022	2,630.00
261576	GB MANCHESTER CORPORATION	01/31/2022	3,752.76
261577	GENERATION GENIUS, INC.	01/31/2022	125.00
261578	GOPHER	01/31/2022	1,399.71
261579	GRAINGER	01/31/2022	1,802.97
261580	HEIDISONGS	01/31/2022	99.99
261581	FIFTH THIRD BANK	01/31/2022	13,618.49
261582	J.W. PEPPER & SON, INC.	01/31/2022	225.92
261583	JACKSON THERAPY PARTNERS LLC	01/31/2022	9,000.00
261584	JUBITZ CORP	01/31/2022	229.03
261585	K-D-L HARDWARE SUPPLY INC	01/31/2022	28.42
261586	KELSO CAR WASH, LLC	01/31/2022	20.00
261587	KEYS PLUS LOCKSMITHS	01/31/2022	78.37
261588	KING COUNTY DIRECTORS	01/31/2022	2,966.34
261589	LAKESHORE LEARNING MATERIALS	01/31/2022	118.10
261590	LITERACY RESOURCES LLC	01/31/2022	67.98
261591	Longbell Security Resources	01/31/2022	601.04
261592	LOWE'S	01/31/2022	804.98
261593	LOWER COLUMBIA COLLEGE	01/31/2022	168,158.39
261594	LOWER COLUMBIA OCCUPATIONAL HE	01/31/2022	1,980.00
261595	MACKIN EDUCATIONAL RESOURCES	01/31/2022	130.88
261596	MAGELLAN HEALTHCARE INC	01/31/2022	6,864.00
261597	MALLORY SAFETY AND SUPPLY LLC	01/31/2022	106.73
261598	MANTHE EQUIPMENT, INC.	01/31/2022	130.15
261599	MARTH TRUCKING, LLC	01/31/2022	5,951.25

Check Nbr	Vendor Name	Check Date	Check Amount
261600	MAYESH WHOLESALE FLORIST, INC.	01/31/2022	124.75
261601	MICROK12	01/31/2022	24,646.80
261602	MIDWEST TECHNOLOGY PRODUCTS	01/31/2022	195.85
261603	MODUS TECHNOLOGY, INC	01/31/2022	712.26
261604	MONOPRICE INC	01/31/2022	28.87
261605	NASCO	01/31/2022	497.26
261606	NORTHWEST ENFORCEMENT INC	01/31/2022	17,950.00
261607	NuCO2	01/31/2022	534.80
261608	NW TEXTBOOK DEPOSITORY	01/31/2022	554.23
261609	O'REILLY AUTO PARTS	01/31/2022	99.68
261610	OETC	01/31/2022	116.62
261611	OFFICE DEPOT	01/31/2022	3,315.98
261612	OFFICE EXPRESS, INC	01/31/2022	839.94
261613	ORCA PACIFIC INC	01/31/2022	843.18
261614	OREGON CARBIDE SAW CORP	01/31/2022	136.20
261615	PACIFIC OFFICE AUTOMATION	01/31/2022	1,199.91
261616	PACIFIC OFFICE AUTOMATION	01/31/2022	2,157.47
261617	PACIFIC COAST SIGN SUPPLY	01/31/2022	94.16
261618	PAPE KENWORTH	01/31/2022	47.70
261619	PARTS AUTHORITY LLC	01/31/2022	29.81
261620	PEARSON / NCS PEARSON INC	01/31/2022	1,535.95
261621	Vendor Continued Check	01/31/2022	0.00
261622	PLATT ELECTRIC SUPPLY	01/31/2022	3,633.99
261623	PORTER FOSTER RORICK LLP	01/31/2022	10,050.00
261624	POTTER WEBSTER COMPANY	01/31/2022	135.99
261625	PRO RELIABLE MUFFLER	01/31/2022	1,137.73
261626	PROCARE THERAPY	01/31/2022	2,720.00
261627	QUADIENT LEASING USA INC	01/31/2022	744.91
261628	ROLLING HILLS PUBLISHING LLC	01/31/2022	855.00
261629	S & R SHEETMETAL, INC	01/31/2022	191.25
261630	SAFEWAY INC	01/31/2022	606.28
261631	SCHETKY NORTHWEST SALES, INC	01/31/2022	166.67
261632	SCHOLASTIC	01/31/2022	167.29
261633	SCHOOL SPECIALTY INC	01/31/2022	1,840.86
261634	SCI ED INFO	01/31/2022	500.00

Check Nbr	Vendor Name	Check Date	Check Amount
261635	SECURITY PROFESSIONALS, LLC	01/31/2022	259.12
261636	SIGN PRINT 360	01/31/2022	449.15
261637	SIGNMASTERS AWARDS N' MORE, IN	01/31/2022	43.02
261638	SRI / SIGNING RESOURCES & INTE	01/31/2022	390.00
261639	STAPLES CONTRACT & COMMERCIAL	01/31/2022	4,526.70
261640	STEVEN HOMMEL	01/31/2022	1,065.00
261641	SUNSET AUTO PARTS, INC.	01/31/2022	12.85
261642	SUPER DUPER INC	01/31/2022	90.59
261643	SUPERINTENDENT OF PUBLIC INSTR	01/31/2022	4,155.10
261644	T & T TIRE LLC	01/31/2022	445.56
261645	THE HELLO FOUNDATION LLC	01/31/2022	20,610.00
261646	Vendor Continued Check	01/31/2022	0.00
261647	THE HOME DEPOT PRO-SUPPLYWORKS	01/31/2022	19,922.22
261648	TK ELEVATOR	01/31/2022	4,468.09
261649	TROXELL COMMUNICATIONS, INC.	01/31/2022	50,973.27
261650	TWIN CITY SERVICE CO. INC.	01/31/2022	3,149.39
261651	U.S. CELLULAR	01/31/2022	1,711.77
261652	UNITED SALAD CO	01/31/2022	13,898.92
261653	US BANK EQUIPMENT FINANCE	01/31/2022	4,029.03
261654	Vendor Continued Check	01/31/2022	0.00
261655	US FOODS INC	01/31/2022	61,535.04
261656	Vendor Continued Check	01/31/2022	0.00
261657	UW EDUCATIONAL OUTREACH REGIST	01/31/2022	17,700.00
261658	VANCOUVER SCHOOL DISTRICT #37	01/31/2022	4,500.00
261659	VERNIE'S	01/31/2022	90.34
261660	VIKING AUTOMATIC SPRINKLER COM	01/31/2022	2,648.46
261661	VIRCO INC	01/31/2022	1,297.46
261662	VISION EDUCATION RESEARCH, LLC	01/31/2022	1,875.00
261663	WA ACTE	01/31/2022	350.00
261664	WA ASSOC OF AG EDUCATION	01/31/2022	565.00
261665	WA INDUSTRIAL TECH EDU ASSOC	01/31/2022	1,875.00
261666	WA ST CENTER FOR CHILDHOOD DEA	01/31/2022	1,300.00
261667	WA ST DEPT OF HEALTH	01/31/2022	91.00
261668	WASAVP	01/31/2022	195.00
261669	WASTE CONTROL/KELSO	01/31/2022	2,648.81

Check Nbr	Vendor Name	Check Date	Check Amount
261670	WATKINS TRACTOR & SUPPLY CO.	01/31/2022	77.83
261671	WESTERN PSYCHOLOGICAL SERVICES	01/31/2022	776.48
261672	WESTERN BUS SALES INC	01/31/2022	63.92
261673	WESTERN EQUIPMENT DISTRIBUTORS	01/31/2022	138.60
261674	WIAA	01/31/2022	15.09
261675	WILCO	01/31/2022	1,327.93
261676	WILCOX & FLEGEL FUEL OIL CO.	01/31/2022	36,724.40
261677	WILSON ENTERPRISES	01/31/2022	839.05
261678	WIRE RITE ELECTRIC INC	01/31/2022	23,263.12
261679	WOOD'S LOGGING SUPPLY, INC	01/31/2022	248.53
261680	WSIPC	01/31/2022	819.45
261681	WSSDA ANNUAL CONFERENCE	01/31/2022	3,275.00
261682	XELLO	01/31/2022	5,036.00
261683	ZENDESK	01/31/2022	446.41
181	Computer	Check(s) For a Total of	1,017,388.86

General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$994.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261684 through 261684, totaling \$994.96

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

Check Nbr	Vendor Name	Check Date	Check Amount
261684	ACH- COWLITZ COUNTY TREASURER	01/31/2022	994.96
1	Computer	Check(s) For a Total of	994.96

GENERAL FUND
January 31, 2022

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF KELSO SCHOOL DISTRICT NO. 458, COWLITZ COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT ALL SERVICES RELATED TO PAYROLL COSTS, PAID BY DIRECT WARRANT(S) AS SPECIFIED ON WARRANT(S) 261685-261688 HAS BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$3,927.12 ON JANUARY 31ST, 2022

BOARD OF DIRECTORS

PRESIDENT

ATTEST:

SECRETARY, BOARD OF DIRECTORS,

General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$4,864,786.66. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261689 through 261719, totaling \$4,864,786.66

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

Check Nbr	Vendor Name	Check Date	Check Amount
261689	ACH Cowlitz County Treasurer	01/31/2022	2,405,832.62
261690	COWLITZ COUNTY TREASURER	01/31/2022	282,041.80
261691	COWLITZ COUNTY TREASURER	01/31/2022	511,685.34
261692	DEPT OF RETIREMENT SYSTEMS	01/31/2022	368.73
261693	DEPT OF RETIREMENT SYSTEMS	01/31/2022	167,087.92
261694	DEPT OF RETIREMENT SYSTEMS	01/31/2022	533,885.77
261695	DEPT OF RETIREMENT SYSTEMS	01/31/2022	14,734.54
261696	ESD 112 WORK/COMP	01/31/2022	59,653.15
261697	ESD 112 UNEMPLOYMENT COOP	01/31/2022	19,399.04
261698	Vendor Continued Check	01/31/2022	0.00
261699	HCA-SEBB BENEFITS	01/31/2022	737,460.00
261700	HCA-SEBB FLEX SPEND	01/31/2022	4,532.57
261701	HEALTH EQUITY	01/31/2022	768.75
261702	INFOARMOR INC	01/31/2022	85.70
261703	KELSO SCHOOLS FOUNDATION	01/31/2022	460.00
261704	KELSO TRANS CHAPTE	01/31/2022	72.50
261705	LEGALEASE GROUP	01/31/2022	279.20
261706	METROPOLITAN LIFE	01/31/2022	5,970.35
261707	NATIONWIDE	01/31/2022	956.23
261708	Oregon Dept. of Revenue	01/31/2022	2,781.86
261709	PSE KELSO LOCAL	01/31/2022	502.00
261710	PUBLIC SCHOOL EMPLOYEES OF WA	01/31/2022	1,193.66
261711	PUBLIC SCHOOL EMPLOYEES OF WA	01/31/2022	10,144.32
261712	The Standard Insurance Company	01/31/2022	10,881.37
261713	THE OMNI GROUP	01/31/2022	48,995.99
261714	UNITED WAY OF COWLITZ CO	01/31/2022	493.50
261715	VEBA TRUST	01/31/2022	9,800.00

Check Nbr	Vendor Name	Check Date	Check Amount
261716	W.S.P.L.E.A.	01/31/2022	10.00
261717	WA ST SCHOOL RETIREES ASSOC	01/31/2022	105.00
261718	WEA	01/31/2022	67.20
261719	WEA PAYROLL DEDUCTIONS	01/31/2022	34,537.55
31	Computer	Check(s) For a Total of	4,864,786.66

**GENERAL FUND
February 3, 2022**

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF KELSO SCHOOL DISTRICT NO. 458, COWLITZ COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT ALL SERVICES RELATED TO PAYROLL COSTS, PAID BY DIRECT WARRANT(S) AS SPECIFIED ON WARRANT(S) 261720-261727 HAS BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$4,544.20 ON FEBRUARY 3, 2022.

