

REGULAR MEETING OF THE BOARD OF DIRECTORS
Tuesday, September 11, 2018 ~ 5:00 p.m.
Ridgefield High School Room 311
AGENDA: Revised

- I. CALL TO ORDER
Our Purpose ~ Ridgefield School District aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.
- II. FLAG SALUTE
- III. CHANGES OR ADDITIONS TO THE AGENDA – Action
- IV. CONSENT AGENDA – Action
 - A. Approve Board Minutes
 - 1) Regular Meeting on August 14, 2018
 - B. Approve Personnel Report
 - C. Approve Warrants
 - D. Monthly Donations
- V. REPORTS – Information Only / No Action
 - A. Superintendent – Dr. Nathan McCann
 - 1) Back to School Update
 - 2) Experience Ridgefield
 - 3) Financial Update – Paula McCoy
 - B. Board Members
- VI. PUBLIC COMMENT – Agenda / Non Agenda Items
- VII. OLD BUSINESS – Action
 - A. Approve Second Reading New Board Policy No. 2125 Sexual Health Education
 - B. Approve Second Reading Revision of Board Policy No. 3416 Medication at School
 - C. Approve Second Reading Revision of Board Policy No. 5010 Nondiscrimination and Affirmative Action
 - D. Approve Second Reading Revision of Board Policy No. 5406 Leave Sharing
- VIII. NEW BUSINESS – Action
 - A. Approve Memorandum of Understanding between Ridgefield School District and Ridgefield Classified Association Regarding Compensation for 2018-2019 School Year
 - B. Approve Collective Bargaining Agreement between Ridgefield School District and Ridgefield Education Association effective September 1, 2018 through August 31, 2021
 - C. Approve Modified Academic District Calendar for 2018-2019 School Year
 - D. Approve Agreement for Services Project between Ridgefield School District and Kittelson & Associates
 - E. Approve Invoice for Services between Ridgefield School District and United Schools Insurance Program
- IX. EXECUTIVE SESSION – Information/No Action
 - A. To discuss the performance of public employee pursuant to RCW 42.30.1100(1)(g)
- X. RESUME REGULAR MEETING – Action may be taken
- XI. ADJOURNMENT



Board Agenda Item

Agenda Item Number: IV. A. – D. Meeting Date: 09/11/2018

Item: Consent Agenda


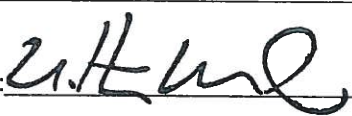
Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- A. Approve Board Minutes
 - 1) Regular Meeting on August 14, 2018
- B. Approve Personnel Report
- C. Approve Warrants
- D. Monthly Donations

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Scott Gullickson at 5:00 p.m. on **Tuesday, August 14, 2018** in room 311, at Ridgefield High School, 2630 S. Hillhurst Road, Ridgefield, Washington. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Scott Gullickson, Emily Enquist, Becky Greenwald, and Steve Radosevich.
 Voting Members Absent: Joe Vance
 Others Present: Dr. Nathan McCann, Chris Griffith, Paula McCoy, Dr. Michael Baskette, Geoff Varney, Mike Lee, Scott Rose, Bonnie Harris, and three visitors.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – Action

Administration requested a correction on Agenda Item VI. A. 1) and IX. D. Enrollment Levy be changed to Enrichment Levy. Also, it was recommended Board remove Item H. under New Business, Approve Memorandum of Understanding between Ridgefield School District and Ridgefield Classified Association. Motion was made by Director Becky Greenwald, Board approve the consent agenda changes as presented, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

CONSENT AGENDA – Action

Approve Board Minutes
 1) Regular Meeting on July 24, 2018
 Approve Personnel Report
 Monthly Donations
 Approval of General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants; The written report was provided:

Fund	Warrant / Micr Numbers	Warrant Date	Issue Amount	Authorization Number
General Fund - #6134				
Payroll				
	Electronic Transfer:		\$	
	Total payroll amount: (*includes payroll vendors)	\$0.00		
Warrant Numbers	108270 - 108290			
Micr Numbers	128407 - 128427	8/13/2018	\$ 49,957.61	W-08132018-1
Warrant Numbers	108291 - 108292			
Micr Numbers	128428 - 128429	8/14/2018	\$ 3,324.46	W-08142018-4
Warrant Numbers	108293 - 108299			
Micr Numbers	128441 - 128441	8/17/2018	\$ 30,325.68	W-08172018-2
Warrant Numbers	108300 - 108300			
Micr Numbers	128443 - 128443	8/20/2018	\$ 2,610.40	W-08202018-4
Warrant Numbers	108301 - 108356			
Micr Numbers	128454 - 128509	8/24/2018	\$ 135,685.67	W-08242018-5

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Warrant Numbers	108357	-	108360				
Micr Numbers	128510	-	128513	8/24/2018	\$	196,922.55	W-08242018-6
	Electronic transfer for payment of comp tax				\$	638.47	
Sub-Total of Accounts Payable					\$	419,464.84	
ASB - #6158							
Warrant Numbers	19821	-	19821				
Micr Numbers	128430	-	128430	8/14/2018	\$	896.09	W-08142018-5
Warrant Numbers	19822	-	19822				
Micr Numbers	128442	-	128442	8/20/2018	\$	199.00	W-08202018-3
	Electronic Transfer for payment of comp tax:				\$		
Sub-Total of ASB Payable					\$	1,095.09	
Capital Projects-1(Bond)					\$	2,814.66	
Capital Projects-State Match					\$	1,979,998.99	
Capital Projects - #6135-3 (Bond)					\$	559,162.42	
Capital Projects - #6135I (Impact)					\$	237,243.77	
Capital Projects-#6135					\$		
Warrant Numbers	2407	-	2408				
Micr Numbers	128431	-	128432	8/15/2018	\$	13,718.80	W-08152018-28
Warrant Numbers	2409	-	2409				
Micr Numbers	128433	-	128433	8/17/2018	\$	1,711.30	W-08172018-9
Warrant Numbers	2410	-	2410				
Micr Numbers	128434	-	128434	8/17/2018	\$	195.10	W-08172018-10
Warrant Numbers	2411	-	2420				
Micr Numbers	128444	-	128453	8/24/2018	\$	2,763,594.64	W-08242018-4
	Electronic Transfer for payment of comp tax:				\$	1,065.37	
Sub-Total of Capital Projects Payable					\$	2,780,285.21	
Private Purpose Fund - #6178							
Sub-Total of Private Purpose Payables						0.00	
Transportation Vehicle Fund- #6198							
Warrant Numbers		-					
Micr Numbers		-			\$		

Motion was made by Director Becky Greenwald, Board approve the consent agenda, seconded by Director Emily Enquist. There was no discussion. All members voted in favor of the motion. Motion carried.

REPORTS – Information

Superintendent –Dr. Nathan McCann

- 1) Teacher Induction – August 16th, 17th, 20th, and 21st
- 2) Convocation – August 23rd
- 3) Experience Ridgefield - September 8th
- 4) Financial Update – Paula McCoy

Board Members

None

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PUBLIC HEARING – *Information Only / No Action*

Hearing to Discuss the Operating Budget for the 2018-2019 Fiscal Year

- 1) Review the Operating Budget for 2018-2019 Fiscal Year and Use of Enrichment Levy
- 2) Review the Four Year Enrollment Projection
- 3) Review the Four Year Financial Projection

There were no public hearing comments.

PUBLIC COMMENT – *Agenda / Non Agenda Items*

There were no public comments.

OLD BUSINESS – *Action*

Approve Second Reading New Board Policy No. 1910 District Equity Philosophy

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 1910 District Equity Philosophy, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 2410 High School Graduation Requirements

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 2410 High School Graduation Requirements, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 2413 CTE Equivalency

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 2413 CTE Equivalency, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 3115 Homeless Students Enrollment Rights and Services

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 3115 Homeless Students Enrollment Rights and Services, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 3116 Students in Out-of-Home Care (Foster)

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 3116 Students in Out-of-Home Care (Foster), seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 3520 Student Fees, Fines, or Charges

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 3520 Student Fees, Fines, or Charges, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 4130 Title I Parent Involvement

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 4130 Title I Parent Involvement, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Second Reading Revision of Board Policy No. 6700 Nutrition and Physical Fitness

Motion was made by Director Becky Greenwald, Board approve second reading for revision of Board Policy No. 6700 Nutrition and Physical Fitness, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.



NEW BUSINESS – Action

Hear First Reading Revision of Board Policy No. 2125 Sexual Health Education

Board heard first reading revision of Policy No. 2125 Sexual Health Education. Any further revision or changes to the policy will be heard on second reading at the regular board meeting on August 28, 2018.

Hear First Reading Revision of Board Policy No. 3416 Medication at School

Board heard first reading revision of Policy No. 3416 Medication at School. Any further revision or changes to the policy will be heard on second reading at the regular board meeting on August 28, 2018.

Hear First Reading Revision of Board Policy No. 5010 Nondiscrimination and Affirmative Action

Board heard first reading revision of Policy No. 5010 Nondiscrimination and Affirmative Action. Any further revision or changes to the policy will be heard on second reading at the regular board meeting on August 28, 2018.

Hear First Reading Revision of Board Policy No. 5406 Leave Sharing

Board heard first reading revision of Policy No. 5406 Leave Sharing. Any further revision or changes to the policy will be heard on second reading at the regular board meeting on August 28, 2018.

Approve Resolution No. 2017-2018-012 Authorizing an Interfund Transfer from the General Fund to the Capital Projects Fund for Weight Room Improvements at Ridgefield High School

Motion was made by Director Becky Greenwald, Board approve Resolution No. 2017-2018-012 Authorizing an Interfund Transfer from the General Fund to the Capital Projects Fund for Weight Room Improvements at Ridgefield High School, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution No. 2017-2018-013 Authorizing an Interfund Transfer from General Fund to the Capital Projects Fund to Move Current Committed Funds

Motion was made by Director Becky Greenwald, Board approve Resolution No. 2017-2018-013 Authorizing an Interfund Transfer from General Fund to the Capital Projects Fund to Move Current Committed Funds. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution No. 2017-2018-014 Fixing and Adopting the Budget Four Year Enrichment and Four Year Projection for the 2018-2019 Fiscal Year

Motion was made by Director Becky Greenwald, Board approve Resolution No. 2017-2018-014 Fixing and Adopting the Budget Four Year Enrichment and Four Year Projection for the 2018-2019 Fiscal Year. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Adult Lunch Price Increase for the 2018-2019 School Year

Motion was made by Director Becky Greenwald, Board approve Adult Lunch Price Increase for the 2018-2019 School Year. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve 2018-2019 Renewal Invoice/Payment between Ridgefield School District and United Schools Insurance Program (USIP) Policy No. MOC#USIP 181954704 effective 09/01/2018 to 09/01/2019

Motion was made by Director Becky Greenwald, Board approve 2018-2019 Renewal Invoice/Payment between Ridgefield School District and United Schools Insurance Program (USIP) Policy No. MOC#USIP 181954704 effective 09/01/2018 to 09/01/2019. There was no discussion. All members present voted in favor of the motion. Motion carried.



Approve Agreement between Compass Group USA, Inc., Chartwells School Dining Division for the 2018-2019 School Year

Motion was made by Director Becky Greenwald, Board approve Agreement between Compass Group USA, Inc., Chartwells School Dining Division for the 2018-2019 School Year. There was no discussion. All members present voted in favor of the motion. Motion carried.

EXEMPT SESSION – Information/No Action

Director Scott Gullickson announced at 6:45 p.m. that the Board would hold an exempt session for 20-30 minutes for the purpose to discuss collective bargaining.

RESUME REGULAR MEETING

The exempt session concluded at 7:15 pm. No Action was taken.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Scott Gullickson adjourned the regular meeting at 7:15 p.m.

Scott Gullickson, President
Becky Greenwald, Vice-President

Bonnie Harris, Executive Secretary
to the Superintendent

Approved by the Board of Directors: September 11, 2018



PERSONNEL ACTION

TO: Dr. Nathan McCann, Superintendent
FROM: Jodi Fontyn, Human Resources Specialist
RE: Personnel Action

REVISED DATE: 09/11/2018
BOARD DATE: 09/11/2018

CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:

Beth Kahn	3rd/4th Blend Teacher	SRES	Vacancy
Laura Gosnell	Grade 5 Teacher	SRIS	Resignation Replacement
Kirk Pettersen	Special Ed Para I - Job Coach	RHS	Resignation Replacement
Tegan Walkins	Special Ed Para I - Lifeskills	RHS	Resignation Replacement
Katrina Tullis	Paraprofessional Class II	VRMS	Resignation Replacement
Rebecca Miller	Paraprofessional Class II	URES	Resignation Replacement
Paige Rice	Paraprofessional Class II	URES	Resignation Replacement
Christa Mellin	K/1st Blend Teacher	URES	Added position
Jeff Payne	Grade 5 Teacher	SRIS	Added position

RESIGNATION/RETIREMENT:

Asha Sawyer	Special Ed Para Class I	RHS	Resignation
Emily Jacob	Paraprofessional Class II	VRMS	Resignation
Frances Camp	Paraprofessional Class II	SRIS	Resignation

LEAVE OF ABSENCE:

None

RELEASE FROM CONTRACT:

Jamie Griffith	Grade 2 Teacher	SRES	Resignation
Raechel Cowell	ELA/Social Studies	VRMS	Resignation

NONRENEWAL OF PROVISIONAL CONTRACT:

None

SUPPLEMENTAL CONTRACTS:

Todd Graves	New School Set-up	SRIS	
Elena Kuzmenko	K Early Entry Assessments	SRES/URES	

EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
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HIRE:

Jennifer Pash	Assistant Volleyball Coach	VRMS	Resignation Replacement
Lauren Short	Assistant Volleyball Coach	VRMS	Resignation Replacement
Holly Meler	Assistant Cross Country Coach	RHS	Resignation Replacement
Megan Lacey	Assistant Cross Country Coach	RHS	Resignation Replacement
Billy McKinney	Head Cross Country Coach	VRMS	Resignation Replacement

RESIGNATION:

Ron Homer	Assistant Cross Country Coach	RHS	Resignation
Taylor Gainer	Assistant Gymnastics	RHS	Resignation

RIDGEFIELD SCHOOL DISTRICT #122

Warrant info



Date: 9/11/2018
 To: Ridgfield School District Board of Directors
 From: Lisa McGhee Accounting/Fiscal Clerk
 Subject: Request for Warrant Authorization

Fund	Warrant / Micr Numbers	Warrant Date	Issue Amount	Authorization Number
General Fund - #6134				
Payroll				
Warrant Numbers	122439 - 122445			
Micr Numbers	128514 - 128520	8/31/2018	\$ 10,710.03	W-08312018-38
Electronic Transfer:			\$ 947,429.14	
Total payroll amount: (*includes payroll vendors)				
			\$1,632,905.07	
Warrant Numbers	108420 - 108453			
Micr Numbers	128593 - 128626	8/31/2018	\$ 674,765.90	W-09032018-2
Accounts Payable				
Warrant Numbers	108361 - 108419			
Micr Numbers	128530 - 128588	8/31/2018	\$ 574,863.56	W-08312018-54
Warrant Numbers	108454 - 108454			
Micr Numbers	128627 - 128627	9/7/2018	\$ 3,000.00	W-09072018-9 ACCRUAL
Warrant Numbers	108455 - 108455			
Micr Numbers	128629 - 128629	9/7/2018	\$ 250.00	W-09072018-11
Warrant Numbers	108456 - 108482			
Micr Numbers	128630 - 128656	9/12/2018	\$ 95,429.33	W-09122018-1 ACCRUAL
Warrant Numbers	108483 - 108483			
Micr Numbers	128663 - 128663	9/7/2018	\$ 2,361.84	W-09072018-12
Warrant Numbers	108484 - 108491			
Micr Numbers	128667 - 128674	9/12/2018	\$ 11,392.01	W-09122018-4
Warrant Numbers	108492 - 108492			
Micr Numbers	128677 - 128677	9/12/2018	\$ 5,553.21	W-09122018-7 ACCRUAL
Electronic transfer for payment of comp tax			\$	
Sub-Total of Accounts Payable			\$ 1,367,615.85	
ASB - #6158				
Warrant Numbers	19823 - 19826			
Micr Numbers	128589 - 128592	8/31/2018	\$ 2,187.95	W-08312018-56
Warrant Numbers	19827 - 19828			
Micr Numbers	128664 - 128665	9/12/2018	\$ 1,657.85	W-09122018-5 ACCRUAL
Warrant Numbers	19829 - 19830			
Micr Numbers	128675 - 128676	9/12/2018	\$ 1,657.85	W-09122018-6 ACCRUAL
Electronic Transfer for payment of comp tax:			\$	
Sub-Total of ASB Payable			\$ 5,503.65	
Capital Projects-1(Bond)			\$	
Capital Projects-State Match			\$ 646,941.12	
Capital Projects - #6135-3 (Bond)			\$	
Capital Projects - #6135I (Impact)			\$ 9,800.05	
Capital Projects-#6135			\$	
Warrant Numbers	2421 - 2429			
Micr Numbers	128521 - 128529	8/31/2018	\$ 567,616.87	W-08312018-52
Warrant Numbers	2430 - 2435			
Micr Numbers	128657 - 128662	9/12/2018	\$ 89,124.30	W-09122018-3 ACCRUAL
Warrant Numbers	-			
Micr Numbers	-		\$	
Electronic Transfer for payment of comp tax:			\$	
Sub-Total of Capital Projects Payable			\$ 656,741.17	
Private Purpose Fund - #6178				
Warrant Numbers	119 - 119			
Micr Numbers	128628 - 128628	9/7/2018	\$ 750.00	W-09072018-10
Warrant Numbers	120 - 120			
Micr Numbers	128666 - 128666	9/12/2018	\$ 354.49	W-09122018-2 ACCRUAL
Sub-Total of Private Purpose Payables			1,104.49	
Transportation Vehicle Fund- #6198				
Warrant Numbers	-			
Micr Numbers	-		\$	

As of this date September 11th, 2018 THE BOARD, by a _____ vote.
 Voted to approve the Funds listed above for payment.