BOARD OF DIRECTORS

PRESIDENT

ATTEST:

SECRETARY, BOARD OF DIRECTORS,

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$612.00. The ~~payments are further identified~~ in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261728 through 261728, totaling \$612.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
261728	COWLITZ COUNTY TREASURER	02/03/2022	612.00

1	Computer	Check(s) For a Total of	612.00
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General Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$1,098.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 261729 through 261731, totaling \$1,098.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
261729	HCA-SEBB BENEFITS	02/03/2022	969.00
261730	METROPOLITAN LIFE	02/03/2022	89.70
261731	The Standard Insurance Company	02/03/2022	40.20

3	Computer	Check(s) For a Total of	1,098.90
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Capital Projects
Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$3,185,533.44. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:
Warrant Numbers 3662 through 3675, totaling \$3,185,533.44

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

Check Nbr	Vendor Name	Check Date	Check Amount
3662	BANK OF AMERICA	01/31/2022	76.41
3663	CAPITAL PROJECTS REVOLVING FUN	01/31/2022	198.66
3664	COLLINS ARCHITECTURAL GROUP PS	01/31/2022	34,105.13
3665	EDUCATIONAL SERVICE DIST #112	01/31/2022	45,319.87
3666	FORMA CONSTRUCTION CO	01/31/2022	2,045,338.90
3667	HERITAGE BANK & FORMA CONSTRUC	01/31/2022	174,260.73
3668	INTEGRUS ARCHITECTURE PS	01/31/2022	137,891.78
3669	LONG BUILDING TECHNOLOGIES INC	01/31/2022	153,082.09
3670	LUXURY RESTROOM TRAILERS	01/31/2022	4,300.00
3671	MARTH TRUCKING, LLC	01/31/2022	3,250.00
3672	NOW ENVIRONMENTAL SERVICES, IN	01/31/2022	8,360.00
3673	PACIFIC CONSTRUCTION CONSULTAN	01/31/2022	8,077.75
3674	PBS ENGINEERING & ENVIRON.	01/31/2022	30,170.02
3675	PEASE CONSTRUCTION INC	01/31/2022	541,102.10

14 Computer Check(s) For a Total of 3,185,533.44

ASB Fund

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

As of January 24, 2021, the board, by a _____ vote, approves payments, totaling \$36.45. The ~~payments are further identified~~ in this document.

Total by Payment Type for Cash Account, ASB CCT:
Warrant Numbers 31071 through 31071, totaling \$36.45

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

Check Nbr	Vendor Name	Check Date	Check Amount
31071	ACH-AP COWLITZ COUNTY TREASURE	01/31/2022	36.45
1	Computer	Check(s) For a Total of	36.45

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$36.45. The ~~payments are further identified~~ in this document.

Total by Payment Type for Cash Account, ASB ACCOUNTS PAYABLE ACH:
ACH Numbers 212200210 through 212200210, totaling \$36.45

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

Check Nbr	Vendor Name	Check Date	Check Amount
212200210	Reusser, Raye Anne	01/31/2022	36.45

1	ACH	Check(s) For a Total of	36.45
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ASB Fund

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$9,960.93. ~~The payments are further identified in this document.~~

Total by Payment Type for Cash Account, ASB CCT:
Warrant Numbers 31072 through 31085, totaling \$9,960.93

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

Check Nbr	Vendor Name	Check Date	Check Amount
31072	AMERICAN CANCER SOCIETY	01/31/2022	689.53
31073	AREA 9 DECA	01/31/2022	1,120.00
31074	ATHLETES CORNER	01/31/2022	186.97
31075	BANK OF AMERICA	01/31/2022	186.61
31076	COLUMBIA RIVER HIGH SCHOOL	01/31/2022	144.00
31077	CONTINENTAL ATHLETIC SUPPLY	01/31/2022	2,033.53
31078	FEDERAL EXPRESS CORPORATION	01/31/2022	9.22
31079	KELSO SCHOOL DISTRICT	01/31/2022	85.94
31080	MINUTEMAN PRESS	01/31/2022	438.26
31081	NW DELI DISTRIBUTING, INC.	01/31/2022	1,711.88
31082	PALENSKE, HANNAH	01/31/2022	200.00
31083	PRO GRAPHYX	01/31/2022	396.59
31084	STEWART, PAMELA	01/31/2022	440.00
31085	WASHINGTON OFFICIALS ASSOCIATI	01/31/2022	2,318.40
14	Computer	Check(s) For a Total of	9,960.93

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$35.64. The ~~payments are further identified~~ in this document.

Total by Payment Type for Cash Account, ASB CCT:
Warrant Numbers 31086 through 31086, totaling \$35.64

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

Check Nbr	Vendor Name	Check Date	Check Amount
31086	ACH- COWLITZ COUNTY TREASURER	01/31/2022	35.64
1	Computer	Check(s) For a Total of	35.64

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

As of January 24, 2022, the board, by a _____ vote, approves payments, totaling \$1,000.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, PPT CCT:
Warrant Numbers 1685 through 1685, totaling \$1,000.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
1685	T-MOBILE USA INC	01/31/2022	1,000.00
1	Computer	Check(s) For a Total of	1,000.00

**KELSO SCHOOL DISTRICT
ASB & CASUAL WORKER PAY RATES:
EFFECTIVE: January 1, 2022**

		<u>District Funds</u>	
MIDDLE SCHOOL	*Timers	\$28.98 per contest	
	*Scorekeepers	\$28.98 per contest	
	*Announcers	\$28.98 per contest	
	*Lines People	\$28.98 per contest	
	*Chain Crew	\$28.98 per contest	
	**Announcer	\$28.98 per contest	
	**Scorekeeper	\$28.98 per contest	
	**Starter	\$28.98 per contest	
	**Head Finish Judge	\$28.98 per contest	
	Supervision	\$28.98 per contest	
	*Football, Volleyball, Wrestling, Basketball, Gymnastics		
**Middle School track meets only			
Supervision covers Football, Volleyball, Wrestling, Basketball, Gymnastics, Track, Social Events			

		<u>ASB Funds</u>	
HIGH SCHOOL	FB Scorekeeper	\$28.98 per contest	
	VB Scorekeeper	\$28.98 per contest	
	SW Scorekeeper	\$28.98 per contest	
	SW Timer	\$28.98 per contest	
	FB Chain Crew	\$28.98 per contest	
	VB Line Judge	\$28.98 per contest	
	Ticket Sellers/Takers	\$40.00 per event	
	Supervision	\$40.00 per event	
	Elevator Operator	\$40.00 per event	
	Head Supervision	\$45.00 per event	

Board Approval

By: _____ Date: _____
School Board President

UNFINISHED BUSINESS

- A. Policy 1815 Ethical Conduct for School Directors (2nd Reading & Action)
- B. Policy 1825 Addressing School Director Violations (2nd Reading & Action)
- C. Policy 3241 Student Discipline (2nd Reading & Action)

Ethical Conduct for School Directors

Policy 1815

Policy Statement

Each board director has taken an oath of office to support the Constitutions of the United States and Washington state. The Kelso School Board and each of its school directors is committed to upholding the oath of office and to ethical behavior.

Ethical behavior is an individual responsibility. Each school director and the board as a whole will base their conduct on these core ethical principles:

- Objectivity* – School directors must place the public’s interest before any private interest or outside obligation – choices need to be made on the merits.
- Selflessness* – School directors should not take actions or make decisions in the performance of their position in order to gain financial or other benefits for themselves, their family, or their friends.
- Stewardship* – School directors should conserve public resources and funds against misuse and abuse.
- Transparency* – School directors must practice open and accountable government. They should be as open as possible about their decisions and actions, while protecting truly confidential information.
- Integrity* – School directors should not place themselves under any financial or other obligation to outside individuals or organizations that might inappropriately influence them in the performance of their official duties.

Failure to adhere to these core ethical principles or failure to comply with other policies adopted by the board or the law may result in the school board taking formal censure of the offending school director in accordance with **1825 – Addressing School Board Director Violations**.

Cross References:	Policy 1111	Oath of Office
	Policy 1220	Board Officers and Duties of Board Members
	Policy 1610	Conflicts of Interest
	Policy 1825	Addressing School Board Director Violations
	Policy 5271	Reporting Improper Governmental Action
Legal References:	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.635.050	Certain corrupt practices of school officials
	RCW 42.20	Misconduct of Public Officers

Management
Resources:

Policy & Legal News

2021 – October Issue

Adopted:
Revised:

Addressing School Director Violations

Policy 1825

Purpose

The Kelso School Board and each of its school directors are committed to faithful compliance with the law, provisions of the Board’s policies, and exercising good judgment.

Policy Statement

The Board recognizes that failure to deal with deliberate or continuing violations of the law, Board policies, or lapses in good judgment by its school board members risks the loss of community confidence and damages the Board’s ability to govern effectively. Therefore, in the event of a Board member’s willful and/or continuing violation of law, policy, or judgment the Board will address the issue through the following process, which is intended to escalate only as necessary:

- 1. Conversation in a private setting between the offending School Director and the Board Chair or another individual School Director, identified by the Board;
- 2. Discussion in a properly convened executive session between the offending School Director and the full Board;
- 3. Possible removal of the offending School Director from any leadership or committee positions to which the offending School Director has been appointed or elected to by the Board;
- 4. Censure of the offending School Director by adopting a resolution in an open meeting as a means of separating the Board’s focus and intent from those of the offending School Director.

Cross References:	Policy 1111	Oath of Office
	Policy 1220	Board Officers and Duties of Board Members
	Policy 1610	Conflicts of Interest
	Policy 1815	Ethical Conduct for School Directors
Legal References:	RCW 28A.320.040	Bylaws for board and school government
	RCW 28A.635.050	Certain corrupt practices of school officials
Management Resources:	Policy & Legal News	
	2021 – October Issue	

Adopted:
Revised:

Student Discipline Policy 3241

The Board Kelso School District focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. “Discipline” means any action taken by the school district in response to behavioral violations. ~~Discipline is not necessarily punitive, but can take~~ including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, ~~Data show that a supportive response to behavioral violation is more effective~~ and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

- Engaging with ~~families and the community and striving to understand and be responsive to cultural context~~ school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures;
- Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families;
- Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible;
- Providing educational services that students need ~~during suspension and expulsion~~ to complete their education without disruption;
- Facilitating collaboration between school personnel, students, and parents, and families to support ~~and thereby supporting~~ successful reentry into the classroom following a suspension or expulsion;
- Ensuring fairness, equity, and due process in the administration of discipline;
- ~~Providing~~ Implementing culturally responsive discipline that provides every student with the opportunity to achieve personal and academic success;
- Providing a safe environment for all students and for district employees.

Rights and Responsibilities/District Commitment

The Board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

- Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps;
- Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction;

The District will observe students’ fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal;
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the

student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;

3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

~~The Superintendent shall establish and make available rules of student conduct.~~ This District's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of ~~and comply with this policy and procedure~~ the district's rules of student conduct, including behavioral expectations standards that respect the rights, person, and property of others. ~~Students are also expected to pursue the required course of studies.~~ Students and staff are expected to work together to develop a positive climate for learning, consistent with Board Policy 3112 – Social Emotional Climate.