 Secretary, Board of Directors Director

 President, Board of Directors Director

 Vice President, Board of Directors Director

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$674,765.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108420 through 108453, totaling \$674,765.90

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108420	AMER FAM LIFE ASSU	08/31/2018	20180831ADS0119	Payroll accrual	0	78.10	103.90
			20180831ADS1119	Payroll accrual	0	25.80	
108421	AMERICAN FIDELITY ASSUR. CO.	08/31/2018	20180831ADI0128	Payroll accrual	0	2,426.66	4,343.30
			20180831ADI1128	Payroll accrual	0	1,916.64	
108422	AMERICAN FIDELITY ASSURANCE	08/31/2018	20180831ADL0129	Payroll accrual	0	1,093.85	3,511.95
			20180831ADS0129	Payroll accrual	0	1,815.82	
			20180831ADS1129	Payroll accrual	0	602.28	
108423	AMERICAN FIDELITY HEALTH SERVI	08/31/2018	20180831ADHSAAF	Payroll accrual	0	250.00	250.00
108424	AMERICAN FIDELITY ASSURANCE CO	08/31/2018	20180831ADS1140	Payroll accrual	0	2,084.39	2,089.89
			20180831ADS2140	Payroll accrual	0	5.50	
108425	DEPT OF RETIREMENT SYSTEMS	08/31/2018	20180831AD1ReT3	Payroll accrual	0	47,606.73	47,606.73
108426	DEPT OF RETIREMENT SYSTEMS	08/31/2018	20180831AD1ReE0	Payroll accrual	0	0.00	45,666.63
			20180831AD1ReE2	Payroll accrual	0	9,043.78	
			20180831AF1ReE0	Payroll accrual	0	0.00	
			20180831AF1ReE2	Payroll accrual	0	16,768.99	
			20180831AF1ReE3	Payroll accrual	0	19,853.86	
				(+0.07 INTRST - INV#05/2018, 06/2018)			
108427	DEPT OF RETIREMENT SYSTEMS	08/31/2018	20180831AD1ReE3	Payroll accrual	0	11,245.59	11,245.59
108428	ESD #112 / UNEMP	08/31/2018	20180831AF1LUC	Payroll accrual	0	2,751.19	2,751.19
108429	ESD112 WORK/COMP	08/31/2018	20180831AD1WC	Payroll accrual	0	1,400.27	10,412.41
			20180831AF1WC	Payroll accrual	0	9,012.14	
108430	IQ CREDIT UNION	08/31/2018	20180831ADJ0115	Payroll accrual	0	2,769.00	2,769.00
108431	KAISER FOUNDATION	08/31/2018	20180831ADM0	Payroll accrual	0	26,246.82	115,412.59
			20180831ADM0111	Payroll accrual	0	0.00	
			20180831ADM0250	Payroll accrual	0	205.27	
			20180831ADM025d	Payroll accrual	0	25.26	
			20180831ADM0500	Payroll accrual	0	1,736.95	
			20180831ADM050d	Payroll accrual	0	32.00	
			20180831ADM0ded	Payroll accrual	0	789.09	
			20180831ADM0EPP	Payroll accrual	0	0.00	
			20180831AFMO	Payroll accrual	0	79,617.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20180831AFM0111	Payroll accrual	0	0.00	
			20180831AFM0250	Payroll accrual	0	2,296.43	
			20180831AFM0500	Payroll accrual	0	4,463.67	
				(+1487.97 (E. JACOB - EMP PAID 8/6/18)			
108432	KAISER FOUNDATION	08/31/2018	20180831ADD2	Payroll accrual	0	0.00	8,359.37
			20180831AFD2	Payroll accrual	0	8,359.37	
				(+149.98 E. JACOB - EMP PAID 8/6/18)			
108433	METLIFE SBC	08/31/2018	20180831ADD0	Payroll accrual	0	0.00	13,632.65
			20180831AFD0	Payroll accrual	0	13,632.65	
108434	MUTUAL OF OMAHA	08/31/2018	20180831ADL2	Payroll accrual	0	0.00	3,218.43
			20180831ADS0	Payroll accrual	0	0.00	
			20180831ADS01	Payroll accrual	0	0.00	
			20180831ADS02	Payroll accrual	0	0.00	
			20180831ADS03	Payroll accrual	0	0.00	
			20180831AFL1	Payroll accrual	0	41.60	
			20180831AFL2	Payroll accrual	0	225.23	
			20180831AFS01	Payroll accrual	0	2,028.07	
			20180831AFS02	Payroll accrual	0	646.03	
			20180831AFs03	Payroll accrual	0	277.50	
				(+8.39 E. JACOB - W/HELD FROM HER 6/29/18 CHECK)			
108435	OREGON DEPT OF JUSTICE	08/31/2018	20180831ADMISC2	REMITTANCE ID:	0	780.00	780.00
				071DAX120841			
				OBLIGOR:			
				CRAWFORD, EMILY ANNE			
108436	PROVIDENT LIFE & ACCIDENT	08/31/2018	20180831ADS1148	Payroll accrual	0	5.96	5.96
108437	RIDGEFIELD PUBLIC SCHOOLS FOUN	08/31/2018	20180831ADRSDf	Payroll accrual	0	117.49	117.49
108438	RIDGEFIELD BOOSTERS	08/31/2018	20180831ADRSDb	Payroll accrual	0	117.00	117.00
108439	SCHOOL EMPLOYEES CU OF WASH	08/31/2018	20180831ADJ0120	Payroll accrual	0	3,041.00	3,041.00
108440	STATE TREASURER	08/31/2018	20180831ADD1160	Payroll accrual	0	6,720.00	6,720.00
108441	TEACHER RET SYST	08/31/2018	20180831AD1ReT0	Payroll accrual	0	0.00	188,813.16
			20180831AD1ReT1	Payroll accrual	0	399.86	
			20180831AD1ReT2	Payroll accrual	0	29,080.48	
			20180831AF1ReT0	Payroll accrual	0	0.00	
			20180831AF1ReT1	Payroll accrual	0	1,012.98	
			20180831AF1ReT2	Payroll accrual	0	62,609.87	
			20180831AF1ReT3	Payroll accrual	0	95,709.97	
108442	THE OMNI GROUP	08/31/2018	20180831ADA1101	Payroll accrual	0	15,245.00	18,948.00
			20180831ADA2101	Payroll accrual	0	350.00	
			20180831ADA3101	Payroll accrual	0	3,353.00	
108443	THE STANDARD	08/31/2018	20180831ADVIS1	Payroll accrual	0	0.00	2,363.32
			20180831AFVIS1	Payroll accrual	0	2,363.32	
108444	VEBA TRUST	08/31/2018	20180831ADV0145	Payroll accrual	0	2,530.29	7,185.61
			20180831ADV0146	Payroll accrual	0	800.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			20180831ADV3145	Payroll accrual	0	3,855.32	
108445	WASH STATE SUPPORT REGISTRY	08/31/2018	20180831ADMISCS	PARENT: CARLOS A. URBINA-ANTHONY/ ACCOUNT#: IN4524840/ CASE#: 2382870	0	309.00	309.00
108446	WASHINGTON STATE TREASURER	08/31/2018	20180831AFH1HA	Payroll accrual	0	14,559.91	15,777.23
			20180831AFH1HA2	Payroll accrual	0	384.44	
			20180831AFH1HA3	Payroll accrual	0	752.79	
			20180831AFH1HA4	Payroll accrual (+64.07 E. JACOB - W/HELD FROM HER 6/29/18 CHECK)	0	80.09	
108447	Vendor Continued Void	08/31/2018					0.00
108448	WEA Aetna	08/31/2018	20180831ADABPO	Payroll accrual	0	943.74	114,326.56
			20180831ADABPOD	Payroll accrual	0	50.19	
			20180831ADACAO	Payroll accrual	0	3,764.18	
			20180831ADACAOB	Payroll accrual	0	198.84	
			20180831ADACAW	Payroll accrual	0	639.90	
			20180831ADACAWD	Payroll accrual	0	12.64	
			20180831ADACBPO	Payroll accrual	0	3,430.96	
			20180831ADACBOD	Payroll accrual	0	219.63	
			20180831ADACBOW	Payroll accrual	0	0.00	
			20180831ADACBWD	Payroll accrual	0	13.14	
			20180831ADAE2O	Payroll accrual	0	3,424.91	
			20180831ADAE2OD	Payroll accrual	0	145.80	
			20180831ADAE3O	Payroll accrual	0	1,917.22	
			20180831ADAE3OD	Payroll accrual	0	115.88	
			20180831ADAE3OW	Payroll accrual	0	0.00	
			20180831ADAE3OWD	Payroll accrual	0	16.96	
			20180831ADAE5O	Payroll accrual	0	983.60	
			20180831ADAE5OD	Payroll accrual	0	45.40	
			20180831ADAEQO	Payroll accrual	0	706.70	
			20180831ADAEQOD	Payroll accrual	0	25.30	
			20180831ADAEQOW	Payroll accrual	0	0.00	
			20180831ADAEQOWD	Payroll accrual	0	4.86	
			20180831AFABPO	Payroll accrual	0	7,201.62	
			20180831AFACAO	Payroll accrual	0	23,997.78	
			20180831AFACAW	Payroll accrual	0	1,354.93	
			20180831AFACBPO	Payroll accrual	0	28,129.14	
			20180831AFACBOW	Payroll accrual	0	1,521.71	
			20180831AFAE2O	Payroll accrual	0	13,628.58	
			20180831AFAE3O	Payroll accrual	0	11,351.73	
			20180831AFAE3OW	Payroll accrual	0	1,680.02	
			20180831AFAE5O	Payroll accrual	0	4,740.67	
			20180831AFAEQO	Payroll accrual	0	3,579.55	
			20180831AFAEQOW	Payroll accrual	0	481.00	
108449	WEA PAYROLL DEDUCTIONS	08/31/2018	20180831ADH0110	Payroll accrual	0	13,176.95	13,480.70
			20180831ADH2110	Payroll accrual	0	303.75	
108450	WEA PAYROLL DEDUCTIONS	08/31/2018	20180831ADH0158	Payroll accrual	0	2,580.80	2,607.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				(+18.78 E. JACOB - W/HELD FROM HER 6/29/18 CHECK)			
108451	WEA UHC	08/31/2018	20180831ADH2158	Payroll accrual	0	27.00	
			20180831ADUCAC	Payroll accrual	0	1,176.31	24,053.57
			20180831ADUCACD	Payroll accrual	0	50.01	
			20180831ADUCAN	Payroll accrual	0	21.11	
			20180831ADUCAND	Payroll accrual	0	6.26	
			20180831ADUCBC	Payroll accrual	0	439.14	
			20180831ADUCBCD	Payroll accrual	0	57.60	
			20180831ADUH2C	Payroll accrual	0	1,234.90	
			20180831ADUH2CD	Payroll accrual	0	21.59	
			20180831ADUH3C	Payroll accrual	0	54.65	
			20180831ADUH3CD	Payroll accrual	0	18.60	
			20180831ADUH5C	Payroll accrual	0	0.00	
			20180831ADUH5CD	Payroll accrual	0	11.94	
			20180831ADUHBC	Payroll accrual	0	0.00	
			20180831ADUHBCD	Payroll accrual	0	11.60	
			20180831ADUHBN	Payroll accrual	0	103.42	
			20180831ADUHBND	Payroll accrual	0	5.24	
			20180831ADUHQN	Payroll accrual	0	62.03	
			20180831ADUHQND	Payroll accrual	0	9.62	
			20180831AFUCAC	Payroll accrual	0	5,674.86	
			20180831AFUCAN	Payroll accrual	0	807.83	
			20180831AFUCBC	Payroll accrual	0	6,228.46	
			20180831AFUH2C	Payroll accrual	0	1,638.17	
			20180831AFUH3C	Payroll accrual	0	1,786.17	
			20180831AFUH5C	Payroll accrual	0	1,182.48	
			20180831AFUHBC	Payroll accrual	0	1,148.04	
			20180831AFUHBN	Payroll accrual	0	854.56	
			20180831AFUHQN	Payroll accrual	0	1,448.98	
108452	WEA Willamette Dental	08/31/2018	20180831ADD3	Payroll accrual	0	0.00	4,740.85
			20180831AFD3	Payroll accrual	0	4,740.85	
108453	WSSRA	08/31/2018	20180831ADH0150	Payroll accrual	0	5.00	5.00
			34	Computer	Check(s) For a Total of		674,765.90

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$574,863.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:

Warrant Numbers 108361 through 108419, totaling \$574,863.56

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108361	A.P. EXAMS	08/31/2018	481005	LATE FEE FOR COLLEGE AP EXAMS	0	225.00	225.00
108362	AIRGAS USA, INC.	08/31/2018	9079220712	AirGas - to cover any overages for 2017-2018 - Shipp/Metals	3101700177	107.26	107.26
108363	AMERICAN BUILDING MAINTENANCE,	08/31/2018	12529332	Janitorial Services	601700301	1,710.00	1,710.00
108364	AMERICAN ARBITRATION ASSOCIATI	08/31/2018	01-18-0002-0005-2-RY	INITIAL ADMINISTRATIVE FEES	0	150.00	150.00
108365	Anderson, Kelli R	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	2.55	2.55
108366	Andrews-McRobert, Khristy L	08/31/2018	REFUND	LUNCH BALANCE	0	2.05	2.05
108367	Angvall, Tammera L	08/31/2018	NTRC-AUGUST 2018	DOT PHYSICAL FOR CDL AND DRIVING ABSTRACT	0	88.00	88.00
108368	Baird, Catherine J	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	4.90	4.90
108369	Bate, Eddie R	08/31/2018	NTRC- AUGUST 2018	PPGI REIMBURSEMENT	501700803	450.00	450.00
108370	Bentler, Debra Rae	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	0.15	0.15
108371	CDW GOVERNMENT	08/31/2018	MRZ5435	HP SB 11 G6 EE N3350 16GB 4GB CHROME BOOK -DEMO SENT BACK TO CDWG	0	231.68	2,412.26
			MSB5304	GOOGLE LICENSE EDUCATION	0	27.10	
			NNR0025	Ricoh SP 8400DN - printer - monochrome - laser Mfg.	501700690	2,265.42	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Part#: 408244 UNSPSC: 43212105 Brother HL-L8260CDW - printer - color - laser Mfg. Part#: HLL8260CDW UNSPSC: 43212105			
			NSC0884	RETURN OF DEMO PRODUCT HP SB CHROME BOOK	0	-231.68	
			NTF8289	4-month subscription of Adobe-(Alan Adams Grant)	501700773	119.74	
108372	CENTURYLINK	08/31/2018	360-887-2138 703B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	51.74	395.47
			360-887-2144 890B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	95.91	
			360-887-3615 983B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	53.59	
			360-887-5636 768B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	194.23	
108373	CLARK COUNTY LAWN & TRACTOR	08/31/2018	218921	Filler cap - misc. tractor supplies and parts	601700303	19.35	19.35
108374	Vendor Continued Void	08/31/2018					0.00
108375	CLARK PUBLIC UTILITIES	08/31/2018	7206-473-6	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	1,695.93	27,972.84
			7206-474-4	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	801.87	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			7206-599-8	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	646.00	
			7206-621-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	8,497.19	
			7206-640-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,087.17	
			7206-649-1	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	522.75	
			7206-650-9	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	2,871.17	
			7206-706-9	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	1,013.59	
			7206-751-5	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	552.98	
			7206-97-2	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	1,385.42	
			7449-036-8	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	7,898.77	
108376	COAST TO COAST TURF INC	08/31/2018	PO1	Sport champ turf groomer	601700217	55,544.16	55,544.16
108377	Vendor Continued Void	08/31/2018					0.00
108378	COPYTRONIX INC	08/31/2018	1734505	Copytronix - Office Copier overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per Lisa	1021700047	120.51	937.85
			1737164	2017-18 Copier Overages & Supplies	1041700174	43.55	
			1737549	Copy machine overage	1051700010	8.23	
			1739966	Copytronix - Office Copier	1021700047	13.69	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per Lisa			
			1742554	Maint. Dept. Copy Machine	601700012	4.16	
			1742555	2017-18 Copier Overages & Supplies	1041700174	8.19	
			177165	Encumbrance for Copier Agreement Services for 2017-2018 Fiscal Year	501700133	739.52	
108379	Cowell, Raechel Ann	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	11.15	11.15
108380	Vendor Continued Void	08/31/2018					0.00
108381	DELL COMPUTER	08/31/2018	10232087959	SERVERS, SWITCHES AND SUPPLIES	501700509	64,371.71	18,795.96
			10239161253	Purchase 2 Dell switches for Hyper-V server virtualization infrastructure upgrade. Dell State of Washington Contract #WN34AGW **NOTE: REPLACES PO #0501700509 WHICH WAS CANCELLED.**	501700572	16,509.75	
			60111575299	RETURN OF SWITCHES	501700509	-13,430.17	
			60111640600	RETURN OF SERVERS	501700509	-47,223.93	
			60111640619	RETURN OF CABLES	501700509	-638.04	
			60112153271	Purchase 2 Dell switches for Hyper-V server virtualization infrastructure upgrade. Dell State of Washington Contract #WN34AGW **NOTE: REPLACES PO #0501700509	501700572	-793.36	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108382	Dixon, Jacob Matthew	08/31/2018	REFUND	WHICH WAS CANCELLED.** REFUND OF LUNCH BALANCE	0	0.60	0.60
108383	ESD 112	08/31/2018	137441	EMERGENCY TRAINING SUMMIT FOR PRINCIPALS	0	72.00	572.00
			137488	Gen Funds 2017/2018 1 Registration for PBL Training - Jericho Kaylor	1031700165	500.00	
108384	EWING	08/31/2018	5930661	Irrigation and Landscape miscellaneous supplies	601700302	62.68	126.93
			5996868	Irrigation and Landscape miscellaneous supplies	601700302	64.25	
108385	FAZIO BROTHERS SAND	08/31/2018	33457	Top Dress Sand for High School Soccer field	601700264	1,873.68	1,873.68
108386	FOLLETT LIBRARY RESOURCES, INC	08/31/2018	872650F	Gen Funds 2017/2018 Library Books See attached list	1031700151	27.98	27.98
108387	Golden, Nancy A	08/31/2018	REFUND	REFUND OF LUNCH BALANCE	0	0.35	0.35
108388	Griffith, Christopher Jason	08/31/2018	NTRC AUGUST 2018	SUPPLIES FOR BARGAINING MEETING	0	18.37	573.83
			NTRC- AUGUST 2018	MEETING SUPPLIES FOR BARGAINING	0	18.37	
			NTRC-AUG. 2018	MEETING SUPPLIES FOR INDUCTION 2018	0	537.09	
108389	Harvey, John C	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	0.15	0.15
108390	Havens, Caitlyn Renee	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	3.25	3.25
108391	HEALTH CARE AUHTORITY	08/31/2018	K2503	OCTOBER-DECEMBER 2017 MEDICAID ADJUSTMENT	0	237.00	237.00
108392	Helm, Kyle Randolph	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	0.15	0.15
108393	IMAGINEERING, INC.	08/31/2018	18306	INNOVATION RIDGE CAPS LOGO	3101700175	300.00	300.00
108394	JEFF UTECHT CONSULTING	08/31/2018	186	KEYNOTE SPEAKER AND BREAK OUT	0	1,674.40	1,674.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				SESSIONS FOR CONVOCAATION 18/19			
108395	Vendor Continued Void	08/31/2018					0.00
108396	KING COUNTY DIRECTORS ASSOCIAT	08/31/2018	300280727	2017-18 Supplies	1041700170	148.05	1,287.75
			300292366	Choir Supplies - Meek	1021700313	35.17	
			300292698	KCDA Order - Social Studies - Ford	1021700325	124.48	
			300292781	KCDA Office Supplies Order - Petersen	1021700334	240.38	
			300292995	KCDA Order - Classroom Supplies - Math - Rinard	1021700326	386.14	
			300293381	KCDA Office Supplies Order - Petersen	1021700334	69.97	
			300293545	KCDA Office Supplies Order - Petersen	1021700334	92.33	
			300295795	KCDA Office Supplies Order - Petersen	1021700334	-42.80	
			300295807	KCDA Office Supplies Order - Petersen	1021700334	-69.97	
			300297371	UNION RIDGE ELL ORDER	5001700063	3.83	
			300300254	KCDA order for Classroom Supplies - Oster - World Languages	1021700342	263.49	
			300300804	KCDA order for Classroom Supplies - Oster - World Languages	1021700342	36.68	
108397	KYOCERA DOCUMENT SOLUTIONS NOR	08/31/2018	55T1043380	OVERAGE CHARGES FOR COPIER	1031700144	178.17	178.17
108398	Lee, William	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	0.45	0.45
108399	LRP PUBLICATIONS, INC.	08/31/2018	4407441	TITLE 1 ONLINE REFERENCE CENTER	5001700066	895.00	895.00
108400	Margolin, Courtney Dawn	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	4.60	4.60
108401	McCoy, Paula Kristen	08/31/2018	NTRC- AUGUST 2018	REIMBURSEMENT	501700808	185.64	185.64
108402	MIDWEST TECH PRODUCTS	08/31/2018	2097295-00	TOOLS FOR HS CTE/METALS-WOODS	3101700165	1,316.60	6,175.70
			2097295-01	TOOLS FOR HS	3101700165	4,859.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				CTE/METALS-WOODS			
108403	NASCO MODESTO	08/31/2018	103624	BIOMED SUPPLIES	3101700174	9,783.24	9,783.24
108404	Vendor Continued Void	08/31/2018					0.00
108405	NORTHWEST TEXTBOOK DEPOSITORY	08/31/2018	114-281-827	K-5 ELA CURRICULUM ORDER READY GEN	501700614	19,729.49	398,617.24
			114-281-828	K-5 ELA CURRICULUM ORDER READY GEN	501700614	18,828.49	
			114-281-829	K-5 ELA CURRICULUM ORDER READY GEN	501700614	21,864.56	
			114-281-830	K-5 ELA CURRICULUM ORDER READY GEN	501700614	43,136.88	
			114-281-831	K-5 ELA CURRICULUM ORDER READY GEN	501700614	28,447.28	
			114-281-832	K-5 ELA CURRICULUM ORDER READY GEN	501700614	36,507.98	
			114-281-833	K-5 ELA CURRICULUM ORDER READY GEN	501700614	26,731.21	
			114-281-834	K-5 ELA CURRICULUM ORDER READY GEN	501700614	32,539.16	
			114-281-835	K-5 ELA CURRICULUM ORDER READY GEN	501700614	26,996.03	
			114-281-836	K-5 ELA CURRICULUM ORDER READY GEN	501700614	32,872.33	
			114-281-837	K-5 ELA CURRICULUM ORDER READY GEN	501700614	63,042.32	
			114-282-089	CURRICULUM GROWTH ORDER	501700750	16,008.92	
			114-283-118	REDYGEN READYUP! INTERVENTION	5001700068	2,996.66	
			114-283-689	FRENCH LEVEL 1, STUDENT WORKBOOKS	501700751	679.75	
			114-283-690	ADDITIONAL STUDENT CONSUMABLES TO ACCOMMODATE GROWTH - 7TH GRADE COLLECTIONS CURRICULUM	501700786	3,571.99	
			114-283-691	READYGEN	501700784	9,138.48	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				MATERIALS TO ACCOMMODATE ADDITIONAL CLASSROOMS			
			114-283-924	WOODWORKING CURRICULUM	3101700168	2,245.44	
			114-284-438	TEACHER MATERIALS FOR NEW SPANISH TEACHER	501700794	1,486.36	
			114-284-580	CURRICULUM GROWTH ORDER	501700750	5,357.98	
			114-284-581	FRENCH 2 CURRICULUM	501700645	6,435.93	
108406	PERMABOUND BOOKS	08/31/2018	1787986-00	PermaBound Books for ELA Dept - Uhacz	1021700347	467.69	467.69
108407	PRECISION EXAMS	08/31/2018	HUBSPOT	PRECISION EXAMS SITE LICENSE	3101700179	4,281.80	4,281.80
108408	PROJECT LEAD THE WAY, INC.	08/31/2018	146512	PLTW BIOMEDICAL SCIENCE	3101700155	3,766.09	7,951.15
			146516	PLTW BIOMEDICAL SCIENCE	3101700155	2,747.13	
			147664	PLTW BIOMEDICAL SCIENCE	3101700155	188.62	
			149335	PLTW BIOMEDICAL SCIENCE	3101700155	1,203.78	
			149561	PLTW order - Classroom supplies - STEM - Rinard	3101700148	45.53	
108409	SMITH & GREAVES, LLP	08/31/2018	846238	SMALL WARES ORDER FOR SUNSET RIDGE INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL PER QUOTE	0	5,553.21	5,553.21
108410	SMITH & GREENE CO.	08/31/2018	84239	EQUIPMENT AND SUPPLIES FOR RHS KITCHEN	501700769	212.64	6,358.47
			846237	COMMODITY STORAGE FOR MAINTENANCE WAREHOUSE	501700768	793.17	
			8470019	SMALL WARES ORDER FOR SUNSET RIDGE INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL	0	1,758.03	
			847011	SMALL WARES ORDER FOR SUNSET RIDGE	0	848.88	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL			
			847018	COMMODITY STORAGE FOR MAINTENANCE WAREHOUSE	501700768	1,623.66	
			847198	KITCHEN EQUIPMENT FOR RHS KITCHEN	501700767	1,122.09	
108411	Tracey, Ann Louise	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	6.15	6.15
108412	Trinidad, Amber Ann	08/31/2018	REFUND	LUNCH BALANCE REFUND	0	0.50	0.50
108413	US BANK EQUIPMENT FINANCE, INC	08/31/2018	364716753	Copier Agreement Services for 2017-2018 Fiscal Year	501700132	0.30	0.30
108414	VERIZON	08/31/2018	9812994641	Encumbrance for Cell Phone Plan Services for Emergency Usage for 2017-2018 Fiscal Year	501700155	226.45	226.45
108415	WAVE BUSINESS	08/31/2018	813675697003312	DARK FIBER LINES	501700062	1,080.00	1,080.00
108416	WINSOR LEARNING, INC	08/31/2018	22076	Ortin-Gillingham Dyslexia reading instruction	2101700138	2,372.88	2,372.88
108417	Vendor Continued Void	08/31/2018					0.00
108418	Vendor Continued Void	08/31/2018					0.00
108419	WOODLAND SCHOOL DISTRICT #404	08/31/2018	1139 1ST GRADE	Gen Funds 25017/2018 1st Grade 3 buses to Newmark Theater	1031700041	581.87	15,217.90
			1139 DAIRY DAYS	Gen Funds 2017/2018 2nd Grade Field Trip to the Heritage Farm Clark County Food Bank 1 Bus	1031700126	123.53	
			1139 DDAYS	Gen Funds 2017/2018 2nd Grade Field Trip to the Heritage Farm Clark County Food Bank 2 Buses	1031700127	266.79	
			1139 FIELD TRIP	2018-19 Field Trip Transportation	1041700195	1,035.05	
			1139 RHS	HIGH SCHOOL TRANSPORTATION -	501700244	7,315.24	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				EXTRA CURRICULUAR FOR SY 2017-18			
1139	SPED			BOWLING TRIP FOR RHS SPECIAL ED	0	289.74	
1139	VRMS			MIDDLE SCHOOL EXTRA CURRICULAR TRANSPORTATION FOR SY 17-18	501700245	344.55	
1139	ZOO			Gen Funds 2017/2018 3rd Grade Field Trip - Oregon Zoo 3 buses	1031700123	661.38	
1154	5TH OMSI			Gen Funds 2017/2018 5th Grade Field Trip to the OMSI 2 Buses	1031700128	352.96	
1154	REFUGE			Gen Funds 2017/2018 3rd Grade Field Trip to the Ridgefield Refuge 2 Buses	1031700125	298.80	
1154	SPED TRACK			TRACK MEET FOR SPECIAL EDUCATION IN KALAMA	0	321.62	
1154	UR FIELD TRIP			2018-19 Field Trip Transportation	1041700195	1,931.41	
1154	4TH GRADE			Gen Funds 4th Grade Field Trip 3 Buses to the Oregon Trail Interactive Center	1031700097	723.42	
1154	OMSI			Gen Funds 2017/2018 3 buses Kindy field trip to OMSI	1031700109	825.38	
1154	REFUGE			Gen Funds 2017/2018 3rd Grade Field Trip to the Ridgefield Refuge 1 Bus	1031700124	146.16	
59	Computer			Check(s) For a Total of		574,863.56	

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	59	Computer	Checks For a Total of	574,863.56
Total For	59	Manual, Wire Tran, ACH & Computer	Checks	574,863.56
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	574,863.56

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$3,000.00. The payments are further identified in this document.

ACCRUAL

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108454 through 108454, totaling \$3,000.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108454	Ridgefield Lions	09/07/2018	2018 SCHOLARSHIP	208 SCHOLARSHIP AWARDS FROM 3 GRANDS PIANO PROGRAM	0	3,000.00	3,000.00
			1	Computer	Check(s) For a Total of		3,000.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	3,000.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	3,000.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,000.00

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$250.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108455 through 108455, totaling \$250.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108455	SEATTLE CHRISTIAN SCHOOL	09/07/2018	2018-6343		0	250.00	250.00
				1 Computer	Check(s) For a Total of		250.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	250.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	250.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	250.00

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$95,429.33. The payments are further identified in this document.