Minimizing exclusion, engaging with families, and supporting students

~~Unless a student's presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more forms of other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. Before imposing a long-term suspension or expulsion, the district must first consider other forms of discipline.~~

~~These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. The accompanying procedure will identify a list of other forms of discipline for staff use. However, staff members are not restricted to that list and may use any other form of discipline compliant with WAC 392-400-025(9).~~

~~School personnel must make every reasonable attempt to involve parents and students to resolve behavioral violations. The district must ensure that associated notices, hearings, conferences, meetings, plans, proceedings, agreements, petitions, and decisions are in a language the student and parents understand; this may require language assistance. Language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district's use of suspension and expulsion will have a real and substantial relationship to the lawful maintenance and operation of the school district, including but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process that is conducive to learning.~~

~~As described in the procedures, the district will offer educational services to students during suspension or expulsion. When the district administers a long-term suspension or expulsion, the district will timely hold a reengagement meeting and collaborate with parents and students to develop a reengagement plan that is tailored to the student's individual circumstances, in order to return the student to school successfully. Additionally, any student who has been suspended or expelled may apply for readmission at any time.~~

Staff authority

District staff members are responsible for supervising students during the school day, during school activities, whether on or off campus, and on the school bus. Staff members will seek early involvement of parents in efforts to support students in meeting behavioral expectations. The Superintendent has general authority to administer discipline, including all exclusionary discipline. The Superintendent will identify other staff members to whom the Superintendent has designated disciplinary authority. After attempting at least one other form of discipline, teachers have statutory authority to impose classroom exclusion for behaviors that disrupt the educational process. Because perceptions of subjective behaviors vary and include implicit or unconscious bias, the accompanying procedures will seek to identify the types of behaviors for which the identified district staff may administer discipline.

Ensuring fairness, providing notice, and an opportunity for a hearing

When administering discipline, the district will observe all of the student's constitutional rights. The district will notify parents as soon as reasonably possible about classroom exclusion and before administering any suspension or expulsion. The district will provide opportunities for parent participation during an initial hearing with the student. The district will provide parents with written notice, consistent with WAC 392-400-455, of a suspension or expulsion no later than one school business day following the initial hearing. As stated above, language assistance includes oral and written communication and further includes assistance to understand written communication, even if parents cannot read any language. The district has established procedures for review and appeal of suspensions, expulsions, and emergency expulsions, consistent with WAC 392-400-430 through 392-400-530.

The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

Development and review

Accurate and complete reporting of all disciplinary actions, including the **associated student-level information, behavioral violations, and other forms of discipline the district considered or attempted that led to them**, is essential for effective review of this policy; therefore, the district will ensure such reporting. The district will periodically collect and review data on disciplinary actions taken against students **administered** in each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042, including students who qualify for special education or Section 504. The data review will include classroom exclusion, in school and short term suspensions, and long term suspensions and expulsions. The district will invite school personnel, students, parents, families, and the community to participate in the data review. The purpose of the data review is to determine if disproportionality exists; if disproportionality is found the district will take action to ensure that it is not the result of discrimination and may update this policy and procedure to improve fairness and equity regarding discipline. **and any additional data required under other district policies and procedures.**

The District will ensure that school principals confer with certificated building employees at least annually to develop and/or review building discipline standards and review the fidelity of implementation of those standards. At each district school, principals and certificated staff will develop written school procedures for administering discipline at their school with the participation of other school personnel, students, parents, families, and the community. Each school will:

1. Establish behavioral expectations with students and proactively teach expectations across various school settings.

2. Develop precise definitions for problem behaviors and behavioral violations to address differences in perceptions of subjective behaviors and reduce the effect of implicit bias.
3. Define the differences between minor and major behavior incidents to clarify the types of behaviors that may or may not result in classroom exclusion or are severe enough that an administrator needs to be involved.
4. Identify a continuum of best practices and strategies for classroom-based responses that building staff should administer before or instead of classroom exclusion to support students in meeting behavioral expectations.

Schools handbooks, codes of conduct, and building discipline standards must not conflict with this policy, accompanying procedures, or other Board policies. A school's building discipline standards must be annually approved by district superintendent or designee.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets; and
3. May be adapted to individual student needs in a culturally responsive manner.

School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.

The District will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW [28A.300.042](#) to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline. Discipline data must be disaggregated by:

1. School.
2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW [28A.300.042\(1\)](#) and [CEDARS Appendices Y and Z](#)), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.
3. Behavioral violation.
4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency expulsion, and expulsion.

The District will follow the practices outlined in guidance from the [Race and Ethnicity Student Data Task Force](#) when disaggregating broader racial categories into subracial and subethnic categories. The District will consider student program status and demographic information (i.e. gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters [28A.640](#) and [28A.642](#) RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.

The District will support each school SEL Tier 1 Team to:

- set at least one goal annually for improving equitable student outcomes;

- create an actions plan or plans;
- evaluate previous goals and action plans; and
- revise goals and action plans, based on evaluations.

Schools will share identified goals and action plans with all staff, students, parents, families, and the community.

Distribution of policies and procedures

The ~~school~~ District will make **the current version of this** ~~its discipline policies~~ **policy** and procedures available to families and the community. The ~~district~~ District will annually provide ~~its discipline policies~~ **this policy** and procedures to all ~~district~~ District personnel, students, ~~and~~ parents, **and families** which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. ~~The school district will ensure district employees and contractors are knowledgeable of the discipline policies and procedures.~~

Cross References:	2121 - Substance Abuse Program
	2161 - Special Education and Related Services for Eligible Students
	2162 - Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
	3122 - Excused and Unexcused Absences
	3200 - Rights and Responsibilities
	3210 - Nondiscrimination
	3240 – Student Conduct Expectations and Reasonable Sanctions
	3244 - Prohibition of Corporal Punishment
	3520 - Student Fees, Fines, or Charges
	4210 - Regulation of Dangerous Weapons on School Premises
	4218 - Language Access Plan
Legal References:	42 U.S.C. 2000d et seq. Civil Rights Act of 1964
	34 CFR Part 100.3 Regulations implementing Civil Rights Act of 1964
	Chapter 392-400, WAC, Student Discipline Pupils
	WAC 392-190-048 Access to course offerings – Student discipline
	Chapter 28A.600 RCW, Students
	RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
	RCW 28A.400.100 Principals and vice principals — Employment of — Qualifications — Duties
	Chapter 28A.320, RCW Provisions applicable to all districts

Chapter 28A.225, RCW Compulsory school attendance and admission

RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty

RCW 9A.41.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions

~~RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable~~

Management Resources: **2021 – February Issue**

2019 - April Policy Alert

2010 - June Issue

2014 - August Issue

2014 - December Issue

2016 - July Policy Issue

2018 - August 2018 - August Policy Issue

Adopted: 5.8.06

Revised: 6.9.08 | 6.15.09 | 5.19.14 | 3.9.15 | 2.21.17 | 12.17.18 | 5.11.20

NEW BUSINESS

- A. Huntington School Achievement Presentation
- B. Health & Safety Update
- C. Mid-Year Discipline Data Review
- D. Policy 5400 Personnel Leaves (1st Reading)
- E. Approval of 2022-2023 KSD School Calendars (Action)
- F. Budget Status Update – December
- G. Policy 3231 Student Records (1st Reading)
- H. Policy 6220 Bid or Request for Proposal Requirements (1st Reading)
- I. Resolution 2021/22-06 Sale of Beacon Hill Property (Action)
- J. Legislative Update
- K. Superintendents Report

**Huntington
School
Achievement
Presentation**

Health & Safety Update

Mid-Year Discipline Data Review

Personnel Leaves Policy 5400

Upon the recommendation of the superintendent and in accordance with the law and district policy, staff may be granted leaves pursuant to the following conditions, unless the applicable collective bargaining agreement provides otherwise:

- A. **Leave at Full Pay Unless Stated Otherwise.** Leaves shall be with pay unless otherwise stated. If leaves are to include expenses to be paid by the district, that also shall be specifically stated.
- B. **Leaves in Units of Full or Half Days.** Leaves may be granted in units of half or full days only.
- C. **Return from Leaves.** At the end of any leave shorter than 20 days in duration, sabbatical leave, or sick leave which does not exhaust the staff member's accumulated sick leave, the affected staff member is entitled to return to the position held when the leave commenced or to an appropriate comparable position.

Except as may otherwise be specifically provided by law or district policy, a staff member shall be entitled to a position in the district subject to the availability of a position for which the staff member is qualified after leaves of longer duration.

- D. **Prior Notice of Application.** Reasonable advance notice is required for all leaves, with specific advance notice as stated in district policy.
- E. **Flexibility in Granting Leaves.** The superintendent, with approval of the board, may grant leaves to individuals who might not otherwise be covered, or extend leave in excess of the number of days provided by district policy, in unusual or exceptional circumstances.
- F. **Leaves Prorated for Part-Time Staff.** Part-time staff shall be entitled to leave benefits, unless otherwise stated in district policy, provided that the length of leaves shall be prorated according to the ratio of days and/or hours worked to the number of days and/or hours worked by a full-time staff member in the same or a similar position.
- G. **Noncumulative.** Leaves shall be noncumulative from year to year unless otherwise stated.

Unpaid Leaves

Upon employee request, the superintendent or designee has discretion to consider providing unpaid leave to employees in certain circumstances. . The option to provide unpaid leave does not obligate the district to do so or in any way limit or prevent the district from pursuing other responses.

If the district enters an agreement to provide unpaid leave to an employee who needs additional time to comply with the Governor's vaccine mandate incorporated into Proclamation 21-14.2, that agreement will establish that the employee intends either to vaccinate or complete the exemption request process. Use of unpaid leave for employees who are not yet in compliance with the vaccine mandate in Proclamation 21-14.2 will be time limited and specify a separation date if compliance does not occur within the allotted time.

Cross Reference:	Policy 5411	Staff Vacations
	Policy 5407	Military Leave
	Policy 5406	Leave Sharing
	Policy 5404	Family, Medical, and Maternity Leave
	Policy 5403	Emergency and Discretionary Leaves
	Policy 5401	Sick Leave
Legal References:	RCW 28A.400.300	Hiring and discharging employees — Leaves for employees — Seniority and leave benefits, retention upon transfers between schools.
	AGO 1980 No. 22	Limitation on compensated leave for school district employees
Adopted:	12.11.06	
Revised:		

**KELSO SCHOOL DISTRICT NO. 458
2022/23 STAFF SCHOOL CALENDAR**

AUGUST 2022

1	2	3	4	5	6
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

FEBRUARY 2023

		1	2	3	4
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28			

STUDENT FIRST AND LAST DAY OF SCHOOL:

August 31 – Student First Day
June 14 - Student Last Day

GRADUATION:

June 10

CERTIFICATED EMPLOYEE ORIENTATION:

August 10-12 (New Employees Only)

DISTRICT DIRECTED CERTIFICATED REQUIRED DAYS:

August 23
August 24
August 25
October 7 (In-Service)
March 10 (In-Service)

SEPTEMBER 2022

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

MARCH 2023

		1	2	3	4
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

OCTOBER 2022

					1
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

APRIL 2023

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2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

DISTRICT DIRECTED PARAEDUCATOR REQUIRED DAY:

August 22 & 23

WEDNESDAY EARLY DISMISSAL:

Elementary 1:55pm; Secondary 1:00pm

EARLY DISMISSAL:

November 23, December 21, March 31
Elem. 1:55 p.m.; Secondary 1:00 p.m.

NOVEMBER 2022

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023

		1	2	3	4	5	6
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	29	30	31				

Last Day of School – June 14
Elem. 11:10 a.m.; Secondary 10:05 a.m.