ACCRUAL

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108456 through 108482, totaling \$95,429.33

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108456	Cain, Brittany	09/12/2018	TRC- AUGUST 2018	TRAVEL BETWEEN BUILDINGS FOR TECH SUPPORT-AUGUST 2018	501700703	16.30	16.30
108457	CHEVRON & TEXACO CARD SERVICES	09/12/2018	54073671	GAS FOR THE VANS FOR THE DISTRICT OFFICE, AND SPORT CAMPS FOR VOLLEYBALL/CHEER, AND TECH, AND SPECIAL EDUCATION	0	235.35	235.35
108458	Vendor Continued Void	09/12/2018					0.00
108459	CITY OF RIDGEFIELD	09/12/2018	005439-000	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	5,161.10	13,740.14
			005439-001	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	65.95	
			005439-003	Encumbrance for Water and Irrigation Services for the 2017-2018 Fiscal Year	501700136	211.68	
			005439-004	Encumbrance for Water and	501700136	2,515.43	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Irrigation Services for the 2017-2018 Fiscal Year			
			006462-000	Encumbrance for Water and Irrigation	501700136	126.10	
				Services for the 2017-2018 Fiscal Year			
			006534-000	Encumbrance for Water and Irrigation	501700136	2,090.10	
				Services for the 2017-2018 Fiscal Year			
			006550-000	Encumbrance for Water and Irrigation	501700136	325.83	
				Services for the 2017-2018 Fiscal Year			
			006583-000	Encumbrance for Water and Irrigation	501700136	3,243.95	
				Services for the 2017-2018 Fiscal Year			
108460	CLARK PUBLIC UTILITIES	09/12/2018	7206-599-8	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	933.26	933.26
108461	CONSOLIDATED TECHNOLOGY SERVIC	09/12/2018	90112018080003	ENCUMBRANCE FOR LONG DISTANCE CHARGES FOR STAFF FOR FISCAL YEAR 17-18	501700161	64.09	64.09
108462	ESD 112	09/12/2018	136780	ELL CRITICAL DATA PROCESS KE12 TRAINING FOR ELENA KUZMENKO	0	35.00	35.00
108463	FUN AND FUNCTION	09/12/2018	318023	EQUIPMENT FOR SENSORY CLASSROOM AT 5-8 SCHOOL	2101700150	2,757.04	2,757.04
108464	Hundley, Jared S	09/12/2018	00316-RSD	MARKETING SERVICES FOR SY 2017-18	501700089	968.75	968.75
108465	Johnson, Phillip	09/12/2018	PAM-AUGUST 2018	Encumbrance for Auditorium Management Consultant	501700156	437.40	437.40

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108466	KIMBER HUNTINGTON WEBB	09/12/2018	010	Services for 2017-2018 Fiscal Year SITE UPDATES AND GRAPHIC DESIGN FOR THE MONTH OF AUGUST 2018	0	500.00	500.00
108467	Lee, William	09/12/2018	NTRC- AUGUST 2018	PPGI REIMBURSEMENT	501700795	590.97	590.97
108468	McGhee, Lisa	09/12/2018	TRC- AUGUST 2018	TRAVEL FOR AUGUST 2018 POST OFFICE AND BANK AND POSTAGE	501700092	132.13	329.02
			TRC- JULY 2018	TRAVEL TO BANK AND POST OFFICE FOR JULY 2018 AND PRIORITY ENVELOPES	501700092	80.76	
			TRC- JUNE 2018	TRAVEL TO POST OFFICE AND BANK AND MEETINGS IN VANCOUVER AND POSTAGE CHARGES	501700092	76.35	
			TRC-APRIL-MAY 2018	TRAVEL TO POST OFFICE AND BANK AND PRIORITY ENVELOPES	501700092	39.78	
108469	NEOPOST	09/12/2018	7900044137989749	Encumbrance - Postage for the district office postage machine for December 2017-August 2018	501700457	500.00	500.00
108470	Vendor Continued Void	09/12/2018					0.00
108471	NORTHWEST NATURAL GAS, INC.	09/12/2018	2857349-1	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	53.72	814.85
			3575370-6	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	648.40	
			814442-0	Encumbrance for Natural Gas Utility Services for the 2017-2018 Fiscal Year	501700137	16.83	
			820878-7	Encumbrance for	501700137	64.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Natural Gas Utility Services for the 2017-2018 Fiscal Year			
			820883-7	Encumbrance for	501700137	15.90	
				Natural Gas Utility Services for the 2017-2018 Fiscal Year			
			8742-9	Encumbrance for	501700137	15.90	
108472	PIANOS NW, LLC	09/12/2018	JJ1807269044	5-8 SCHOOLS PIANO - CHOIR ROOM	501700765	10,025.92	10,025.92
108473	PPC SOLUTIONS, INC.	09/12/2018	356972	SECURITY FOR THE NEW BUILDING FOR THE TRACK INSTALLATION.	0	168.00	168.00
108474	REVOLVING FUND	09/12/2018	4229	SUMMER SCHOOL PROGRAM FOR MCKENNA MOORE	0	200.00	944.32
			4230	RSD-PER MOM'S REQUEST MOVED FOOD SERVICE CREDIT TO FEE MGMT TO PAY FOR A LIBRARY FINE FOR NOAH WUBBEN	0	11.40	
			4231	REIMBURSEMENT FOR CASH FOR SURPLUS SALE-LISA MCGHEE	0	100.00	
			4234	CHEVRON CHARGES FOR ASB CAMPS-WRESTLING AND GIRLS BASKETBALL	0	438.53	
			4235	USPS FOR MAILING ANNUAL NOTIFICATION LETTERS	0	34.39	
			4236	RHS BOOSTER- SUPPLIES FOR CONVOCATION 2018	0	160.00	
108475	RIDGEFIELD HIGH SCHOOL ASB	09/12/2018	SC 2018 BOYS TENNIS	SUMMER TENNIS CAMPS	501700761	760.55	3,636.00
			SC 2018 G. SOCCER	SPUDDER FOOTBALL AND SOCCER CAMPS	501700762	1,463.00	
			SC 2018 GIRLS TENNIS	SUMMER TENNIS	501700761	1,412.45	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108476	Sawyer, Mary A	09/12/2018	REFUND	CAMPS LUNCH BALANCE	0	0.10	0.10
108477	SMITH & GREENE CO.	09/12/2018	847742	REFUND SMALL WARES ORDER FOR SUNSET RIDGE INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL AS PER ATTACHED INVOICE	0	1,569.42	1,569.42
108478	SOLUTIONS EMPLOYEE ASSISTANCE,	09/12/2018	RSD004-18	SOLUTIONS EMPLOYEE ASSISTANCE PROGRAM FOR ALL OF RIDGEFIELD EMPLOYEES	501700428	1,291.50	1,291.50
108479	SOUTHPAW ENTERPRISES	09/12/2018	0434531N	EQUIPMENT FOR SENSORY CLASSROOM AT 5-8 SCHOOL	2101700151	9,689.98	9,689.98
108480	Tornow, Chase C	09/12/2018	TRC- AUGUST 2018	TRAVEL BETWEEN BUILDINGS FOR TECH SUPPORT AUGUST 2018	501700128	140.01	140.01
108481	Varney, Geoffrey S	09/12/2018	TRC-AUGUST 2018	TRAVEL BETWEEN BUILDINGS FOR MEETINGS/TECH SUPPORT AUGUST 2018	501700655	74.17	74.17
108482	WOODLAND SCHOOL DISTRICT #404	09/12/2018	1154-D	HIGH SCHOOL TRANSPORTATION - EXTRA CURRICULUAR FOR SY 2017-18	501700244	719.24	45,967.74
			1154-F	FOOTBALL CAMP FOR SUMMER 2018	0	244.50	
			1164	ENCUMBRANCE FOR MONTHLY UNFUNDED TRANSPORTATION	501700317	22,502.00	
			1168	ENCUMBRANCE FOR MONTHLY UNFUNDED TRANSPORTATION	501700317	22,502.00	
			27	Computer	Check(s) For a Total of		95,429.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	27	Computer	Checks For a Total of	95,429.33
Total For	27	Manual, Wire Tran, ACH & Computer	Checks	95,429.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	95,429.33

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$2,361.84. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108483 through 108483, totaling \$2,361.84

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108483	My PlayCenter LLC	09/07/2018	1926-	Experience Ridgefield Event 09.08.18	501800008	1,827.42	2,361.84
			1927	Experience Ridgefield Event 09.08.18	501800009	534.42	
				1 Computer	Check(s) For a Total of		2,361.84

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	2,361.84
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,361.84
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,361.84

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$11,392.01. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108484 through 108491, totaling \$11,392.01

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108484	ASSOC OF WASH SCH PRINC INC	09/12/2018	115133-2018	AWSP PROFESSIONAL MEMBERSHIP DUES	501800002	6,848.00	6,848.00
108485	Griffith, Christopher Jason	09/12/2018	NTRC- SEPTEMBER 2018	MEETING SUPPLIES FOR BARGAIN MEETING SEPTEMBER 1 AND 2	0	48.04	48.04
108486	LRP PUBLICATIONS, INC.	09/12/2018	4410181	Special Ed Connection renewal	2101800000	1,038.00	1,038.00
108487	McCann, Nathan T	09/12/2018	TRC- AUGUST 2018	REIMBURSEMENT FOR LEARNINGSAPES 2018 CONFERENCE - CHICAGO, 11/1-11/4/2018	501800013	128.20	128.20
108488	MUSIC WORLD INC	09/12/2018	MR29056H	Band Equipment for 2018-2019 School Year - Greggerson	1021800009	1,192.39	1,192.39
108489	SONITROL OF SW WASHINGTON, INC	09/12/2018	253325 253326	FIRE AND SECURITY MONITORING FIRE AND SECURITY MONITORING	501800036 501800036	627.92 188.36	816.28
108490	UMPQUA BANK	09/12/2018	1-64R	RENTAL FEE FOR SAFE DEPOSIT BOX	0	85.00	85.00
108491	US BANK EQUIPMENT FINANCE, INC	09/12/2018	364644898 364716662 365191170 365191345 365191576	UR XEROX COPIER RHS COPIER UR COPIER SR COPIER DISTRICT OFFICE LEASE	501800035 501800042 501800034 501800033 501800032	264.22 336.31 206.81 205.47 223.29	1,236.10

8 Computer Check(s) For a Total of 11,392.01

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	8	Computer	Checks For a Total of	11,392.01
Total For	8	Manual, Wire Tran, ACH & Computer	Checks	11,392.01
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	11,392.01

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$5,553.21, and voids/cancellations, totaling \$5,553.21. The payments and voids are further identified in this document.

ACCRUAL

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 108492 through 108492, totaling \$5,553.21
Voids/Cancellations, totaling \$5,553.21

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108492	SMITH & GREENE CO.	09/11/2018	846238	SMALL WARES ORDER FOR SUNSET RIDGE INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL PER QUOTE	0	5,553.21	5,553.21

1 Computer Check(s) For a Total of 5,553.21

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108409	SMITH & GREAVES, LLP	09/07/2018	846238	SMALL WARES ORDER FOR SUNSET RIDGE INTERMEDIATE SCHOOL AND VIEW RIDGE MIDDLE SCHOOL PER QUOTE	0	5,553.21	5,553.21
				1 Void	Check(s) For a Total of		5,553.21

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	5,553.21
Total For	1	Manual, Wire Tran, ACH & Computer Checks		5,553.21
Less	1	Voided	Checks For a Total of	5,553.21
			Net Amount	0.00

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$2,187.95. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 19823 through 19826, totaling \$2,187.95

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19823	Ball, Robert Wayne	08/31/2018	NTRC- JUNE 2018	GREENS FEE FOR STATE GOLF TOURNAMENT 2018	4021700302	221.06	221.06
19824	Tudor, Suzanne Dee	08/31/2018	NTRC- JUNE 2018	Reimbursement for mailing team banners to Jostens	4021700300	38.60	38.60
19825	WIAA	08/31/2018	23361	STATE GOLF AND STATE TENNIS FEES SPRING 2018	4021700301	150.00	150.00
19826	WOODLAND SCHOOL DISTRICT #404	08/31/2018	1139-ASB	TRIP TO SEATTLE ART MUSEUM FOR YEARBOOK AND ART STUDENTS	0	636.13	1,778.29
			1154 ASB SENIORS	Corynn Feichtner - Student Council- Rachel Werbowski buses for senior breakfast and parade-student council to VR on 5/14	4021700263	287.87	
			1154 GRAD NIGHT	GRAD NIGHT FOR THE SENIORS-TO BE REIMBURSED BY SENIOR PARENTS	0	854.29	
4	Computer			Check(s) For a Total of			2,187.95

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	2,187.95
Total For	4	Manual, Wire Tran, ACH & Computer	Checks	2,187.95
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,187.95

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$1,657.85. The payments are further identified in this document.

ACCRUAL

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 19827 through 19828, totaling \$1,657.85

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount			
19827	CHEVRON & TEXACO CARD SERVICES	09/12/2018	54073671 ASB	FUEL FOR VOLLEYBALL AND CHEER CAMP	0	183.80	183.80			
19828	COMFORT INN	09/12/2018	1108045	Alyssa Tomillo - Cheer - Camp Aug 2-5, 2018 University of Puget Sound 15 Students/2 Advisors	4021700295	1,474.05	1,474.05			
							2	Computer	Check(s) For a Total of	1,657.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	1,657.85
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	1,657.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,657.85

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$1,657.85, and voids/cancellations, totaling \$1,657.85. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 19829 through 19830, totaling \$1,657.85
Voids/Cancellations, totaling \$1,657.85

ACCRUAL

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount			
19829	CHEVRON & TEXACO CARD SERVICES	09/12/2018	54073671	ASB FUEL FOR VOLLEYBALL AND CHEER CAMP	0	183.80	183.80			
19830	COMFORT INN	09/12/2018	1108045	Alyssa Tomillo - Cheer - Camp Aug 2-5, 2018 University of Puget Sound 15 Students/2 Advisors	4021700295	1,474.05	1,474.05			
							2	Computer	Check(s) For a Total of	1,657.85

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19827	CHEVRON & TEXACO CARD SERVICES	09/07/2018	54073671 ASB	FUEL FOR VOLLEYBALL AND CHEER CAMP	0	183.80	183.80
19828	COMFORT INN	09/07/2018	1108045	Alyssa Tomillo - Cheer - Camp Aug 2-5, 2018 University of Puget Sound 15 Students/2 Advisors	4021700295	1,474.05	1,474.05
				2 Void	Check(s) For a Total of		1,657.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	1,657.85
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	1,657.85
Less	2	Voided	Checks For a Total of	1,657.85
			Net Amount	0.00

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$567,616.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2421 through 2429, totaling \$567,616.87

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2421	ADA SPORTS	08/31/2018	K-2092	5-8 SCHOOLS PE EQUIPMENT	2501700075	2,795.50	2,795.50
2422	ARCHAEOLOGICAL SERVICES, LLC	08/31/2018	18701	PREDETERMINATION SURVEY OF PARCEL AT NW 279TH FOR NEW ELEMENTARY PROJECT	0	4,813.00	4,813.00
2423	EMERICK CONSTRUCTION COMPANY	08/31/2018	APPLICATION #1	MINI MACC #7 -CONSTRUCTION COST INCURRED FOR REPURPOSE OF OLD VRMS FOR NEW DISTRICT OFFICE	0	416,076.22	488,456.22
			APPLICATION 1 SECURI	SECURITY FOR THE ELEMENTARY BUILDINGS	0	72,380.00	
2424	KING COUNTY DIRECTORS ASSOCIAT	08/31/2018	300297028	5-8 SCHOOLS ART EQUIPMENT	2501700081	62.35	1,133.24
			300300807	FURNITURE FOR NEW RHS PORTABLE CLASSROOMS	2501700100	410.45	
			300309788	FURNITURE FOR NEW RHS PORTABLE CLASSROOMS	2501700100	660.44	
2425	NORLIFT OF OREGON, INC	08/31/2018	11013501	BOOMLIFT FOR 5-8 SCHOOL COMPLEX	2501700028	54,091.60	54,091.60
2426	STRUCTURED COMMUNICATION SYSTE	08/31/2018	0192466	Plantronics Headset	2501700101	268.92	405.35
			0192467	Purchase wall-mounts for telephones in new 5-8 school.	2501700104	136.43	

CONTRACT: KCDA

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2427	TROXELL COMMUNICATIONS, INC.	08/31/2018	135262	2 YEAR EXTENDED WARRANTY	2501700037	2,195.11	10,975.51
			135263	2 YEAR EXTENDED WARRANTY	2501700037	8,780.40	
2428	US GAMES	08/31/2018	902764989	5-8 SCHOOLS PE EQUIPMENT ORDER - ED BATE	2501700090	3,312.81	3,312.81
2429	WORTHINGTON DIRECT HOLDINGS, L	08/31/2018	319053RID005	5-8 SCHOOL ART CLASSROOM EQUIPMENT	2501700082	1,633.64	1,633.64
9	Computer			Check(s) For a Total of			567,616.87

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	567,616.87
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	567,616.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	567,616.87

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

As of September 11, 2018, the board, by a _____ vote, approves payments, totaling \$89,124.30. The payments are further identified in this document.

ACCRUAL

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2430 through 2435, totaling \$89,124.30

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

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2430	DELTA AV, INC.	09/12/2018	49135	Purchase projector lift system for main gym in the new 5-8 building.	2501700047	15,366.80	15,366.80
2431	KING COUNTY DIRECTORS ASSOCIAT	09/12/2018	300312910	FURNITURE FOR NEW RHS PORTABLE CLASSROOMS	2501700100	557.16	557.16
2432	R&C Management Group	09/12/2018	RSD_23	CONSTRUCTION MANAGEMENT SERVICES - 2017 BOND PROJECTS - 5-8 INTERMEDIATE SCHOOL	2501600015	47,800.00	67,822.00
			RSD_23 RHS	CONSTRUCTION MANAGEMENT SERVICES FOR RIDGEFIELD HIGH SCHOOL ADDITION. 2017 BOND PROJECT	2501600016	16,266.00	
			RSD_23 RORC	CITY OF RIDGEFIELD-RORC MANAGEMENT SERVICES	2501600063	3,756.00	
2433	REVOLVING FUND	09/12/2018	4232	SCOTT ROSE-REIMBURSEMENT FOR GRADING PERMIT WITH THE CITY OF RIDGEFIELDENG-18-0087	0	769.88	1,135.88
			4233	CITY OF RIDGEFIELD-FIRE MARSHALL REVIEW	0	366.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2434	ROBERTSON ENGINEERING, PC	09/12/2018	897	AND INSPECTION FEE FOR REPURPOSE PROJECT AT OLD VRMS BLDG, Robertson Engineering High School Modulars Wok	601700101	3,359.00	3,359.00
2435	SUPPLY CHIMP	09/12/2018	153564	5-8 SCHOOLS SAFE	2501700077	883.46	883.46
				6 Computer	Check(s) For a Total of		89,124.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	89,124.30
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	89,124.30
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	89,124.30

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

As of September 11, 2018, the board, by a _____ vote, approves payments, totaling \$750.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 119 through 119, totaling \$750.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
119	BOISE STATE UNIVERSITY	09/07/2018	SCHOLARSHIP 2018	MARY CHRISTIAN JONES SCHOLARSHIP FOR KELSI MORRIS	0	750.00	750.00

1 Computer Check(s) For a Total of 750.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	750.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	750.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	750.00

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 September 11, 2018, the board, by a _____ vote, approves payments, totaling \$354.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 120 through 120, totaling \$354.49

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
120	REVOLVING FUND	09/12/2018	4216	RSD-SAUL HAAS FUNDS TO PAY FINES FOR KOBEE NELSON	0	292.50	354.49
			4218	RSD-SAUL HAAS FUNDS USED TO PAY FINES FOR AURORA GENTILE	0	61.99	

1 Computer Check(s) For a Total of 354.49

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	354.49
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	354.49
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	354.49



RIDGEFIELD
SCHOOL DISTRICT
unlimited possibilities

Donations Received - August 2018

Building	Donor Name	Purpose	Type of Donation	Value/Amount
District	IQ Credit Union	Experience Ridgefield- Supporting Sponsor	Cash	\$2,000.00
RHS	Portland General Electric	Your Cause Donation- Classroom Supplies	Cash	\$480.00
RHS	Ridgefield Boosters	Weightroom Renovation (Capital Fund)	Cash	\$6,544.50



MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: Ridgefield School District Business Office
Joannie Jequinto, Accounting Specialist
SUBJECT: RHS Weightroom Donation from Ridgefield Boosters
DATE: August 21, 2018
TYPE: Action

Background: The Ridgefield Boosters have made a donation totaling \$6,544.50

Building	Donor Name	Purpose	Value/Amount
RHS	Ridgefield Boosters	Weightroom Renovation (Capital Fund)	\$ 6,544.50

Board Policy: Any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of \$3,000 or greater shall be subject to board approval.



MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent

FROM: Ridgefield School District Business Office
Joannie Jequinto, Accounting Specialist

SUBJECT: Increase P-Card Limit by \$100,000

DATE: September 4, 2018

TYPE: Action

Background: The Ridgefield School District Business Office would like to begin charging utilities to an accounts payable district credit card. This will allow the district to maximize the P-card monthly rebate, which is 3% of all monthly purchases. The current credit card limit is \$100,000 per month and we would like to increase this limit by \$100,000, to \$200,000.

Board Policy: Purchasing procedure (6210 & 6210P) requires board approval for any purchases or contracts over \$100,000.



Board Agenda Item

Agenda Item Number: V. A. Meeting Date: 09/11/2018

Item: Reports: Superintendent Update

Submitted By: Dr. Nathan McCann, Superintendent



Will Be Presented By: Dr. Nathan McCann, Superintendent

Dr. McCann will provide an update of activities and events around the school district and community.

A. Superintendent – Dr. Nathan McCann

- 1) Back to School Update
- 2) Experience Ridgefield
- 3) Financial Update – Paula McCoy

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:  Superintendent: 

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of July, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	6,257,464	13,497.26	6,213,702.95		43,761.05	99.30
2000 LOCAL SUPPORT NONTAX	922,820	46,002.39	927,401.16		4,581.16-	100.50
3000 STATE, GENERAL PURPOSE	20,890,787	2,086,006.45	18,728,020.52		2,162,766.48	89.65
4000 STATE, SPECIAL PURPOSE	4,552,018	391,283.72	3,989,839.15		562,178.85	87.65
5000 FEDERAL, GENERAL PURPOSE	0	10,663.01	10,731.33		10,731.33-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,113,858	67,956.81	897,646.59		216,211.41	80.59
7000 REVENUES FR OTH SCH DIST	13,000	1,300.00	19,477.50		6,477.50-	149.83
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	33,749,947	2,616,709.64	30,786,819.20		2,963,127.80	91.22
B. EXPENDITURES						
00 Regular Instruction	18,782,732	1,524,574.21	16,223,523.27	1,783,981.04	775,227.69	95.87
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,990,711	327,510.49	3,488,779.84	321,914.37	180,016.79	95.49
30 Voc. Ed Instruction	1,170,037	195,811.90	995,396.05	85,460.48	89,180.47	92.38
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	859,494	159,927.16	711,016.03	52,712.87	95,765.10	88.86
70 Other Instructional Pgms	239,570	20,528.22	154,711.14	17,241.98	67,616.88	71.78
80 Community Services	306,187	36,319.54	171,272.58	117,610.15	17,304.27	94.35
90 Support Services	7,685,178	492,432.75	6,507,530.52	512,513.37	665,134.11	91.35
Total EXPENDITURES	33,033,909	2,757,104.27	28,252,229.43	2,891,434.26	1,890,245.31	94.28
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	677,000	250,000.00	962,651.93			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	39,038	390,394.63-	1,571,937.84		1,532,899.84	> 1000
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,624,622		4,110,241.90			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXX		357.35-			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,663,660		5,681,822.39			
<u>(E+F + OR - G)</u>						

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of July, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	1,814,000	235,362.91	2,472,163.79		658,163.79-	136.28
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	10,000,000	4,195,984.10	4,195,984.10		5,804,015.90	41.96
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	5,000,000	343,013.21	3,109,059.87		1,890,940.13	62.18
9000 Other Financing Sources	0	482,963.25	782,963.25		782,963.25-	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	16,814,000	5,257,323.47	10,560,171.01		6,253,828.99	62.81
<u>B. EXPENDITURES</u>						
10 Sites	725,000	.00	28,717.27	18,803.50	677,479.23	6.55
20 Buildings	67,657,850	4,967,121.21	57,797,316.78	6,519,325.85	3,341,207.37	95.06
30 Equipment	3,617,150	270,439.41	742,332.90	2,502,031.14	372,785.96	89.69
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>	72,000,000	5,237,560.62	58,568,366.95	9,040,160.49	4,391,472.56	93.90
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	300,000	.00	104,172.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	55,486,000-	19,762.85	48,112,367.94-		7,373,632.06	13.29-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	73,000,000		72,123,277.75			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	17,514,000		24,010,909.81			
<u>(E+F + OR - G)</u>						

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of July, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	4,862,950	11,952.35	4,828,300.73		34,649.27	99.29
2000 Local Support Nontax	5,000	2,126.59	23,944.77		18,944.77-	478.90
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	2,000	4,367.75	4,367.75		2,367.75-	218.39
9000 Other Financing Sources	357,000	.00	160,022.93		196,977.07	44.82
Total REVENUES/OTHER FIN. SOURCES	5,226,950	18,446.69	5,016,636.18		210,313.82	95.98
B. EXPENDITURES						
Matured Bond Expenditures	1,523,300	.00	1,523,260.14	0.00	39.86	100.00
Interest On Bonds	4,781,451	.00	4,770,693.87	0.00	10,757.13	99.78
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	.00	.00	0.00	500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	6,305,251	.00	6,293,954.01	0.00	11,296.99	99.82
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</u> <u>OVER (UNDER) EXPENDITURES (A-B-C-D)</u>	1,078,301-	18,446.69	1,277,317.83-		199,016.83-	18.46
F. <u>TOTAL BEGINNING FUND BALANCE</u>	2,873,459		2,945,842.21			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	1,795,158		1,668,524.38			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,795,158		1,668,524.38			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	1,795,158		1,668,524.38			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of July, 2018

<u>A. REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 GENERAL STUDENT BODY	178,140	762.99	111,323.91		66,816.09	62.49
2000 ATHLETICS	370,492	7,793.00	132,848.12		237,643.88	35.86
3000 CLASSES	0	.00	.00		.00	0.00
4000 CLUBS	164,880	35.00-	39,048.83		125,831.17	23.68
6000 PRIVATE MONEYS	42,000	.00	5,280.39		36,719.61	12.57
<u>Total REVENUES</u>	755,512	8,520.99	288,501.25		467,010.75	38.19
<u>B. EXPENDITURES</u>						
1000 GENERAL STUDENT BOD	185,575	8,604.18	67,177.42	7,150.95	111,246.63	40.05
2000 ATHLETICS	300,429	3,277.35	150,925.18	7,978.81	141,525.01	52.89
3000 CLASSES	0	.00	.00	0.00	.00	0.00
4000 CLUBS	131,632	2,408.79	33,179.92	590.76	97,861.32	25.66
6000 PRIVATE MONEYS	41,300	.00	5,280.39	0.00	36,019.61	12.79
<u>Total EXPENDITURES</u>	658,936	14,290.32	256,562.91	15,720.52	386,652.57	41.32
<u>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</u>	96,576	5,769.33-	31,938.34		64,637.66-	66.93-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	202,803		232,142.34			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</u>	299,379		264,080.68			
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	299,379		259,880.68			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		4,200.00			
<u>TOTAL</u>	299,379		264,080.68			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of July, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	0	1,059.04	1,065.50		1,065.50-	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS (LESS TRANS)</u>	0	1,059.04	1,065.50		1,065.50-	0.00
<u>B. 9900 TRANSFERS IN FROM GF</u>	620,000	250,000.00	606,801.00		13,199.00	97.87
<u>C. Total REV./OTHER FIN. SOURCES</u>	620,000	251,059.04	607,866.50		12,133.50	98.04
<u>D. EXPENDITURES</u>						
Type 30 Equipment	620,000	.00	106,801.00	0.00	513,199.00	17.23
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	620,000	.00	106,801.00	0.00	513,199.00	17.23
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	0	251,059.04	501,065.50		501,065.50	0.00
<u>H. TOTAL BEGINNING FUND BALANCE</u>	0		.00			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	0		501,065.50			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		501,065.50			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	0		501,065.50			



Board Agenda Item

Agenda Item Number:

VI.

Meeting Date:

09/11/2018

Item:

Public Comment

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

VI. Public Comment

Comments from the public are invited relating to agenda items and non agenda items. A "Citizen's Request to Speak" form must be filled out and submitted to the Board President or Secretary before speaking during the public comment section. Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



Board Agenda Item

Agenda Item Number: VII. A. – D.

Meeting Date: 09/11/2018

Item: Old Business: Second Reading of Board Policies



Submitted By: Dr. Nathan McCann, Superintendent

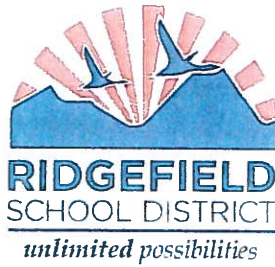
Will Be Presented By: Dr. Nathan McCann, Superintendent

- A. Approve Second Reading New Board Policy No. 2125 Sexual Health Education
- B. Approve Second Reading Revision of Board Policy No. 3416 Medication at School
- C. Approve Second Reading Revision of Board Policy No. 5010 Nondiscrimination and Affirmative Action
- D. Approve Second Reading Revision of Board Policy No. 5406 Leave Sharing

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head  Superintendent 



Board Agenda Item

Agenda Item Number: VIII. A. – E.

Meeting Date: 09/11/2018

Item: New Business: IX. E. – K.



Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- VIII.
- A. Approve Memorandum of Understanding between Ridgefield School District and Ridgefield Classified Association Regarding Compensation for 2018-2019 School Year
 - B. Approve Collective Bargaining Agreement between Ridgefield School District and Ridgefield Education Association effective September 1, 2018 through August 31, 2021
 - C. Approve Modified Academic District Calendar for 2018-2019 School Year
 - D. Approve Agreement for Services Project between Ridgefield School District and Kittelson & Associates
 - E. Approve Invoice for Services between Ridgefield School District and United Schools Insurance Program

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 

- Blank -

Memorandum of Understanding
Between the Ridgefield School District
And the Ridgefield Classified Association

This memorandum of understanding is entered into between the Ridgefield School District (District) and the Ridgefield Classified Association (RCA, Association) regarding compensation for the 2018-19 work year.

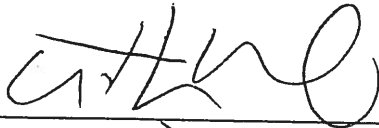
Background

The agreement currently in effect between the Parties provides for a minimum two and five tenth (2.5%) increase in wages for the 2018-19 work year unless the state cost of living adjustment (COLA) exceeds the minimum increase, in which case the COLA would be the measure of the wage increase. The state funding for classified employees has been increased, beginning in the 2018-19 work year and local funding has been decreased. The measure of the COLA is ambiguous for the 2018-19 work year. To resolve the ambiguity, the Parties agree as follows:

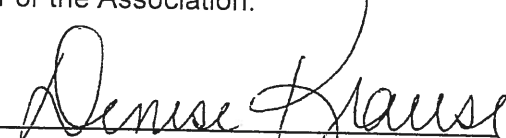
1. Wage rates for all employees in the Association shall be increased by fifteen percent (15%) effective September 1, 2018. This increase is in lieu of or includes any contractual or COLA increase that might be due.
2. This agreement remains in effect through August 31, 2020.

Signed:

For the District:


Nathan McCann, Superintendent

For the Association:


Denise Krause, President

8/21/18
OK

Appendix A: ① ~~B~~ Wage Matrix which shows 2018-2019 wages set at 15% increase from 2017-2018 wages.

② 2019-2020 wages will increase per year 3 of the CBA w/ RCA at the rate defined and based on the wage rate from 2018-2019, which included the 15% increase from 2017-2018



TO: Superintendent Nathan McCann
Ridgefield School District Board of Directors

FROM: Chris Griffith

SUBJECT: Ridgefield Education Association(REA) – Collective Bargaining Agreement(CBA)

DATE: 9/11/2018

TYPE: Action

Background:

The Ridgefield Education Association's Collective Bargaining Agreement expired on August 31, 2018.

Considerations:

The District and the REA have negotiated a new three year Collective Bargaining Agreement.

Recommendation:

It is my recommendation that the REA – CBA be approved.

- Blank -

COLLECTIVE BARGAINING AGREEMENT

Between

**BOARD OF DIRECTORS
RIDGEFIELD SCHOOL DISTRICT**

and

RIDGEFIELD EDUCATION ASSOCIATION

EFFECTIVE DATE

September 1, 2018 – August 31, 2021

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Letter of Agreement – Recess

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Exhibit 6: Acceptance of Time and Responsibilities Required
Under Time, Responsibility and Incentive (TRI) Contract

Exhibit 6a: Confirmation of Time and Responsibilities Required
Under Time, Responsibility and Incentive (TRI) Contract

Exhibit 7: Credit/Clock Hour Pre-Approval Form

Draft

ARTICLE I - ADMINISTRATION

Section 1. STATUS OF AGREEMENT

DEFINITIONS: Unless the context in which they are used clearly requires otherwise, the following terms are defined as:

- Association: The Ridgefield Education Association
- District: The Ridgefield School District (The Employer)
- Superintendent: The chief administrative officer of the Ridgefield School District

Board's designated negotiators, Board's designed representatives: Those individuals who shall actively participate in the collective bargaining process provided for in Washington State law.