STUDENT NON-ATTENDANCE DAYS

September 5– Labor Day
October 7– In-Service Day
November 11 – Veteran’s Day
November 21-23 - Elementary* P/T Conferences
November 24-25– Thanksgiving
November 28 – Trimester Break
December 22- January 3 – Winter Break
January 2 – New Year’s Observance
January 16– Martin Luther King Day
January 27 – Semester Break
February 20 – President’s Day
March 10 – In-Service Day
March 13 – Trimester Break
April 3-7 – Spring Break
May 29– Memorial Day

DECEMBER 2022

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TRIMESTERS END:

November 23, March 9

SEMESTER ENDS:

January 26

MAKE-UP DATES:

November 28, January 27, March 13, and End of School Year

JANUARY 2023

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2023

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

KELSO SCHOOL DISTRICT NO. 458
2022/23 WALLACE STAFF SCHOOL CALENDAR

AUGUST 2022

1	2	3	4	5	6
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

FEBRUARY 2023

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12	13	14	15	16	17
19	20	21	22	23	24
26	27	28			

STUDENT FIRST AND LAST DAY OF SCHOOL:

August 17 – Student First Day
 June 21 - Student Last Day

GRADUATION:

June 10

CERTIFICATED EMPLOYEE ORIENTATION:

August 10-12 (New Employees Only)

SEPTEMBER 2022

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

MARCH 2023

		1	2	3	4
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

DISTRICT DIRECTED CERTIFICATED

REQUIRED DAYS:

August 16
 August 22
 August 23
 October 7 (In-Service)
 March 10 (In-Service)

OCTOBER 2022

					1
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

APRIL 2023

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2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28

DISTRICT DIRECTED PARAEDUCATOR

REQUIRED DAYS:

August 22 & 23

WEDNESDAY EARLY DISMISSAL:

Elementary 1:55pm; Secondary 1:00pm

EARLY DISMISSAL:

November 23, December 21, March 31
 Elem. 1:55 p.m.; Secondary 1:00 p.m.

Last Day of School – June 21

Elem. 11:10 a.m.; Secondary 10:05 a.m.

NOVEMBER 2022

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023

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7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	29	30	31				

STUDENT NON-ATTENDANCE DAYS

September 5– Labor Day
 October 7– In-Service Day
 October 10-14 Intercession #1
 November 11 – Veteran’s Day
 November 21-23 - Elementary* P/T Conferences
 November 24-25– Thanksgiving
 December 22 – January 3 – Winter Break
 January 2 – New Year’s Observance
 January 16– Martin Luther King Day
 February 20 – President’s Day
 February 20-24 Intercession #2
 March 10 – In-Service Day
 April 3-7 – Spring Break
 May 29– Memorial Day
 May 29-June 2 Intercession #3

DECEMBER 2022

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023

			1	2	3
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

JANUARY 2023

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2023

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TRIMESTERS END:

November 23, March 9

SEMESTER ENDS:

January 26

MAKE-UP DATES:

June 5 and 12, and End of School Year



January 26, 2022

TO: Mary Beth Tack, Superintendent
FROM: ^{SW} Scott Westlund, Chief Financial and Operations Officer
SUBJECT: Budget Status Reports for December 31, 2021.

Overall, average annual District enrollment (including Running Start) for the 2021/22 school year was budgeted at 4826 FTE. January 3rd total average enrollment was 4789 FTE or down 37 FTE from budget. Our improving enrollment is due to the addition of five (5) Transitional Kindergarten (TK) classes that started January 3. The addition of TK will continue to increase our average enrollment FTE through August, bringing our annual average to approximately 20 FTE.

Beginning fund balance as of September 1, 2021, is \$6,755,864. This equates into an 8.8% projected ending fund balance of anticipated expenditures and transfers for the 2021/22 school year. Projected ending fund balance for August 31, 2022, is estimated to be in the range of \$6 million.

The budget looks good through the first four months of the school year.

General Fund Revenues | Dashboard Summary

For the Period Ending December 31, 2021

Total Revenues Actual YTD



Projected YTD Revenues
32.53%

Local Sources Actual YTD



Projected YTD Local Sources
42.04%

State Sources Actual YTD



Projected YTD State Sources
30.74%

Federal Sources Actual YTD



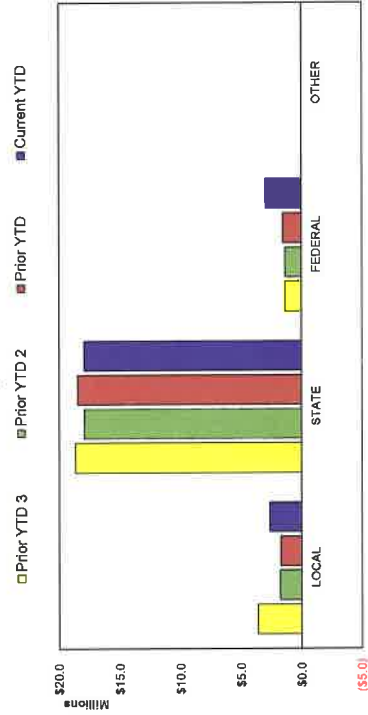
Projected YTD Federal Sources
31.31%

Revenue Analysis

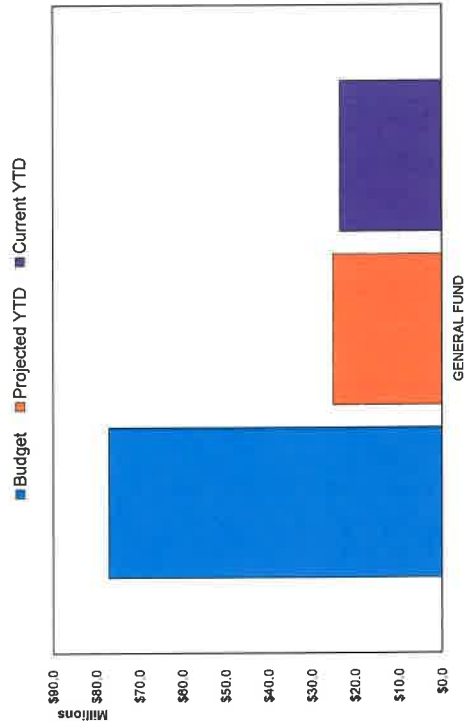
Top 10 Sources of Revenue (YTD)

Apportionment	\$13,104,215
Special Purpose - Unassigned	\$3,811,887
Special Purpose - OSPI Unassigned	\$2,755,985
Local Property Tax	\$2,494,485
Local Effort Assistance	\$1,022,701
USDA Commodities	\$114,257
Local Support Non-Tax - Unassigned	\$68,667
Sales of Goods, Supplies, and Services - Unassigned	\$23,094
Gifts, Grants, and Donations (Local)	\$13,334
Tuition and Fees - Unassigned	\$8,026
Percent of Total Revenues YTD	99.96%

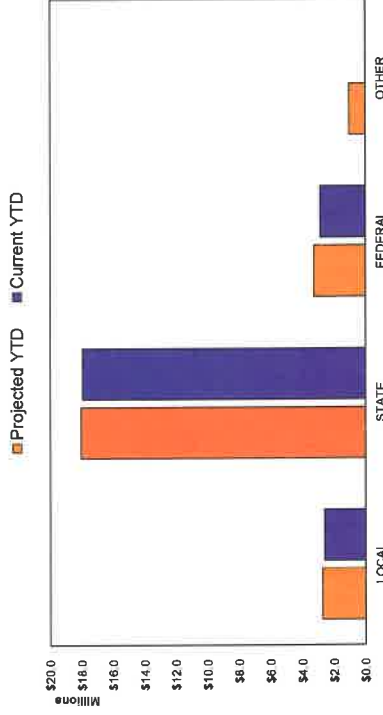
Revenues by Source | Prior YTD vs. Current YTD



Total Revenues | Budget / Projected YTD / Current YTD



Revenues by Source | Projected YTD vs. Current YTD



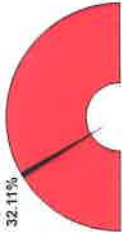
General Fund Expenditures | Dashboard Summary

For the Period Ending December 31, 2021

Projected YE Balance as % of Budgeted Expenditures

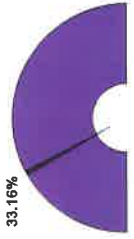


Total Expenditures Actual YTD



Projected YTD Expenditures 31.94%

Salaries & Benefits Actual YTD



Projected YTD Salary/Benefits 31.72%

Basic Education Actual YTD



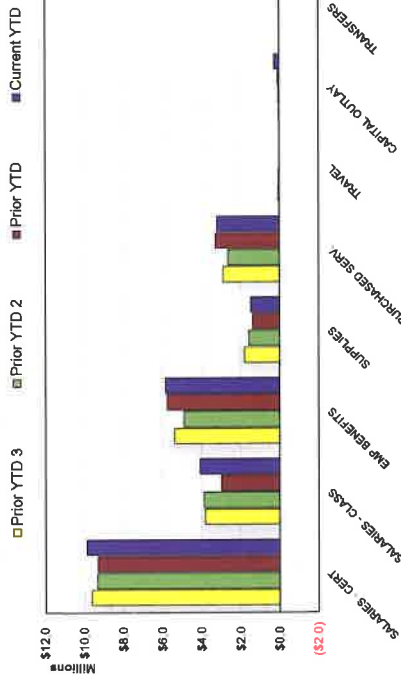
Projected YTD Basic Education 34.33%

Expenditure Analysis

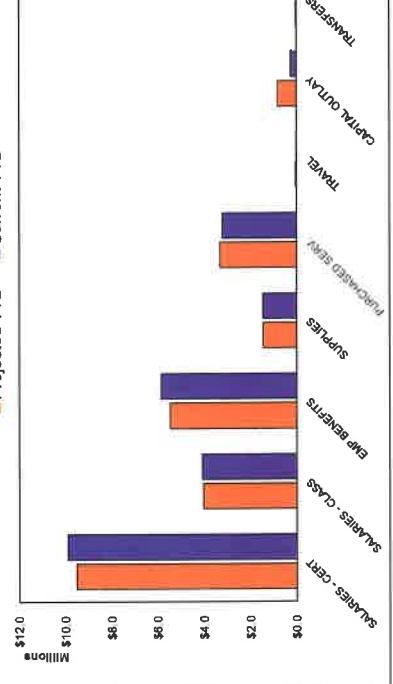
Top 10 Expenditures by Program (YTD)

Basic Education	\$11,225,987	94.66%
Districtwide Support	\$3,947,869	
Special Education - Supplemental - State	\$2,942,810	
School Food Services	\$1,053,637	
Pupil Transportation	\$971,617	
Vocational - Basic - State	\$885,513	
Learning Assistance Program - State	\$876,224	
ESSER II	\$566,060	
ESSER III LL	\$564,215	
ESEA Disadvantaged - Federal	\$443,866	

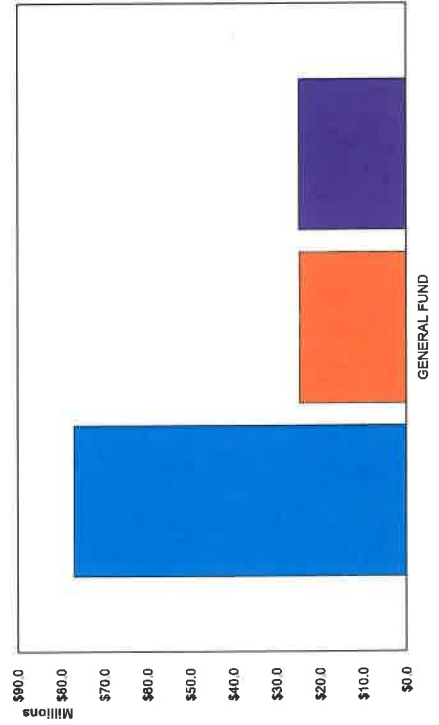
Expenditures by Object | Prior YTD vs. Current YTD