Association representatives, consultants: Those individuals who may actively participate in the collective bargaining process provided for in Washington State law.

Certificated educational employee, employee, staff member, teacher: An employee of the District who has recognized teaching credentials by the Superintendent of Public Instruction.

Reasonable effort: A discernable effort to act in a fair, just and appropriate way to meet the given objective or goal.

Association Officer: Those employees who have been elected to an Association office by their peers.

Building Representative, Representative, Bargaining Team Representative: Those employees that have been appointed (designated) by the Association to fulfill various Association related duties.

This Agreement shall become effective when ratified by the Board and Association and executed by authorized representatives thereof and may be amended or modified only with mutual consent of the parties.

This Agreement shall supersede any rules, regulations, policies, resolutions, or practices of the District which shall be contrary to or inconsistent with its terms. Rules, regulations, policies or resolutions, other than dealing with wages, hours of work or fringe benefits, not in conflict with this Agreement, shall remain in full force subject to change by Board and/or Administrative action; provided that the Association shall have its right to make a presentation to the Board and/or Administration prior to final action by the Board and/or Administration on the matter.

This Agreement may be reopened on any item(s) during the term of the contract by written mutual consent of the parties

Section 2. AGREEMENT ADMINISTRATION

Periodically either the Association or the Superintendent may request a meeting with the opposite party at a mutually agreeable date and time to review and discuss the administration of this Agreement.

Section 3. CONFORMITY TO LAW

This Agreement shall be governed and construed according to the Constitution and Laws of the State of Washington. If any provision of this Agreement, or any application of this Agreement to any employee or groups of employees covered hereby, shall be found invalid by operation of law, such provision or application shall have effect only to the extent permitted by law; and all other provisions or applications of the Agreement shall continue in full force and effect.

If any provision of this agreement is so held to be contrary to law, the parties shall commence negotiations on said provision and related provisions as appropriate as soon thereafter as is reasonably possible.

Section 4. COMPLIANCE OF AGREEMENT

All individual certificated employee personal service contracts shall be subject to and consistent with Washington State Law and the terms and conditions of this Agreement. Any individual employee personal service contract hereinafter executed shall expressly provide that it is subject to the terms of this and subsequent agreements between the Board and the Association. If any individual employee personal service contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.

Section 5. NO LOCKOUT/STRIKE

During the duration of this Agreement, the Association and its members will not initiate, cause, or participate in any strike or work stoppage affecting the District. There will be no lockout of employees in the unit by the District as a consequence of any dispute arising during the period of this Agreement. There will be a moratorium on this provision during any reopener period.

Section 6. MANAGEMENT RIGHTS

The rights, powers, authority, and functions of the management shall remain exclusively vested in the employer and its Board of Directors except as specifically and expressly limited by the provisions of this Agreement.

Section 7. RECOGNITION AND COVERAGE

The Ridgefield School District Board of Directors, hereinafter called the Employer or Board, recognizes the Ridgefield Education Association, hereinafter called the Association, as the exclusive bargaining agent under the authority of RCW Chapter 41.59 for all regular full-time and part-time certificated employees who have a valid contract with the District or employees who are on a district-approved leave.

Any and all future reference to employees or certificated employees is excluding the chief executive officer of the employer, the employer's negotiators and any person who assists and acts directly in a confidential capacity to the employer's negotiators, and any supervisor who shall in his or her normal duties perform a preponderance of the following: Having authority, in the interest of the employer, to hire, assign, promote, transfer, lay off, recall, suspend, discipline, or discharge other employees, or to adjust their grievances, or to recommend effectively such action.

Unless the context in which they are used clearly requires otherwise, words used in this Contract denoting gender shall include both the masculine and feminine; and words denoting number shall include both the singular and the plural.

Section 8. REOPENER CLAUSE

For a successor Agreement, the Association shall present its complete proposal(s), including all new/revised language changes, to the District on or before May 15, 2021. Failure to meet this timeline will result in the rolling of the Agreement for one additional year, with compensation and benefits adjusted per legislative funding guidelines. The District will present its proposal(s), including all new/revised language changes, to the Association on or before May 15, 2021.

Section 9. DURATION OF AGREEMENT

This Agreement shall be effective upon ratification and be in effect through August 31, 2021.

For each year of this Agreement, compensation and insurance benefits shall be adjusted per funding guidelines by the legislature.

This agreement represents the entire agreement between the Board and the Association and supersedes all prior agreements and cancels all previous agreements. The parties acknowledge that the understandings and agreements reached by the parties with respect to wages, hours and terms and conditions of employment are the entire agreements between the parties and are set forth in this Agreement. Modifications of this Agreement, matters of common concerns, wages, hours, terms and conditions of employment, may be subject to negotiation during the term of this Agreement only upon written request and by mutual agreement by the parties.

Any addendum to the current contract will be prepared by the District with sufficient copies provided to the Association for distribution to the membership.

Section 10. DISTRIBUTION OF AGREEMENT

The District and the Association will make this Agreement available on their respective websites to all employees and administrators. The parties will equally split the cost of printing fifty (50) copies of the Agreement, with fifteen (15) copies provided to the District and thirty-five (35) copies provided to the Association.

ARTICLE II - BUSINESS

Section 1. PAYROLL DEDUCTIONS POSSIBLE

The District shall provide for monthly dues deduction through automatic payroll authorization. The District shall, upon receipt of a signed authorization from an employee, deduct programs or plans agreed to in this Contract.

The Association agrees to refund to the District any amounts paid to it in error.

Section 2. DUES DEDUCTIONS AND REPRESENTATION FEES

The Association shall have the exclusive right of automatic payroll deduction of membership dues and representation fees for employees in the bargaining unit. The District shall provide for such deductions through automatic payroll authorization. At a reasonable time before the September pay period, the Association shall give written notices to the District of: (a) The dollar amount of dues of the Association which are to be deducted in the coming year within all payroll deductions, (b) a prorated hourly dues schedule to be used for dues deductions for less than full time employees, and (c) the name of the designated charitable organization. These deductions shall not be subject to change during the school year.

The deductions authorized above shall be made in twelve (12) payments from each paycheck beginning with the pay period in September through the pay period in August each year. Employees who commence employment after September or terminate employment before June shall have their deductions prorated at one-twelfth (1/12) of the total annual amount for each month the teacher is employed. Less than full time employees shall have deducted each month that amount based upon the number of hours worked and shown on the prorated hourly schedule. The District agrees to remit directly to the Association all monies so deducted, accompanied by a list of employees from whom the deductions have been made. On or before the monthly pay period, the District shall notify the Association of any changes in said list due to employees entering or leaving the employ of the District.

The Association agrees to reimburse any employee from whose pay dues or representation fees were deducted, those sums in excess of the total amount due to the Association at that time, provided the Association actually received the excessive amount.

Membership in the Association is not compulsory. Employees have the right to join, not to join, maintain or drop their membership in the Association as they see fit. Neither party shall exert any pressure on, or discriminate against, any employee in regards to such matters.

A. **Membership Deductions:**

Within ten (10) days of their commencement of employment, or any time thereafter, employees may sign and deliver to the District a dues authorization form furnished by the Association. Such authorization shall continue in effect until a request of revocation is submitted to the District and the Association, signed by the employee.

B. **Charitable Organization Deductions:**

Any employee claiming a bona fide religious objection shall notify the Association and the District of such objection in writing within ten (10) days of commencement of employment.

Pending determination of any bona fide religious objection, the District agrees to de-duct from the salary of the teacher claiming such objection an amount equivalent to the association dues; provided, however, that said monies shall not be transmitted until such time as the District is notified that a final determination pursuant to the act has been made.

In the event that a teacher has been determined to have a bona fide religious objection to the payment of a representation fee or agency shop fee, said teacher shall pay an amount of money equivalent to regular dues to a designated charitable organization as heretofore established by mutual agreement between the employee and the Association. Within ten (10) days of the commencement of employment or determination of bona fide religious objection, whichever occurs later, said teacher may sign and deliver to the Board an assignment of wages form, which shall

authorize the deduction of an amount equal to the dues of the Association and payment in installments as herein above provided, including any deductions made but not previously transmitted to said designated charitable organization. The District agrees to remit to the Association each month a list of teachers on behalf of whom charitable deductions have been made.

The Association agrees to defend, indemnify, and hold the District (suits by the District excepted) harmless against any and all claims, suits, orders, or judgments brought or issued against the District as a result of any action taken or not taken by the District pursuant to proper implementation of this Section, contingent upon the District's agreement that the Association shall be authorized to defend such suit through an attorney of the Association's choosing.

Section 3. PAYMENT PROVISIONS

The District payroll for all employees will be directly deposited into a financial institution of the employee's choice on or before the last business day of the month. Employees will continue to receive paper receipts for the duration of this contract.

ARTICLE III – PERSONNEL

Section 1. ASSOCIATION RIGHTS

Intra-school mail facilities may be used for distribution of Association communications so long as such communications are labeled as Association materials. The Association may post notices of activities and matters of Association concern on bulletin boards to be provided in each faculty lounge of each building in the District, provided such notices are clearly labeled as being of and by the Association. The District, however, shall not assume the responsibility of or any liability for notices posted or to be delivered for Association purposes. School facilities and equipment may be used for Association meetings and business at reasonable times during non-duty hours provided that such meetings shall not interfere with the normal school operations. Supplies and materials used shall be paid for by the Association. The Association members may use District e-mail in accordance with the Districts policies on "Acceptable Use" and only if such e-mail communications are clearly labeled of and by the Association.

The District agrees to furnish to the Association in response to reasonable requests all available information, that is routinely prepared in the normal operation of the District, concerning the financial resources of the District, together with information which may be necessary for the Association to process any grievance.

Representatives duly authorized by the Association who participate during working hours in negotiations, grievance procedures, conferences or meetings with the representatives of the District, shall suffer no loss of pay.

The Association will be given an opportunity, as required by state law, prior to the beginning of the student school year or within a reasonable time following employment after the annual orientation (not to exceed thirty (30) days), to meet with all new certificated employees of the District, to inform them of their opportunity for Association membership. The District will also furnish the Association with all relevant information concerning new employees, including Name, Position, FTE, Address, and personal phone number within five (5) business days of the start date of the new employee.

Section 2. EMPLOYEE RIGHTS

Employees shall have the right to self-organization, to form, join or assist employee organizations to bargain collectively through representatives of their own choosing.

There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation (including gender expression or identity), creed, religion, age, veteran or military status, disability, the use of a trained dog guide or service animal by a person with a disability or because of their membership in employee organizations.

Certificated employees in the Ridgefield School District enjoy all rights conferred by the laws of Washington or constitutions of Washington and the United States.

The District agrees to follow a policy of progressive discipline which minimally shall include verbal warning, written reprimand, suspension without pay, and discharge.

The District reserves the right to start at any appropriate level in the progressive discipline continuum depending on the seriousness of the case. No certificated employee shall be disciplined without just cause. Such discipline will be private. Discipline and any violations of contractual procedures in an evaluation of a teacher's performance shall be subject to the grievance procedure hereafter set forth.

An employee has the right to have a representative from the Association and/or counsel present when the employee is being disciplined or reasonably believes the meeting will result in disciplinary action. All information forming the basis of any reprimand, warning or discipline shall be in writing and made available to the employee.

Any formal complaint made against an employee by any parent, student or other person shall be called to the attention of the employee as soon as possible. A written complaint which could reasonably affect the employee's evaluation or which might result in disciplinary action against the employee must be submitted in writing to the employee's supervisor. Within five (5) working days this formal written complaint shall be called to the attention of the employee.

Employees have the right to agree or disagree to have a volunteer assigned to their classroom. If an employee declines to accept any volunteer who approaches the employee, it is the employee's responsibility to convey his/her decision to the volunteer. If an employee has concerns about communicating directly with a potential volunteer, the employee shall develop an acceptable alternative communication strategy with the employee's supervisor. Incidental interactions with a teacher or classroom do not constitute assignment of volunteers.

Section 3. PERSONNEL FILES

The official files on employees are confidential to the extent allowed by law and shall be available for inspection to the employee, supervisory, and confidential employees of the District. Employees shall have the opportunity to review all materials originating from within the District when they are made a permanent part of the personnel file. An employee shall have the right to answer and/or refute in writing any materials which be judged by him/her to be derogatory to his/her conduct, service, character or personality. The written response shall be made part of his/her district personnel file. Employees shall have the right to

review all materials in the personnel file during working hours. The employee's supervisor, or his/her designee, may be present when the employee reviews the materials. The employee also has the right to have anyone of his/her choosing present during the review. An employee may have a copy of any document included in the personnel file at his/her expense. The District will notify an employee of any public records request for records from the employee's personnel file and provide an opportunity for the employee to contest the release of such if he or she chooses.

There shall be only one official personnel file on each employee, which shall be maintained in the District Office. However, each administrator may, at his/her discretion, maintain a day-to-day working file on each employee under his/her supervision. This working file shall also be open to examination by the employee. The working file may only be reviewed in the presence of the supervisor.

Subject to State and Federal regulations and legislation, after three (3) years, upon employee request in writing to the Superintendent/designee, a written reprimand or other derogatory material shall be removed from the personnel file and destroyed if there has been no recurrence of the activity or behavior that prompted the placement of the material in the employee's file.

Section 4. ASSIGNMENTS

- A. The District shall assign employees to buildings, grade levels and courses in accordance with Washington statutes and regulations for professional educational certification, and the transfer procedures in Section 5 below. Changes in assigned courses at secondary schools shall not be considered a transfer or reassignment, and shall not be subject to the rules in Section 5 for in-building movement until an opening has been determined.
- B. All certificated employees shall be given written notice of their grade level and/or subject assignments, building and room assignments for the forthcoming year by July 15. The District has the right to change grade level and/or subject assignments, building and room assignments after that date in accordance with A above and the procedures in Section 5 below only based on enrollment changes.
- C. If the employer initiates a room change by written direction, the teacher shall receive 7.5 hours curriculum pay. Assistance shall be provided to move district materials, books and equipment from one location to another. Association members are responsible for the safe transfer of personal belongings. If a teacher's grade level is changed by more than one grade level at employer request the same hours of pay shall be available for room preparation. If an administrator requests a teacher to come to school to make a room change or pack up a room after the last teacher work day of the school year, he/she shall receive up to one full day per diem on an hourly basis.
- D. If a teacher changes rooms because he/she has initiated a request to change rooms or to change grade levels, the teacher shall not be compensated for the work in switching classrooms. The employer, in granting the request to change rooms or to change grade levels, maintains the right to determine room assignments.
- E. Schedules of certificated employees who are assigned to more than one building shall be arranged in consultation with the supervisor so that there is a minimum of inter-school travel.
- F. Voluntary reduction in time assignments (job share). The Superintendent shall notify the REA before he/she recommends a change in this Board policy.

- G. The District shall make every effort to schedule no more than three (3) preparations for a Grades 7-12 secondary employee during any semester. The preparations shall be no more than two (2) subject fields, unless agreed to by the employee.

Section 5. VACANCIES AND TRANSFERS

A. Definitions:

Vacancy: A vacant position once all employees returning from leave have been placed or secondary in-building and/or internal reassignments are complete, or a newly created position.

Voluntary Transfer: A certificated staff member shall have an opportunity to request assignment to a different elementary grade level or an open position in another school.

Involuntary Transfer: Based on the needs of the District, a certificated staff member may be assigned to a different elementary grade level or a position he/she has not requested.

The District believes that first consideration in filling a position should be given to present employees.

The district will email all members any in-district openings. Time limits will be from when the email was sent.

The following procedure shall be followed in sequential order when an opening exists: Voluntary Transfer Procedures, Involuntary Transfer Procedures. Provided, that before using this procedure, the District will first place employees returning from approved leave in the position last held or a similar position, if such a position is available and those reassigned due to staffing level changes.

B. Voluntary Transfer Procedures:

All vacancies will be posted within the District and will remain open for a minimum of five (5) working days. Interested in-district personnel may apply with a resume and letter of interest and are encouraged to provide as complete an application as possible. The District may concurrently post and solicit external applicants.

Qualifications and requirements for openings in the bargaining unit shall be clearly set forth in the job postings. All job postings will have standardized minimum qualifications across the district for each position, and preferred qualifications tailored to the specific opening. The district may adjust the standard minimum qualifications for positions provided that any changes are made and communicated to the Association not later than March 15th. To be considered for in-district movement, a teacher's last evaluation must have achieved the rating of proficient overall, and a rating of proficient in Criterion 8 (Collaborative and Collegial practices).

All applicants who are bargaining unit members at the time of application and meet minimum qualifications shall be granted an interview. The District shall solicit bargaining unit member(s) to sit on all interview teams. Members of the grade level/department team for the position being interviewed will not be denied the opportunity to sit on the interview team. Administrators may limit interview teams to six (6) bargaining unit members per administrator, where members of the grade level department team shall have first consideration, and teachers will be placed in the order in which they expressed an interest.

After interviews are completed, the district will hire the most qualified candidate according to the objective consensus of the interview committee.

Factors for evaluation include but not limited to: the candidates' meeting of the minimum qualifications for the position, the candidates' meeting of the preferred qualifications, the candidates' performance in the interview, and the candidates' education, certification, and professional experience. Should outside materials/ information make the preferred candidate unacceptable, the administrator may reconvene the committee members to share that the consensus choice is unacceptable and advise a second choice. If the consensus choice is an external candidate and the district ultimately chooses not to hire, the position shall be reposted.

Any applicant within the District who is interviewed and not selected for the position shall receive written notification of his/her non-selection and, upon requesting, a statement of the reasons for the non-selection.

No employee on probation shall be transferred from the supervision of the evaluator without the evaluator's consent.

C. Involuntary Transfer Procedures:

Based on the needs of the District, administration may involuntarily transfer a certificated staff member. In doing so administration will meet with the affected employee at which time he/she shall be notified of the reason for the transfer.

No employees will be involuntarily transferred for disciplinary or "fit" reasons without prior agreement with the Association or individual of the unique circumstances warranting transfer in a particular case. Involuntary transfer for "fit" should be a final intervention, and not a beginning step.

In other circumstances, the District will first ask for volunteers to be transferred and if no one volunteers to transfer, the District will involuntarily transfer the employee with the least in-District seniority.

If there are assignment options available, the employee will be notified and will be asked to indicate his/her preference of assignment. The employee will be given their preference of available assignments presented.

An employee shall not be involuntarily transferred more than once in three (3) years.

At the elementary level, any employee involuntarily transferred to a grade level one or more levels above or below the grade he/she is currently teaching shall be granted a one-time allotment of \$500 for the purchase of grade-level appropriate supplies and materials. All materials/supplies purchased become the property of the Ridgefield School District.

In the event that an employee was involuntarily transferred due to a required grade level staff reduction and the position subsequently reopens during the summer or within the next school year, the involuntarily transferred employee shall have the first right of refusal to return to the previously held position.

At the elementary or middle school level if a staff member is involuntarily transferred to another content area, the employee may discuss possible training opportunities with the principal, subject to budgetary considerations.

Student test scores shall not be used to make decisions regarding involuntary transfer or re-assignment.

Section 6. STUDENT DISCIPLINE

Discipline shall be enforced fairly and consistently regardless of any status protected by state or federal law. Such rights and responsibilities shall be in accordance with law.

The Board and administration shall support and uphold its employees in their reasonable and lawful efforts to maintain discipline in the District. Further, it shall be understood that authority by employees to use prudent disciplinary measures for the safety and well-being of pupils and employees is supported by the Board.

In the exercise of authority by a certificated employee to control and maintain order and discipline, the certificated employee may use reasonable and professional judgment.

By November 1, the staff and administrators at each site will review their building disciplinary plan and current teacher and student rights handbooks to include procedures to be followed in the case of verbal or physical assault on employees by non-students. Also, the Employer shall hold building-level meetings for employees covering applicable federal, state and local laws and district rules, regulations, and procedures related to student discipline and employee safety.

A teacher shall be given access to records of documented disciplinary problems of students being served by the teacher. The district will accurately maintain and promptly update these records on an ongoing basis. At the request of the teacher(s), the principal or designee and the appropriate teacher shall develop a plan of action for behavior improvement and specific behavior expectations. In addition, any teacher may request a similar plan of action for any chronically disruptive student.

One copy of the written discipline procedure will be placed in each building for employee use.

Section 7. CLASSROOM VISITATION

Visitation requests shall be mutually agreed upon between the building principal and the employee when the request is from a visitor who does not have a student in the specific teacher's classroom. If the visitation is not mutually agreed upon, the employee should offer to meet with the visitor, and the principal at the teacher's request. Teachers and other non-supervisory certificated staff members do not have the authority to refuse classroom visitations by parents for the purposes of observing class procedures, teaching materials and class conduct. However such observation may not disrupt the classroom procedure or learning activity.

Section 8. EMPLOYEE WORK YEAR

A. The work year covered by this Agreement shall consist of 180 work days. Any extension of contracted days (other than those paid by the TRI stipend in F below) shall be compensated at full per diem (1/180

of the employee's contract). Those employees scheduled for extended day(s) shall mutually agree to their schedule of work day(s).

- B. The District shall provide a supplemental contract of eleven (11) days per diem to all full-time high school guidance counselors, six (6) days per full-time middle and intermediate school guidance counselors, and five (5) days per full-time elementary guidance counselors. The days are to be scheduled as mutually agreed with the building principal(s). (Contingent upon passage of the Enrichment Levy). A guidance counselor working less than full-time or less than a full school year will be provided a pro-rated supplemental contract and equivalent compensation to the percentage of FTE and/or percentage of the school year worked. (Contingent upon passage of Enrichment Levy). There shall additionally be a pool of five (5) days per school for counselors to apply for and approved by building administration for additional work once these supplemental contracts are spent.
- C. The District will provide a TRI stipend supplemental contract to each employee equal to five and one tenths percent (5.1%) for the additional time identified in D below, increasing to five and seven tenths (5.7%) in 2019-2020 and six and three tenths (6.3%) in 2020-2021 as the funded professional development learning days increase. The TRI stipend is contingent upon passage of the Enrichment Levy.
- D. The TRI stipend recognizes that each employee assumes the following additional time and/or responsibilities:
 - a. Three (3) evening activities
 - b. Time to consult with Special Education, HiCap, and ELL Specialists and parents to meet the needs of students in these programs.
 - c. Opening and closing classroom responsibilities.
- E. District shall provide five (5) additional district-directed workdays scheduled and planned at the district/building level in 2018-2019. In 2019-2020 the district directed work days decreases to four (4). One (1) state-funded Professional Learning Day (PLD) will be added to these days per year of the agreement beginning with one day in 2018-2019 and ending with three (3) days in 2020-2021. The District shall not schedule more than one-half (1/2) of a district-directed day on the day between the semesters and on the March in-service day so that teachers, if they so choose, may focus on grading and preparation for the new school term. The TRI stipend is contingent upon passage of the Enrichment Levy.
- F. Each employee shall sign a supplemental contract for the TRI stipend, Exhibit 6, no later than September 15th of the respective year and must sign the TRI Verification Form, Exhibit 6a, no later than June 15th of the respective year.
- G. Kindergarten teachers will be paid up to three (3) days per diem for time spent administering the WA Kids assessments and conferences.
- H. Compensation will be paid in twelve (12) equal monthly installments beginning with the September payroll.

Section 9. WORK DAY

The employee working day shall begin at least thirty (30) minutes before the beginning of the regular student day and shall end at least thirty (30) minutes after the end of the regular student day; and shall not be extended beyond seven hours thirty minutes (7 hrs. 30 min.), except as provided for in paragraph

four (4) following; or as needed to facilitate planning time at the secondary level and transportation needs; provided further that the extension shall be at the discretion of the District. Principals shall meet with employees and Association representatives on request to resolve concerns about the equity of the distribution of student supervision and committee work during this time. Student supervision and committee work will be filled equitably through a collaborative process between Principals and building employees.

The district is committed to providing professional pay for professional responsibilities.

The duty-free lunch period of not less than thirty (30) continuous minutes shall be provided during mid-day. A teacher shall be permitted to leave the building during his/her lunch period and shall notify the building office upon departure and return. An employee may be able to leave when a situation arises which requires the employee to leave the building early. Employee(s) needing to leave early may do so with the concurrence of the building principal. Such absence shall be prorated against the appropriate leave if the employee leaves before the end of the student day or leaves early on an in-service day.

Teachers with assignments that require travel between two different school sites will be given time to travel between buildings exclusive of lunch or planning time.

During the course of a school year, the District shall not require staff to attend more than three (3) evening community/parent activities of up to 7.5 hours without additional compensation.

General staff meeting time outside the workday shall not exceed two (2) hours per month. Any additional administratively-authorized meetings or committees outside the workday will be compensated at the curriculum rate of \$35.00. Teachers may volunteer to work without additional compensation. Provision may be made under this paragraph for pre-approved special projects (included but not limited to curriculum development, development of special program(s) at a specific school, etc.) for work outside the regular work day or regular school year.

A. Emergency School Closure and Delayed Openings

In the event that it becomes necessary to close the school(s) because of the inclement weather, volcanic eruptions or other acts of nature, the District shall notify specifically identified radio and television stations in the area. This provision does not preclude the District from closing the school(s) in the event an emergency develops if further evaluation of developing hazardous conditions warrants closure.

1. Delayed Opening

In the event that the District Administration decides to delay the opening of school(s), employees shall report not later than thirty (30) minutes before students arrive.

2. Early Dismissal

In the event that the District Administration decides to dismiss early, employees shall be dismissed thirty (30) minutes after students are dismissed.

3. Compensation and Benefits

On work days when school is not in session because of conditions not within the control of the District Administration due to acts of God, no employee shall suffer loss of pay nor have such absence from work charged against any leave provision; but will make up the day if required by law.

Section 10. PLANNING TIME

A. General

Planning time is used to plan and prepare for instructional responsibilities and carry out duties normally associated with teaching responsibilities, such as, but not limited to, planning, grading, and evaluation meetings.

If a teacher misses planning time because he/she (or an elementary specialist) is asked by the building administrator to substitute for another teacher, or is asked by an administrator to perform duties not directly related to their teaching assignment he/she shall be compensated at per diem to the nearest half-hour. Except in an emergency situation, missing planning time shall be at the complete discretion of the teacher accepting the substitute coverage assignment.

Extra-curricular release duties are specifically excluded from work to be accomplished during planning time, except with the specific approval of the building principal.

The District may deviate from the planning time schedules for activities that are scheduled within the normal work day including, but not limited to, activities such as assemblies, field trips, early release. Such activities should be scheduled to prevent infringing upon the same teachers', or classes', planning or instructional time.

B. Elementary School

1. Under normal circumstances, all certificated employees in the elementary schools shall be entitled to 210 minutes of planning time per each student week exclusive of recess time. "Normal circumstances" are days and weeks when the regular daily schedule is not affected. The District will make every reasonable effort to provide substitute personnel for curriculum specialist staff members.
2. In addition to the planning time provided in paragraph 1 above, all certificated employees in the elementary schools shall be entitled to 2 days of student early release (6 hours total) each year, with 1 day scheduled at or around the end of the first trimester and 1 day scheduled at or around the end of the second trimester. This paragraph shall reopen for negotiation should the model for weekly Collaboration Time change.
3. Planning time shall be scheduled in continuous blocks of not less than 30 minutes. Every effort shall be made to evenly distribute those blocks of time throughout the week.

C. Middle and High School

Present full time certificated employees in the middle and high school shall be entitled to at least one planning period per day equivalent in time to one teaching period.

D. Peer Collaboration

The District will provide a block of at least sixty (60) minutes per normal instructional week for professional learning communities/peer collaboration. Collaboration time is working together to improve practice; share ideas; engage in vertical and horizontal conversations; develop common assessments; and share assessment results. It reflects a shared leadership/vision (defined as a balance of teacher and administrator direction). This time will be used and structured in accordance with the following:

1. Collaboration time is purposeful, clearly aligned, and focused on student learning supported by data;
2. Topics discussed must be selected by teams based on team/school needs and goals, and approved by building supervisors;
3. The team will provide written documentation of some form from the collaboration meeting that indicates who is in attendance, what took place and next steps;
4. All members of the team are present and where the team meets is a predetermined area that is made clear ahead of time to the supervisor; and
5. PLCs will provide evidence of the effectiveness of this collaboration time (through data) to their administrators over the course of the year. The administrators will provide evidence of the effectiveness of this collaboration time (through data) to the superintendent over the course of the year.

Section 11. CONFERENCING

- A. For K-6 classroom teachers, the District shall schedule 5 days of student early release (15 hours total) in order to facilitate parent conferences and placement discussions.
- B. For 7-8 classroom teachers, the District shall schedule 2 days of student early release (6 total hours) in order to facilitate parent conferences.
- C. For 9-12 classroom teachers, the District shall schedule 1 day of student early release (3 total hours) in order to facilitate senior boards.
- D. State and federal programs may dictate that some parent-teacher conferences be scheduled in the first opportunity to conference each school year. Beyond that, teachers have autonomy to schedule conferences, so long as every student's parents are provided at least an opportunity for an annual conference.
- E. Teachers are expected to use early-release time to schedule parent conferences. They may use time outside the work day at the request of specific parents, or if the building staff and administration choose to shift time outside the work day. If, within these parameters, teachers meet their conferencing expectations, they may use additional conference time for planning and preparation.

Section 12. CLASS SIZE

- A. The District recognizes the value of low class size and will attempt to keep the class numbers as low as possible. Every reasonable effort will be made to equalize the work load among the teachers of a school as early in the year as possible and throughout the year as necessary.
- B. Class Size (contingent on state funding of class sizes at least at the 2015-16 school year level)

Grade Level	2018-2019	2019-2020	2020-2021
K	20	20	20
1	23	22	21
2	24	23	22
3	25	24	22
4-6	28	28	28
7-8	*Average of 30/ no class above 35	*Average of 30/ no class above 35	*Average of 30/ no class above 35
9-12	*Average of 31/ no class above 35	*Average of 31/ no class above 35	*Average of 31/ no class above 35

*with the exception of PE and Performing Arts

If there are insufficient classrooms in any building to accommodate the above listed class sizes, the district, at its option, may hire 'roving' teachers to support students in the grade levels affected. Such teachers may serve as subject specialists (e.g. writing or science), intervention/enrichment specialists, or other assignments so long as their role is to plan, deliver, support, and assess student learning.

C. Classroom Overload Relief

Any elementary specialist teaching more than forty-six (46) half hours sections (or equivalent) shall be compensated with additional pro-rated FTE.

Teachers who experience overloads, other than through their own choice, will be allowed certificated substitute release time as follows based on overloads in existence on the tenth school day after the first student count date in September and thereafter on the first count date of each month.

1. No overload claims shall be filed prior to the tenth school day after the September student count date. Prior to the first overload count day (tenth school day after the September count day), the District will determine how to alleviate overloads by:

- Moving students to other classrooms to balance all classrooms or average at the grade level,
 - Creating combinations or multiage classrooms,
 - Creating additional sections
 - Reassign staff within the building
 - Hiring additional staff if appropriate
2. Any employee who has class size(s) that exceed the numbers listed above on the count date may complete the Class Size Overload form and meet informally with the building principal to discuss potential solutions for the concern.
 3. If the situation is not resolved to the employee's satisfaction, the building principal shall have five (5) school days from the receipt of the class size form to provide the following relief:
 - a. Grade K-6 teachers will be provided a stipend of \$6 per student, per day above the class size.
 - b. Grade 7-8 teachers will be provided a stipend of \$6 per student, per day above their daily load (150) and/or class cap.
 - c. Grade 9-12 teachers will be provided a stipend of \$6 per student, per day above their daily load (155) and/or class cap.
 4. The associated pay above, shall be available to intermediate grade teachers who rotate classes part of a day by calculating the average class size for the grade level.
 5. Elementary specialists who teach overloaded classes shall be paid a corresponding (pro-rated) percentage of the pay outlined above.