Expenditures by Object | Projected YTD vs. Current YTD



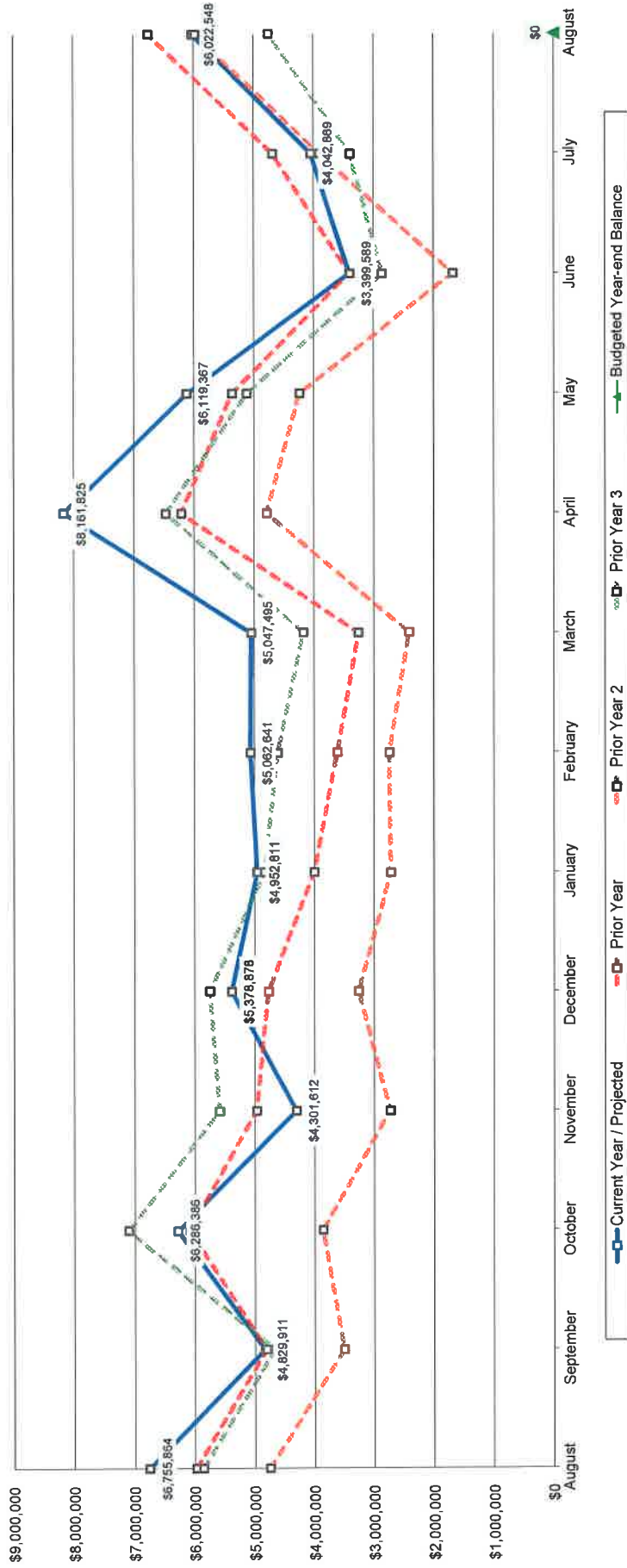
Total Expenditures | Budget / Projected YTD / Current YTD



General Fund | Month-End Balances

For the Period Ending December 31, 2021

Month-End Balances (Year-over-Year Trend)



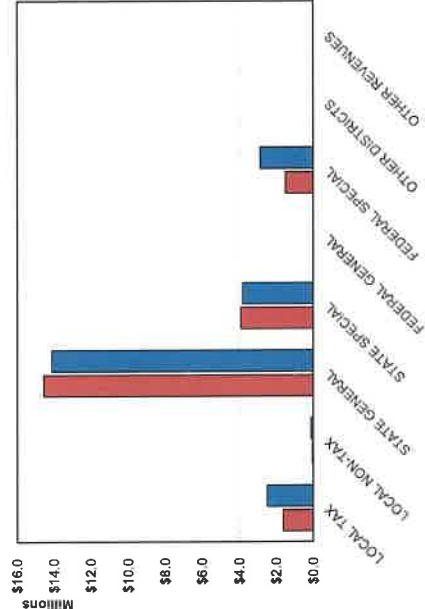
General Fund | Financial Summary

For the Period Ending December 31, 2021

	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local Tax	\$1,628,431	\$5,229,200	31.14%	\$2,494,485	\$6,213,424	40.15%
Local Support Non-Tax	51,601	429,985	12.00%	118,066	\$275,500	42.86%
State General Purpose	14,566,250	45,194,878	32.23%	14,126,916	\$45,376,802	31.13%
State Special Purpose	3,915,848	12,626,980	31.01%	3,812,979	\$13,373,256	28.51%
Federal General Purpose	0	131,708	0.00%	0	\$16,165	0.00%
Federal Special Purpose	1,502,640	5,670,283	26.50%	2,873,743	\$10,448,709	27.50%
Other School Districts	0	0	0.00%	0	\$0	0.00%
Other Revenues	0	33,687	0.00%	0	\$1,360,000	0.00%
TOTAL REVENUE	\$21,664,770	\$69,316,721	31.25%	\$23,426,208	\$77,063,866	30.40%
EXPENDITURES						
Salaries - Certificated Employees	\$9,347,313	\$28,524,480	32.77%	\$9,909,709	\$29,710,448	33.35%
Salaries - Classified Employees	3,003,384	9,878,962	30.40%	4,091,968	\$12,319,799	33.21%
Employee Benefits and Payroll Taxes	5,767,769	17,554,512	32.86%	5,854,474	\$17,854,449	32.79%
Supplies, Instr. Resources, and Non-Cap Items	1,383,783	4,238,105	32.65%	1,469,498	\$5,301,762	27.72%
Purchased Services	3,288,742	8,009,154	41.06%	3,211,031	\$9,240,848	34.75%
Travel	5,568	16,616	33.51%	12,473	\$148,731	8.39%
Capital Outlay	76,152	316,654	24.05%	252,202	\$2,289,000	11.02%
Transfers	(0)	0	(25.00%)	1,841	\$185,000	0.99%
TOTAL EXPENDITURES	\$22,872,710	\$68,538,364	33.37%	\$24,803,194	\$77,050,037	32.19%
SURPLUS / (DEFICIT)	(\$1,207,940)	\$778,337		(\$1,376,986)	\$13,819	
OTHER FINANCING SOURCES / (USES)						
Other Financing Sources	\$0	\$1,660		\$0	\$1,500	
Other Financing Uses	\$0	\$0		\$0	(\$185,000)	
NET CHANGE IN FUND BALANCE	(\$1,207,940)	\$779,997		(\$1,376,986)	(\$169,681)	
ENDING FUND BALANCE	\$4,767,927			\$5,378,878		

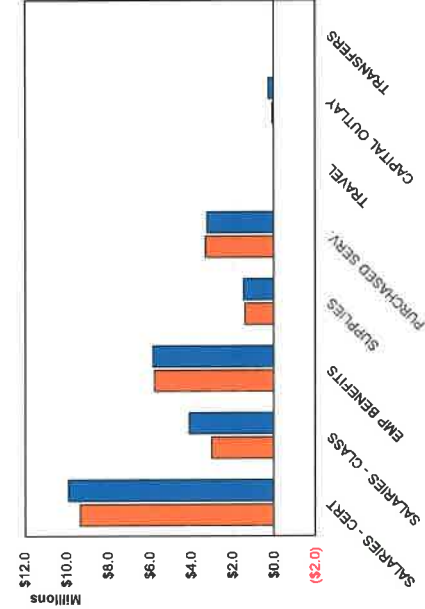
Revenues by Source | Prior YTD vs. Current YTD

■ Prior YTD ■ Current YTD



Expenditures by Object | Prior YTD vs. Current YTD

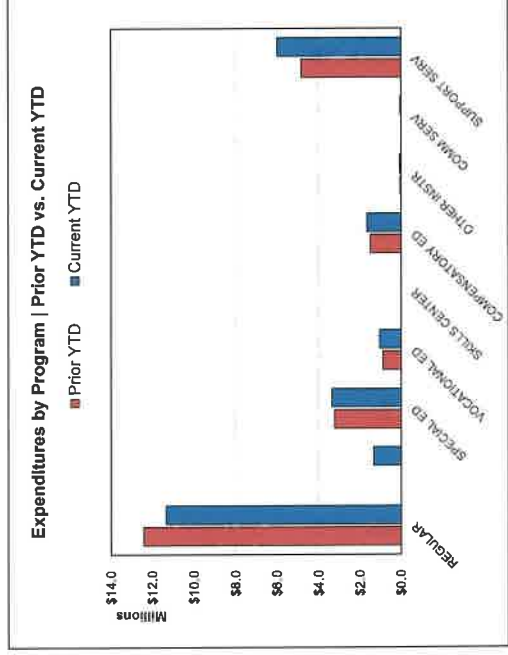
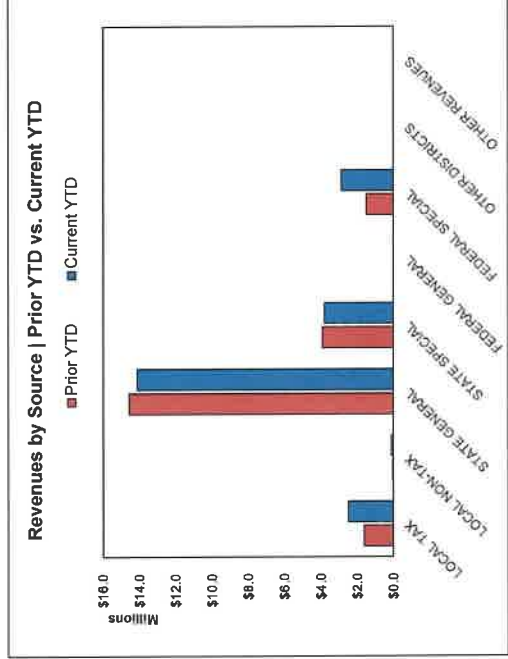
■ Prior YTD ■ Current YTD



General Fund | Financial Summary

For the Period Ending December 31, 2021

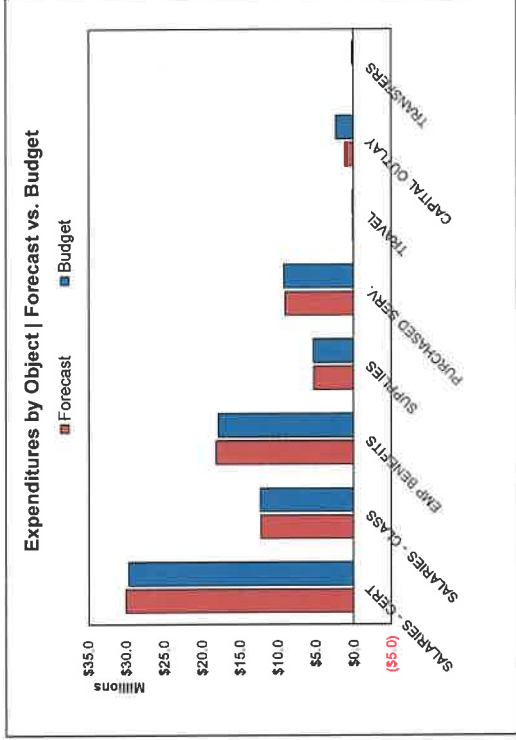
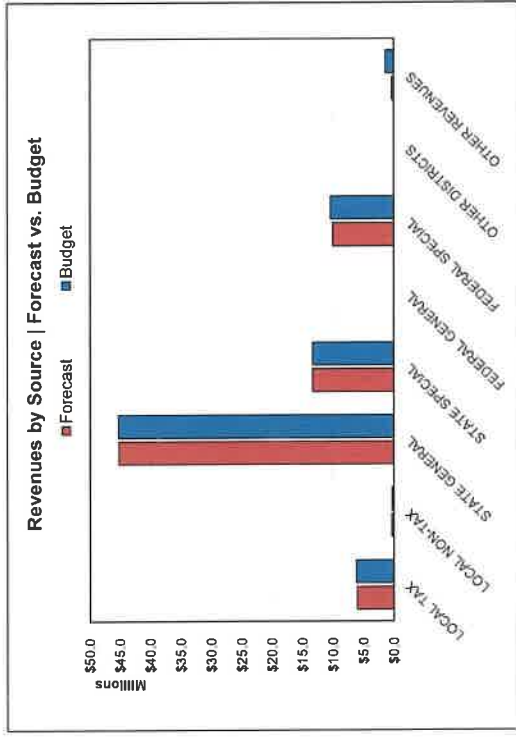
	Prior YTD	Prior Year Actual	YTD % of PY Actual	Current YTD	Annual Budget	YTD % of Budget
REVENUES						
Local Tax	\$1,628,431	\$5,229,200	31.14%	\$2,494,485	\$6,213,424	40.15%
Local Support Non-Tax	51,601	429,985	12.00%	118,086	\$275,500	42.86%
State General Purpose	14,566,250	45,194,878	32.23%	14,126,916	\$45,376,802	31.13%
State Special Purpose	3,915,948	12,626,980	31.01%	3,812,979	\$13,373,256	28.51%
Federal General Purpose	0	131,708	0.00%	0	\$18,165	0.00%
Federal Special Purpose	1,502,840	5,670,283	26.50%	2,873,743	\$10,448,709	27.50%
Other School Districts	0	0	0.00%	0	\$0	0.00%
Other Revenues	0	33,687	0.00%	0	\$1,360,000	0.00%
TOTAL REVENUE	\$21,664,770	\$69,316,721	31.25%	\$23,426,208	\$77,063,856	30.40%
EXPENDITURES						
Regular Instruction	\$12,416,043	\$35,968,613	34.52%	\$11,347,485	\$34,269,426	33.11%
Federal Special Purpose	0	486,559	0.00%	1,332,087	\$5,221,088	25.51%
Special Education Instruction	3,219,848	9,693,900	33.22%	3,352,841	\$11,701,517	28.65%
Vocational Education Instruction	882,974	3,156,821	27.97%	1,032,027	\$3,155,331	32.71%
Skills Center Instruction	0	0	0.00%	0	\$0	0.00%
Compensatory Education Instruction	1,490,756	5,309,059	28.08%	1,656,637	\$5,528,363	29.97%
Other Instructional Programs	43,650	177,919	24.53%	70,513	\$1,526,839	4.62%
Community Services	0	813,395	0.00%	38,481	\$32,198	119.51%
Support Services	4,819,339	12,832,118	37.27%	5,973,123	\$15,615,276	38.25%
TOTAL EXPENDITURES	\$22,872,710	\$68,538,384	33.37%	\$24,803,194	\$77,050,037	32.19%
SURPLUS / (DEFICIT)	(\$1,207,940)	\$778,337		(\$1,376,886)	\$13,819	
OTHER FINANCING SOURCES / (USES)						
Other Financing Sources	\$0	\$1,660	0.00%	\$0	\$1,500	0.00%
Other Financing Uses	\$0	\$0	0.00%	\$0	(\$185,000)	0.00%
NET CHANGE IN FUND BALANCE	(\$1,207,940)	\$779,997		(\$1,376,886)	(\$169,881)	
ENDING FUND BALANCE	\$4,767,927			\$5,378,878		



General Fund (High Level) | Financial Forecast

For the Period Ending December 31, 2021

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav/(Unfav)
REVENUES						
Local Tax	\$1,628,431	\$2,494,485	\$3,550,903	\$6,045,387	\$6,213,424	(\$168,037)
Local Support Non-Tax	51,601	118,086	209,905	327,991	\$275,500	52,491
State General Purpose	14,566,250	14,126,916	31,123,465	45,250,382	\$45,376,802	(126,420)
State Special Purpose	3,915,848	3,812,979	9,567,899	13,380,878	\$13,373,256	7,622
Federal General Purpose	0	0	16,165	16,165	\$16,165	0
Federal Special Purpose	1,502,640	2,873,743	7,172,573	10,046,316	\$10,448,709	(402,393)
Other School Districts	0	0	0	0	\$0	0
Other Revenues	0	0	350,996	350,996	\$1,360,000	(1,009,004)
TOTAL REVENUE	\$21,664,770	\$23,426,208	\$51,991,907	\$75,418,115	\$77,063,856	(\$1,645,741)
EXPENDITURES						
Salaries - Certificated Employees	\$9,347,313	\$9,909,709	\$20,163,763	\$30,073,472	\$29,710,448	(\$363,023)
Salaries - Classified Employees	3,003,384	4,091,968	8,160,521	\$12,252,489	\$12,319,799	67,310
Employee Benefits and Payroll Taxes	5,767,769	5,854,474	12,320,486	\$18,174,960	\$17,854,449	(\$320,511)
Supplies, Instr. Resources, and Non-Cap Items	1,383,783	1,469,498	3,774,970	\$5,244,468	\$5,301,762	57,294
Purchased Services	3,288,742	3,211,031	5,837,105	\$9,048,136	\$9,240,848	192,712
Travel	5,568	12,473	102,092	\$114,565	\$148,731	34,166
Capital Outlay	76,152	252,202	839,294	\$1,091,496	\$2,289,000	1,197,504
Transfers	(0)	1,841	(3,235)	(\$1,394)	\$185,000	186,394
TOTAL EXPENDITURES	\$22,872,710	\$24,803,194	\$51,194,996	\$75,998,191	\$77,050,037	\$1,051,846
SURPLUS / (DEFICIT)	(\$1,207,940)	(\$1,376,986)	\$796,911	(\$580,076)	\$13,819	(\$593,894)
OTHER FINANCING SOURCES / (USES)						
Other Financing Sources	\$0	\$0	\$1,500	\$1,500	\$1,500	\$0
Other Financing Uses	\$0	\$0	(\$154,741)	(\$154,741)	(\$185,000)	\$30,259
NET CHANGE IN FUND BALANCE	(\$1,207,940)	(\$1,376,986)	\$643,670	(\$733,316)	(\$169,681)	(\$563,636)
ENDING FUND BALANCE	\$4,767,927	\$5,378,878	\$6,022,547	\$6,022,547	\$0	\$0



General Fund (Low Level) | Financial Forecast

For the Period Ending December 31, 2021

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
REVENUES						
1100 Local Property Tax	\$1,628,431	\$2,494,485	\$3,459,607	\$5,954,092	\$6,121,064	(\$166,972)
1500 Timber Excise Tax	0	0	91,296	91,296	92,360	(1,064)
2100 Tuition and Fees - Unassigned	1,327	8,026	12,025	20,050	15,000	5,050
2200 Sales of Goods, Supplies, and Services - Unassigned	5,008	23,094	87,559	90,653	80,000	10,653
2300 Investment Earnings	3,195	1,621	12,288	13,909	20,000	(6,091)
2500 Gifts, Grants, and Donations (Local)	9,150	13,334	31,988	45,322	50,000	(4,678)
2600 Fines and Damages	976	2,930	7,617	10,547	10,000	547
2700 Rentals and Leases	(39)	415	28,894	29,309	35,000	(5,691)
2800 Insurance Recoveries	0	0	396	396	500	(104)
2900 Local Support Non-Tax - Unassigned	31,985	88,667	49,138	117,805	65,000	52,805
3100 Apportionment	13,343,670	13,104,215	28,891,517	41,985,732	42,276,747	(281,015)
3300 Local Effort Assistance	1,222,580	1,022,701	2,231,931	3,264,632	3,100,000	154,632
3600 State Forests	0	0	17	17	55	(38)
4100 Special Purpose - Unassigned	3,885,114	3,811,887	9,567,899	13,379,787	13,373,256	6,531
4300 Other State Agencies - Unassigned	30,733	1,091	0	1,091	0	1,091
5500 Federal Forests	0	0	16,165	16,165	16,165	0
6100 Special Purpose - OSPI Unassigned	1,265,959	2,755,985	7,017,264	9,773,249	10,218,709	(445,460)
6200 Direct Special Purpose Grants	0	0	23,399	23,399	30,000	(6,601)
6300 Federal Grants Through Other Entities - Unassigned	196,782	3,501	38,676	42,176	40,000	2,176
8900 USDA Commodities	39,889	114,257	93,235	207,492	160,000	47,492
8100 Governmental Entities	0	0	295,976	295,976	1,300,500	(1,004,524)
8200 Private Foundation	0	0	15,142	15,142	18,000	(2,858)
8500 Educational Service Districts	0	0	39,878	39,878	40,000	(122)
9300 Sale of Equipment	0	0	1,500	1,500	1,500	0
TOTAL REVENUES	\$21,664,770	\$23,426,208	\$51,993,407	\$75,419,615	\$77,063,856	(\$1,644,241)
EXPENDITURES						
01 Basic Education	\$12,367,147	\$11,225,987	\$22,116,810	\$33,342,797	\$33,679,446	\$336,649
02 Basic Education - Alternative Learning Experience	29,255	84,167	168,363	252,530	254,980	2,450
03 Dropout Reengagement	19,641	37,331	127,210	164,540	150,000	(14,540)
12 ESSER II	0	566,060	2,354,612	2,820,672	2,869,434	(51,238)
13 ESSER III	0	166,395	2,282,654	2,449,049	2,351,654	(97,395)
14 ESSER III LL	0	564,215	0	564,215	0	(564,215)
19 ESSER	0	35,417	0	35,417	0	(35,417)
21 Special Education - Supplemental - State	2,946,481	2,942,810	7,191,887	10,134,697	10,612,529	477,833
24 Special Education - Supplemental - Federal	271,466	360,163	733,592	1,093,755	1,089,888	(4,767)
31 Vocational - Basic - State	738,352	885,513	1,847,797	2,733,309	2,673,127	(60,183)
34 Middle School Career and Technical Education State	143,218	145,824	298,438	444,262	443,997	(265)
38 Vocational - Federal	1,404	690	30,208	30,898	38,208	7,310
51 ESEA Disadvantaged - Federal	412,619	443,866	991,771	1,435,636	1,475,957	40,321
52 Other Title Grants Under ESEA - Federal	81,258	55,702	169,479	245,182	275,505	30,323
55 Learning Assistance Program - State	767,987	876,224	2,094,132	2,970,356	2,931,457	(38,899)
58 Special and Pilot Programs - State	69,811	87,488	300,616	388,104	324,994	(63,110)
64 Limited English Proficiency - Federal	8,554	13,687	24,683	38,350	41,136	2,786
65 Transitional Bilingual - State	144,710	151,111	292,580	443,691	431,314	(12,377)
68 Indian Education - Federal - ED	2,811	11,220	26,732	37,952	30,000	(7,952)
69 Compensatory - Other	3,009	17,359	10,321	27,681	18,000	(9,681)
74 Highly Capable	41,449	45,763	90,614	136,377	135,892	(485)
79 Instructional Programs - Other	0	2,201	282,256	307,006	1,390,947	1,083,941
89 Other Community Services	0	39,481	24,898	63,379	32,198	(31,181)
97 Districtwide Support	3,409,662	3,947,669	6,412,230	10,360,100	10,447,835	87,736
98 School Food Services	728,861	1,063,637	1,641,671	2,695,308	2,603,515	(91,793)
99 Pupil Transportation	680,796	971,617	1,651,443	2,633,050	2,583,926	(49,124)
TOTAL EXPENDITURES	\$22,872,710	\$24,753,326	\$51,194,996	\$76,948,322	\$76,865,037	\$916,717
SURPLUS / (DEFICIT)	(1,207,940)	(1,327,118)	798,411	(528,707)	198,819	0
Other Financing Uses	0	0	(154,741)	(154,741)	(165,000)	30,259
ENDING FUND BALANCE	4,767,927	5,378,878	0	6,072,416	0	0

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the KELSO SCHOOL DISTRICT #458 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	6,213,424	33,445.60	2,494,484.62		3,718,939.38	40.15
2000 LOCAL SUPPORT NONTAX	275,500	76,016.08	117,170.59		158,329.41	42.53
3000 STATE, GENERAL PURPOSE	45,376,802	3,877,470.37	14,126,916.18		31,249,885.82	31.13
4000 STATE, SPECIAL PURPOSE	13,373,256	1,116,192.62	3,812,978.62		9,560,277.38	28.51
5000 FEDERAL, GENERAL PURPOSE	16,165	.00	.00		16,165.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	10,448,709	1,731,720.51	2,873,742.52		7,574,966.48	27.50
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	1,358,500	.00	.00		1,358,500.00	0.00
9000 OTHER FINANCING SOURCES	1,500	.00	.00		1,500.00	0.00
Total REVENUES/OTHER FIN. SOURCES	77,063,856	6,834,845.18	23,425,292.53		53,638,563.47	30.40
B. EXPENDITURES						
00 Regular Instruction	34,285,351	2,788,540.50	11,347,609.04	20,490,081.86	2,447,660.10	92.86
10 Federal Stimulus	5,284,444	290,963.63	1,332,087.26	2,334,800.48	1,617,556.26	69.39
20 Special Ed Instruction	11,946,624	765,327.47	3,352,605.72	6,745,024.71	1,848,993.57	84.52
30 Voc. Ed Instruction	3,162,992	252,941.25	1,032,026.77	1,698,535.41	432,429.82	86.33
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	5,670,566	385,610.27	1,643,536.97	2,809,557.40	1,217,471.63	78.53
70 Other Instructional Pgms	867,602	16,811.22	70,513.22	81,970.48	715,118.30	17.58
80 Community Services	32,198	8,655.65	38,480.84	1,999.85	8,282.69	125.72
90 Support Services	15,615,278	1,248,729.74	5,972,387.45	6,766,762.61	2,876,127.94	81.58
Total EXPENDITURES	76,865,055	5,757,579.73	24,789,247.27	40,928,732.80	11,147,074.93	85.50
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	185,000	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	13,801	1,077,265.45	1,363,954.74		1,377,755.74	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	6,000,000		6,755,863.66			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	6,013,801		5,391,908.92			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	90,348.32
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	370,000	478,489.46
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 SERVICE	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	250,000	295,820.10
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 872 Committd to Econmc Stabilizatn	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	125,000	149,398.14
G/L 890 Unassigned Fund Balance	5,268,801	4,377,852.90
G/L 891 Unassigned Min Fnd Bal Policy	0	.00
<u>TOTAL</u>	6,013,801	5,391,908.92

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the KELSO SCHOOL DISTRICT #458 School District for the Month of December, 2021

	ANNUAL	ACTUAL	ACTUAL		BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES		
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	10,000	14,482.75	17,103.11		7,103.11-	171.03
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	30,000,000	339,736.93	339,736.93		29,660,263.07	1.13
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	140,000	.00	.00		140,000.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>30,150,000</u>	<u>354,219.68</u>	<u>356,840.04</u>		<u>29,793,159.96</u>	<u>1.18</u>
<u>B. EXPENDITURES</u>						
10 Sites	10,000,000	.00	17,475.00	4,671.00	9,977,854.00	0.22
20 Buildings	40,000,000	34,488.65	2,939,419.96	25,916,767.67	11,143,812.37	72.14
30 Equipment	0	43,020.60	70,431.39	821,701.94	892,133.33-	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>	<u>50,000,000</u>	<u>77,509.25</u>	<u>3,027,326.35</u>	<u>26,743,140.61</u>	<u>20,229,533.04</u>	<u>59.54</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	140,000	3,322.40	3,322.40			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES</u> <u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	19,990,000-	273,388.03	2,673,808.71-		17,316,191.29	86.62-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	25,000,000		15,761,788.99			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	5,010,000		13,087,980.28			

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 RES FOR DEBT SERVICE	0	.00
G/L 835 Restricted 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	25,000,000-	7,306,209.21
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	2,591,099.00
G/L 864 RES FOR FEDERAL PROCEEDS	0	.00
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restricted Impact Fees	0	.00
G/L 867 Restricted 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	30,010,000	3,190,672.07
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	5,010,000	13,087,980.28

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the KELSO SCHOOL DISTRICT #458 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	6,940,000	38,125.14	2,739,456.33		4,200,543.67	39.47
2000 Local Support Nontax	10,000	271.94	856.27		9,143.73	8.56
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	400,000	24,666.01	24,666.01		375,333.99	6.17
<u>Total REVENUES/OTHER FIN. SOURCES</u>	7,350,000	63,063.09	2,764,978.61		4,585,021.39	37.62
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,181,522	2,835,000.00	2,835,000.00	0.00	346,522.00	89.11
Interest On Bonds	4,051,532	2,054,116.01	2,054,116.01	0.00	1,997,415.99	50.70
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	7,233,054	4,889,116.01	4,889,116.01	0.00	2,343,937.99	67.59
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. <u>EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	116,946	4,826,052.92-	2,124,137.40-		2,241,083.40-	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	2,600,000		2,789,697.76			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	2,716,946		665,560.36			
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,716,946		665,560.36			
G/L 835 Restricted 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>	2,716,946		665,560.36			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the KELSO SCHOOL DISTRICT #458 School District for the Month of December, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	529,945	29,832.04	133,614.53		396,330.47	25.21
2000 Athletics	72,100	1,313.92	22,479.28		49,620.72	31.18
3000 Classes	45,750	.00	6,805.50		38,944.50	14.88
4000 Clubs	412,340	14,336.37	54,248.49		358,091.51	13.16
6000 Private Moneys	39,500	2,391.38	2,501.38		36,998.62	6.33
Total REVENUES	1,099,635	47,873.71	219,649.18		879,985.82	19.97
B. EXPENDITURES						
1000 General Student Body	375,891	5,426.86	23,408.45	5,939.37	346,543.18	7.81
2000 Athletics	251,925	15,757.70	72,205.95	20,303.86	159,415.19	36.72
3000 Classes	36,850	.00	733.15	0.00	36,116.85	1.99
4000 Clubs	400,465	4,092.59	41,693.87	89,914.12	268,857.01	32.86
6000 Private Moneys	39,500	.00	1,498.03	0.00	38,001.97	3.79
Total EXPENDITURES	1,104,631	25,277.15	139,539.45	116,157.35	848,934.20	23.15
C. EXCESS OF REVENUES						
<u>OVER(UNDER) EXPENDITURES</u>	<u>(A-B)</u>	4,996-	22,596.56	80,109.73	85,105.73	< 1000-
D. TOTAL BEGINNING FUND BALANCE						
	289,445		338,757.82			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)						
	XXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
<u>C+D + OR - E)</u>	284,449		418,867.55			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	254,449		398,993.54			
G/L 840 Nonspnd FB - Invent/Prepd Itms	30,000		19,874.01			
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			
TOTAL	284,449		418,867.55			

GL_GL	Account Level Description	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
200	Imprest Cash				
20-	Imprest Cash				
230	Cash on Hand		3,082.80	3,082.80	
23-	Cash on Hand		3,082.80	3,082.80	
240	Cash on Dep w/Co.Treas	1,699.47	4,876.09	5,528.42	1,047.14
241	Warrants Outstanding	-1,695.85	4,652.46	4,000.90	-1,044.29
24-	Cash on Dep w/Co.Treas	3.62	9,528.55	9,529.32	2.85
2--	Imprest Cash	3.62	12,611.35	12,612.12	2.85
320	Due from Other Funds				
32-	Due from Other Funds				
340	Accounts Receivable				
34-	Accounts Receivable				
3--					
450	Investments	49,957.28	939.69	3,317.52	47,579.45
45-	Investments	49,957.28	939.69	3,317.52	47,579.45
4--		49,957.28	939.69	3,317.52	47,579.45
601	Accounts Payable	-500.00	4,457.51	3,957.51	
60-		-500.00	4,457.51	3,957.51	
640	DUE TO OTHER FUNDS				
64-	DUE TO OTHER FUNDS				
6--		-500.00	4,457.51	3,957.51	
520	Encumbrances		6,749.00	3,604.24	3,144.76
52-	Encumbrances		6,749.00	3,604.24	3,144.76
530	Expenditures/Expenses				
53-	Expenditures/Expenses				
5--					
820	Reserved for Encumbrances		6,749.00	3,604.24	3,144.76
82-	Reserved for Encumbrances		3,604.24	6,749.00	-3,144.76
855	Reserv for Trst Principal	-1,800.00	3,604.24	6,749.00	-3,144.76
857	Held in Trust for Pvt Purposes	-47,670.33	3,893.78	2,015.18	-1,800.00
85-		-49,470.33	3,893.78	2,015.18	-45,791.73
889	Assigned to Fund Purposes				
88-					
890	Unres.Undes.Fund Balance				
89-	Unres.Undes.Fund Balance				
8--		-49,470.33	7,498.02	8,764.18	-50,736.49
	Grand Asset Totals	49,960.90	13,551.04	15,929.64	47,582.30
	Grand Liability Totals	-500.00	4,457.51	3,957.51	
	Grand Equity Totals	-49,470.33	14,247.02	12,368.42	-47,591.73

GL	Account Level	Beginning	2021-22	2021-22	Ending
GL	Description	Balance	FYTD Debits	FYTD Credits	Balance
		-9.43	32,255.57	32,255.57	-9.43
	Grand Totals				

Number of Accounts: 395

***** End of report *****

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the KELSO SCHOOL DISTRICT #458 School District for the Month of December, 2021

	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 Nontax	500	31.10	65.50		434.50	13.10
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	199,000	.00	.00		199,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special 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. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	199,500	31.10	65.50		199,434.50	0.03
B. 9900 TRANSFERS IN FROM GF	45,000	.00	.00		45,000.00	0.00
C. Total REV./OTHER FIN. SOURCES	244,500	31.10	65.50		244,434.50	0.03
D. EXPENDITURES						
Type 30 Equipment	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	0	.00	.00	0.00	.00	0.00
E. OTHER FIN. USES TRANS. OUT (GL 536)	260,000	21,343.61	21,343.61			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	15,500-	21,312.51-	21,278.11-		5,778.11-	37.28
H. TOTAL BEGINNING FUND BALANCE	232,500		232,801.20			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	217,000		211,523.09			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	17,000		48,476.91-			
G/L 830 Restricted for Debt Service	200,000		260,000.00			
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	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	217,000		211,523.09			

Student Records

Policy 3231

The district will maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operation of schools and as required by law. All information related to individual students will be treated in a confidential and professional manner. When information is released in compliance with state and federal law the district and district employees are immune from civil liability unless they acted with gross negligence or in bad faith.

The district will retain records in compliance with the current, approved versions of the Local Government General Records Retention Schedule (CORE) and the School Districts and Educational Services Districts Records Retention Schedule, both of which are published on the Secretary of State's website at: www.sos.wa.gov/archives/recordsretentionschedules.aspx

Student records are the property of the district but will be available in an orderly and timely manner to students and parents. "Parent" includes the state Department of Social and Health Services when a minor student has been found dependent and placed in state custody. A parent or adult student may challenge any information in a student record believed inaccurate, misleading or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. A high school student may grant authority to the district which permits prospective employers to review the student's transcript. Parental or adult student consent will be required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

~~A grades report, transcript, or diploma may will not be released until a student has made restitution for damages assessed as a result of losing or damaging school materials or equipment. If a student has transferred to another school district that has requested the student's records, but the student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. The content of those records will be communicated to the enrolling district within two school days and copies of the records will be sent as soon as possible. The official transcript will not be released until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.~~

The superintendent or designee will establish procedures governing the content, management and control of student records.

Cross Reference:

Policy 2100	Educational Opportunities for Military Children
Policy 3115	Students Experiencing Homelessness – Enrollment Rights and Services
Policy 3211	Transgender Students
Policy 3520	Student Fees, Fines or Changes
Policy 4020	Confidential Communications
Policy 4040	Public Access to District Records

Legal References: 20 U.S.C. § 1232g; 34 CFR, Part 99 Family Educational Rights and Privacy Act

<p>CFR 34, Part 99 42 U.S.C 11431 et seq RCW 28A.150.510 RCW 28A.195.070 RCW 28A.225.151 RCW 28A.225.330 RCW 28A.230.120 RCW 28A.230.180 RCW 28A.600.475 RCW 28A.605.030 RCW 28A.635.060 RCW 40.24.030 Chapter 246-105 WAC Chapter 392-172A WAC Chapter 392-182 WAC Chapter 392-415 WAC WAC 181-87-093 WAC 392-121-182 WAC 392-122-228 WAC 392-500-025</p>	<p>Family Education Rights and Privacy Act Regulations McKinney-Vento Homeless Assistance Act Transmittal of education records to department of children, youth, and families DSHS—Disclosure of educational records—Data sharing agreements—Comprehensive needs requirement document—Report Official transcript withholding – Transmittal of information Reports Student-level truancy data – Reports – Data protocols and guidance for school districts Enrolling students from other districts — Requests for information and permanent records — Withheld transcripts — Immunity from liability — Notification to teachers and security personnel — Rules High school diplomas — Issuance — Option to receive final transcripts — Notice Educational and career opportunities in the military, student access to information on, when Exchange of information with law enforcement and juvenile court officials – Notification of parents and students. Student education records – Parental review—release of records—Procedure Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected Address Confidentiality Program — Application — Certification — Form – Vehicle and vessel information Immunization of child care and school children against certain vaccine-preventable diseases Rules for the provision of special education Student Health Records Secondary Education- standardized high school transcript Failure to assure the transfer of student record information or student records Alternative learning experience requirements Alternative learning experiences for juvenile students incarcerated in adult jail facilities Pupil tests and records – Tests Pupil personnel records – School district policy in writing</p>
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Management

Resources:

<p>2019 2018 Updated 2014 2014 2013 2010 2003 2001</p>	<p>July Issue December 2018 – December Policy Issue Records Retention Schedule for School Districts and ESDs December Issue February Issue February Issue December Issue April Issue</p>
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ADOPTED: 5.8.06
REVISED: 10.3.16 | 11.18.19

Bid or Proposal Requirements Policy 6220

The board of directors of the Kelso School District recognizes the importance of:

- maximizing the use of district resources;
- the need for sound business practices in spending public money;
- the requirement of complying with state and federal laws governing purchasing and public works;
- the importance of standardized purchasing regulations; and
- the need for clear documentation.

PROCUREMENT AND PUBLIC WORKS USING ~~STATE FUNDS~~ NON-FEDERAL FUNDS

A. Furniture, Supplies or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

- less than \$40,000, no competitive bidding process is required to make the purchase;
- between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review; and
- over \$75,000, the board will follow the formal competitive bidding process by:
 1. preparing clear and definite plans and specifications for such purchases;
 2. providing notice of the call for formal bids by publication in at least one newspaper of general circulation in the district at least once each week for two consecutive weeks;
 3. ensuring that the district takes steps to assure that when possible, the district will use small and minority businesses, women’s business enterprises and labor surplus firm.
 4. providing the clear and definite plans and specifications to vendors interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Use of ~~State~~ Non-Federal Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW

39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

C. Exemptions

The board may waive bid requirements for purchases:

- clearly and legitimately limited to a single source of supply;
- involving special facilities or market conditions;
- in the event of an emergency;
- of insurance or bonds; and
- involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

D. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

E. Interlocal Cooperation Act

The board reserves the right to enter into an inter-local cooperative agreement for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW. **The board will ensure that the other governmental entities have followed their own procedures for procurement prior to making any purchases under this section.**

F. Crimes Against Children

The board shall include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be ground for the district immediately terminating the contract.

~~G. Use of State Funds for Improvements or Repairs~~

~~The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000. If the board estimates that the total cost of a building, improvement, repair, or other public~~

~~works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.~~

PROCUREMENT USING FEDERAL FUNDS

A. Goods

When the district uses federal funds for procurement of textbooks, the allowable self-certification is \$50,000. When the district uses federal funds for procurement of **goods**, including furniture, supplies, and equipment:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider the price to be reasonable **based on research, experience, purchase history, or other information and must document this determination.** ~~And~~ **In addition**, to the extent practical, ~~distribute~~ **purchases must be distributed** equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

~~{~~ **if during a given fiscal year**, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, **as determined by the auditor**, or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then **the district may** ~~it could~~ use the following **Self Certification** thresholds instead of the ones described above:

- Purchases of \$40,000 or less do not require quotes. However, the district must consider the price to be reasonable, **based on research, experience, purchase history or other information and must document this determination.** **In addition** ~~and~~, to the extent practical, **purchases must be distributed** ~~purchases~~ equitably among suppliers.
- Purchases between \$40,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.}

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

B. Services

When the district uses federal funds for procurement of **services**:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable **based on research, experience, purchase history or other information and must document this determination. In addition, and,** to the extent practical, **purchases should be distributed purchases** equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

Self-Certification

{if during a given fiscal year, the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, **as determined by the auditor,** or has documentation it received a low risk assessment after an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, then **the district may it could** use the following **Self Certification** thresholds instead of the ones described above:

- Purchases of \$50,000 or less do not require quotes. However, the district must consider the price to be reasonable, **based on research, experience, purchase history or other information and must document this determination. In addition and,** to the extent practical, **purchases must be distributed purchases** equitably among suppliers.
- Purchases between \$50,000 and \$250,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.}

If the district uses Self-Certification, the Superintendent will develop Self-Certification procedures to accompany this policy. Additionally, if the district qualifies for Self-Certification and wants to go above the \$40,000 or \$50,000 Self-Certification limits, the district reserves the right to seek approval for higher limits from OSPI.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following ~~four~~ five circumstances applies:

- Acquiring property or services that do not exceed \$10,000 [or in the case of a school district who qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520 or has documentation of an annual internal institutional risk assessment to identify, mitigate, and manage financial risks, \$40,000];
- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency (e.g., OSPI) authorizes a noncompetitive procurement in response to a

- written request from the district; or
- After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Cost/Price Analysis

The district will perform a cost or price analysis in connections with every procurement action in excess of the federal simplified acquisition threshold, currently set at \$250,000 or other limits identified in 48 CFR 2.101, including contract modifications. The method and degree of analysis is dependent on facts surrounding the procurement situation, but should include, as a starting point, independent estimates before receiving bids or proposals.

In cases where no price competition exists and in all cases where the district performs the cost analysis, profit must be negotiated as a separate element in the process. To ensure profit is fair and reasonable, consideration must be given to the complexity of the work performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performances, and industry standard profit rates in the surrounding geographical area.

Costs or prices based on estimated costs for contracts are allowed only to the extent that the costs incurred or cost estimates would be allowable under 2 CFR 200.400 - .476.

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

F. Interlocal Cooperation

The board reserves the right to enter into interlocal cooperative agreements for purchases with other governmental agencies pursuant to 2 CFR 200.318(e) and the Interlocal Cooperation Act, Chapter 39.34 RCW. Prior to making any purchases through agreements entered into in this manner, the district will confirm the other governmental agency has followed its purchasing procedures.

PROCEDURES

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

Legal References:	RCW 28A.335.190	Advertising for bids – Competitive bid procedures – Purchases from inmate work programs – Telephone or written quotation solicitation, limitations – Emergencies.
	RCW 28A.400.330	Crimes against children – Contractor employees – Termination of contract
	RCW 39.04.155	Small works roster contract procedures – Limited public works process – Definition
	RCW 39.26.160	Bid Awards – Considerations – Requirements and criteria to be set forth – Negotiations – Use of enterprise vendor registrations and bid notification system
	RCW 39.30.060	Bids on public works – Identifications, substitution of contractors – Review, report of subcontractor listing requirements
	Chapter 39.34 RCW	Interlocal Cooperation Act
	2 CFR Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
	2 CFR 200.88 1	Simplified Acquisition Threshold
	2 CFR 200.318	General Procurement Standards
	2 CFR 200.320	Methods of Procurement to be followed
	2 CFR 200.324	Contract Cost and Price
	2 C.F.R. 200.520	Criteria for a low-risk auditee
	2 CFR 3485	Non-procurement Debarment and Suspension

Management Resources:	Policy and Legal News, December 2021
	Policy and Legal News, December 2020
	Policy Alert, January 2019
	Policy and Legal News, August 2018
	Policy and Legal News, July 2017
	Policy and Legal News, March 2016

Policy and Legal News, October 2015
Policy and Legal News, June 2015
Policy and Legal News, June 2013
Policy and Legal News, April 2012
Policy and Legal News, February 2011
Policy News, October 2005, Competitive Bid Process Changes
Policy News, June 2001 Legislation Further Simplified Bid
Compliance

ADOPTED: 2.12.07

REVISED: 4.25.16 | 6.10.19 | 3.22.21

KELSO SCHOOL DISTRICT NO. 458
COWLITZ COUNTY, WASHINGTON
RESOLUTION NO. 2021/22—06

**A RESOLUTION of the Board of Directors of Kelso School District No. 458,
Cowlitz County, Washington, Authorizing the Sale of School District Property**

WHEREAS, the Kelso School District Board of Directors (the “Board”) currently holds title to a certain parcel of real estate, located at 257 Alpha Drive, Longview, Washington 98632, commonly known as Beacon Hill Elementary School property, comprised of one parcel, #6330803 (the “Parcel”);

WHEREAS, the Kelso School District Board of Directors adopted on April 27th, 2020, Resolution 2019/20—22, closing Beacon Hill Elementary and Catlin Elementary School for K-12 educational programming;

WHEREAS notice of a public hearing was given by publication of legal notice in a newspaper of general circulation within the District on January 16, 2022, and January 23, 2022, and posted on the District’s website;

WHEREAS, the Kelso School District Board of Directors pursuant to Board Policy 6882, the Board conducted a public hearing on February 15, 2022, starting at 6:00 P.M., or as soon thereafter, at the Ruth B. Clark Administration Building, 601 Crawford Street, Kelso, Washington, to: (a) consider the sale of Beacon Hill Elementary School and Property; and (b) receive public testimony;

WHEREAS, the Kelso School District Board of Directors is of the opinion that the Parcel, including the structure(s) thereon, have become unsuitable and inconvenient for the uses of Kelso School District; and,

WHEREAS, the Kelso School District Board of Directors considers it to be in the best interest of the District to sell the property at public sale in adherence to RCW 28A.335.120, and Board Policy 6882.

NOW THEREFORE, BE IT RESOLVED that the Kelso School District Board of Directors hereby authorizes District staff to publish a notice of sale, seek the assistance of a local real estate agency, and negotiate terms of sale of the Beacon Hill Elementary School property. The Superintendent, or her designee, is authorized to establish the terms of sale as discussed with the Board during Executive Sessions authorized under RCW 42.30.110(1)(c). Approval of any sale will be contingent upon final School Board approval at a future date.

Dated this 15th day of February, 2022, at a regular meeting of the Board of Directors, Kelso School District.

KELSO SCHOOL DISTRICT NO. 458
COWLITZ COUNTY, WASHINGTON

President and Director

Vice President and Director

Director

Director

Director

Mary Beth Tack, Secretary to the Board

Legislative Update

Superintendents Report