Section 13. CERTIFICATED SUPPORT STAFF EVALUATION

A. General

1. The evaluation procedure shall recognize high levels of performance and encourage improvement in specific, identifiable areas through constructive and fair assessment of employee competency, strengths, and weaknesses as they relate to the effective operation of the instructional program.
2. Certificated support personnel holding non-administrative positions (collectively referred to as "employees" herein) shall be evaluated during each school year in accordance with the procedures and criteria set forth in this agreement. Every non-provisional employee whose work is judged unsatisfactory based upon the evaluation criteria shall be placed on probation in accordance with RCW 28A.405.100.

B. Evaluation

1. **Responsibility for Evaluation:** Within each school the principal(s) shall be responsible for the evaluation of employees assigned to that school. An employee assigned to more than one school shall be evaluated by at least one administrator to be determined by the District. The employee

may select one additional administrator to perform his/her evaluation, and, in that case, the District may decide to accept as sole evaluator the one chosen by the employee. The administrative organization plan of the School District shall be used to determine lines of responsibility for evaluation for any employee who is not regularly assigned to any school. Any principal or other supervisor may designate other supervisory certificated staff members to assist in the observation and evaluation process. Prior to the beginning of the evaluation process, the administrators of each building shall meet with the staff to review and discuss the evaluation procedure and criteria.

2. Evaluation Criteria: All employees shall be evaluated in accordance with the criteria set forth in Section 12 of this Article. Evaluations required or permitted hereunder shall be documented on the District's evaluation report form attached to this agreement as Exhibit 2.
3. Required Evaluations:
 - a. All provisional employees newly employed by the School District shall be observed within the first ninety (90) calendar days of the commencement of their employment. Additional observations may occur as requested by the new employee, the new employee's mentor teacher (if applicable), and agreed upon by their building administrator; or, as deemed appropriate by the building administrator.
 - b. All employees, including provisional employees, shall be evaluated annually, such evaluations to be completed not later than June 1 of the year in which the evaluation takes place.
 - c. If an employee resigns during the school year, a final evaluation shall be completed within 30 days after the resignation date.
 - d. If the supervisor contemplates recommending that a non-provisional employee be placed on probation, an evaluation shall be made on or before January 15.
4. Additional Evaluation: In addition to the evaluations required by law in paragraph B.3, principals and other supervisors may make evaluations at any time during the school year, which evaluations may cover individual observations or such periods of time as may be identified in the evaluation report.
5. Evaluation Procedures:
 - a. Prior to the required observation under paragraph B.3., the evaluator and the evaluatee shall meet to mutually understand the intent of the evaluation, possible constraining factors, the goals and objectives of the evaluatee to be assessed during the evaluation.
 - b. Minimum Observation Criteria (except for short-form or PGO participants): During each school year, each employee shall be observed for the purpose of evaluation at least twice in the performance of his or her assigned duties. Total observation time for each employee for each school year shall be not less than sixty (60) minutes. At least one observation shall be a minimum of thirty (30) minutes in duration.
 - c. Following each observation, or series of observations under B.4, the principal or other evaluator shall promptly document the results of the observation(s) using the observation-summary form attached to this agreement as Exhibit 2a. The employee shall be provided with a copy of the observation summary within three (3) days after such summary is prepared and the employee

may discuss the summary with the evaluator.

- d. Following the completion of all observations, the principal or other evaluator shall promptly document the results thereof using the evaluation report form (Exhibit 2). The employee shall be provided with a copy of the report within three (3) days after such report is prepared and the employee may discuss the report with the evaluator.
 - e. Following the completion of each evaluation report required under paragraph B.3., a meeting shall be held between the principal or other supervisor and the employee to discuss the report. The employee shall sign the School District's copy of the evaluation report to indicate that he or she has received a copy of the report. The signature of the employee does not, however, necessarily imply that the employee agrees with the contents of the evaluation report. If the employee chooses, he or she may attach a rebuttal to the evaluation.
 - f. The evaluation report(s) required under paragraph B.3., shall be promptly forwarded to the School District's personnel office for filing in the employee's personnel file. Evaluation reports other than those required under paragraph B.3., shall not be filed in the employee's personnel file unless either the supervisor or the employee elects to the contrary. If the supervisor elects to include the evaluation in the personnel file, the employee may attach a rebuttal.
 - g. In the event that any evaluation report indicates that the employee has performance deficiencies in one or more areas defined in the evaluation criteria, the principal or other supervisor and the employee shall attempt to develop a mutually agreeable written plan designed to improve the employee's effectiveness in the deficient areas. In connection with the development of such plan, consideration should be given to utilizing the services of available supervisory resource persons to observe the employee's performance and make recommendations for improvement. If the supervisor and employee are unable to agree upon a mutually acceptable plan, the supervisor shall prepare and deliver such improvement plan to the employee.
6. Short-form Evaluation Procedures: A short-form employee is any employee who has had four consecutive years of satisfactory evaluations within the District. Short-form employees shall be observed for the purpose of evaluation at least once during the school year for a period of no less than thirty (30) minutes, provided that the regular evaluation process set forth above in Section B.5 shall be followed at least once every three years. A short-form employee or his/her evaluator may request that the regular evaluation process set forth in Section B.5 above be conducted in any given school year. The short-form evaluation may not be used as a basis for determining that an employee's work is unsatisfactory nor as a probable cause for the nonrenewal of an employee's contract under RCW 28A.405.210.
 7. Professional Growth Option Evaluation Procedures: An employee wishing to pursue the PGO short-form evaluation process shall apply to his/her building administrator by May 15th of the preceding school year. No more than 1/3 of the staff in each building may be on the PGO each year. The principal, if he/she does not agree with the employee's proposal, or if the proposals exceed the annual allotment, will provide the teacher with a written response stating the deficiencies in the expected outcomes, if any, that would be necessary for approval. A teacher will remain in the PGO process for no longer than two years. If, however, a teacher's performance is of concern, the teacher will be removed from the PGO process and returned to the long form evaluation. Employees on PGO will be evaluated on their success in accomplishing their outlined goals.

C. Probation

1. Supervisor's Report: In the event that a principal or other supervisor determines on the basis of the evaluation criteria that the performance of a non-provisional employee under his or her supervision is unsatisfactory, the supervisor shall report the same in writing to the Superintendent at any time between November 1 and January 15. The report shall include the following:
 - a. The evaluation report prepared pursuant to the provisions of paragraph B.3.(d).
 - b. A recommended specific and reasonable program designed to assist the employee in improving his or her performance.

2. Establishment of Probationary Period: If the Superintendent concurs with the supervisor's judgment that the performance of the non-provisional employee is unsatisfactory, the Superintendent shall place the employee in a probationary status of 60 school days beginning no later than January 15th. The employee shall be given written notice of the action of the Superintendent which notice shall contain the following information:
 - a. Specific areas of performance deficiencies;
 - b. A suggested specific and reasonable program for improvement;
 - c. A statement indicating that the purpose of the probationary period is to give the employee the opportunity to demonstrate improvement in his or her areas of deficiency.

3. Right to Representation: Upon receipt of the notice placing the employee in a probationary status, the employee shall have the right to have, upon request, an Association representative present at all subsequent meetings relating to his/her probationary status. Meetings are not to be unduly delayed in order to have an REA representative present.

4. Evaluation During the Probationary Period:
 - a. At or about the time of the delivery of a probationary letter, the principal or other supervisor shall hold a personal conference with the probationary employee to discuss performance deficiencies and the remedial measures to be taken. When appropriate, the supervisor shall authorize one additional supervisory certificated employee to evaluate the probationer and to aid the employee in improving his or her areas of deficiency.
 - b. During the probationary period the principal or other evaluator shall meet with the probationary employee at least twice monthly to supervise and make a written assessment of the progress, if any, made by the employee. The provision of paragraph B.5(c) shall apply to the documentation of observations during the probationary period.
 - c. The probationary employee may be removed from probation prior to the conclusion of the probationary period at any time if he or she has demonstrated improvement to the satisfaction of the principal or other supervisor in those areas specifically detailed in his or her notice of probation.

5. Supervisor's Post-Probation Report: Unless the probationary employee has previously been removed from probation, the principal or other supervisor shall submit a written report to the Superintendent at the end of the probationary period which report shall identify whether the performance of the probationary employee has improved to a satisfactory level.

6. Action by the Superintendent: Following a review of any report submitted pursuant to paragraph C.5., the Superintendent shall determine which of the alternative courses of action is proper and shall take appropriate action to implement such determination.

D. Provisional Employee:

Notwithstanding any other provisions of this Article III, employees who are in their first, second or third year of employment with the District and who are provisional employees within the meaning of RCW 28A.405.220, shall be evaluated and, if appropriate, non-renewed in accordance with the requirements of that statute. The District shall not be required to place provisional employees on probation, and the provisions of Article III, Section 12.C. Probation shall not be applicable to such employees.

E. Evaluation Criteria – Certified Support Personnel

The following minimum criteria will be used in the evaluation of certified support staff personnel:

- A. Knowledge and Scholarship in a Special Field
- B. Specialized Skills
- C. Management of Special and Technical Environment
- D. The Support Person as a Professional
- E. Involvement in Assisting Pupils, Parents, and Educational Personnel
- F. Effort toward Improvement When Needed
- G. Constraining Factors
- H. Additional Comments

Additionally the definitions contained in WAC 392-191-020 are to be incorporated into the evaluation criteria.

A working committee of three members appointed by REA and 3 members appointed by the District will meet during the 2016-17 school year to further define the performance expectations for categories A-H in Section 12.E. These expectations shall be piloted during the 2017-18 school year with the results of the pilot reviewed by the committee and recommendations made to the District and Association bargaining teams prior to bargaining in 2018.

Section 14. CLASSROOM TEACHER EVALUATION

Classroom teachers holding non administrative positions shall be evaluated during each school year in accordance with the procedures and criteria set forth herein and as outlined under ESSB 6696, ESSB 5895, RCW 28A.405.100 and WAC 392-191A.

A. Introduction

1. The purpose of the evaluation procedures set forth herein shall be to improve the educational program by improving the quality of instruction.
2. The parties agree that the following evaluation system is to be implemented in a manner consistent with good faith and mutual respect, and as defined in RCW 28A.405.110:
 - An evaluation system must be meaningful, helpful, and objective;
 - An evaluation system must encourage improvements in teaching skills, techniques, and abilities by identifying areas needing improvement;

- An evaluation system must provide a mechanism to make meaningful distinctions among teachers and to acknowledge, recognize, and encourage superior teaching performance; and
 - An evaluation system must encourage respect in the evaluation process by the persons conducting the evaluations and the persons subject to the evaluations through recognizing the importance of objective standards and minimizing subjectivity.
3. Additionally, the parties agree that the evaluation process is one which will be implemented with collaboration between the administrator and the employee, as described in WAC 392-191-025.
 4. The purposes of evaluation of certificated classroom teachers, as identified in WAC 392-191A-050 will be, at a minimum:
 - To acknowledge the critical importance of teacher and leadership quality in impacting student growth and support professional learning as the underpinning of the new evaluation system;
 - To identify, in consultation with classroom teachers, principals, and assistant principals, particular areas in which the professional performance is distinguished, proficient, basic or unsatisfactory, and particular areas in which the classroom teacher needs to improve his/her performance; and
 - To assist classroom teachers who have identified areas needing improvement in making those improvements.
- B. Required Evaluations
1. All employees, including new employees, shall be evaluated annually; such evaluations to be completed no later than June 1 of the year in which the evaluation takes place.
 2. If an employee resigns or takes a leave of absence during the school year, a final evaluation shall be completed prior to the resignation/leave date whenever possible.
 3. If the administrator contemplates recommending that the employee be placed on probation, a conference and a formal observation will occur prior to that decision.
- C. Applicability
- This evaluation system only applies to classroom teachers who spend more than fifty (50) percent of the workday providing academically focused instruction and grades for students, and whose duties are consistent with the state criteria for teachers and the District's framework and rubrics. All other staff shall continue to be evaluated in accordance with the current provisions in the parties' collective bargaining agreement. By way of example, the following certificated staff members are not considered a "classroom teacher" for purposes herein: counselors, media specialists, instructional coaches, curriculum specialists, primary support teachers, Title I teachers, deans, TOSAs, elementary resource teachers, elementary ELL teachers, ESA certified staff.
- D. Definitions
1. "Artifacts" shall mean any products generated, developed, or used by a certificated teacher. Artifacts should not be created specifically for the evaluation system or at the direction of the evaluator. Additionally, agreed upon tools or forms used in the evaluation process may be considered as artifacts. An individual artifact may serve as evidence for more than one component.
 2. "Evidence" means observed practice, products or results of a certificated classroom teacher that demonstrate knowledge and skills of the educator with respect to the four level rating system. Evidence should primarily be a "natural harvest" gathered from the essential work that effective teachers are already doing. Student and parent input will not be used as evidence without the mutual consent of the teacher and evaluator, but could initiate further observations or evidence gathering.

3. In addition to the eight state evaluation criteria, “student growth data” will be utilized in the evaluation of each classroom teacher. “Student growth data” means relevant and available multiple measures of student achievement. “Student growth” means the change in student achievement between two points in time. “Student growth rubrics” are identified in criterion 3, 6 & 8.

E. Instructional Framework and Evaluation Rubric

The parties have adopted the evidence based instructional framework: Danielson. The classroom teacher evaluation rubric and student growth rubric utilizing the Danielson instructional framework are included herein.

F. General Evaluation Agreements

1. The evaluator shall be the principal of a school to which the classroom teacher is assigned or an administrative designee holding an administrator’s credential. The evaluator shall be designated prior to beginning the process. All evaluators shall demonstrate competence in observing teachers with interrater agreement. The evaluator shall assist the teacher by providing support and resources.
2. As per RCA 28A.405.130 no administrator, principal, or other supervisory personnel may evaluate a teacher without having received training in evaluation procedures. In addition, before evaluating classroom teachers using the evaluation systems required under RCW 28A.405.100, principals and administrators must engage in professional development designed to implement the revised systems and maximize rater agreement.
3. The District will ensure confidentiality and security for all evaluation documents, including electronic documents, consistent with state public disclosure requirements and guidelines.
4. Observations noted by the administrator will occur during the course of the employee’s normally assigned duties and responsibilities.
5. An employee shall have the right to have a representative of his/her choice present during an evaluation conference.
6. Comprehensive summative evaluation performance scores shall be determined in accordance with the scoring and rating described in Appendix 1.

G. Procedures for Evaluation

1. All aspects of evaluation procedure, including observations, shall be conducted openly and with the full knowledge of the employee.
2. Notification: Within fifteen (15) school days of the beginning of the school year, or within fifteen (15) school days of a teacher’s first workday in the case of a late filled teaching position, an administrator shall hold a general certificated staff meeting, or individual conferences, to review evaluative criteria and procedures the administrator shall follow in evaluating employees.
3. Self-Assessment (Step #1): Prior to the Pre-Observation Conference, the employee will complete a Self-Assessment form. An employee may complete his/her Self-Assessment in June for use in the following school year. The teacher shall biannually complete a self-assessment of their performance in relation to the evaluative criteria. Sharing of the written self-assessment is optional at the teacher’s discretion. The employee will establish a personal growth plan based upon the self-assessment results. The employee and his/her administrator will collaboratively agree on the goals and plan.
4. Goal Setting and Planning Conference (Step #2): The classroom teacher and evaluator shall meet prior to October 31 in a goal setting conference. The purpose is to:
 - provide an opportunity for teacher self-assessment;
 - identify personal professional goal areas for the teacher’s evaluation including evidence to be gathered or considered;
 - identify student growth goals and measures

5. Mid-Year Review: The administrator and employee will review the components of each criteria, with the corresponding evidence/artifacts that have been generated to that point in the school year. Components or criteria yet to be observed, or without evidence/artifacts will be noted for focus in the second half of the school year. A discussion regarding any components of criteria below proficient at that time will include a review of the evidence/artifacts, review of the rubrics, and a discussion of what is needed to meet a proficient rating.
6. Artifacts and Evidence: The employee and administrator will collect and share artifacts and evidence necessary to complete the evaluation. The employee may provide additional artifacts and evidence to aid in the assessment of the employee's professional performance against the instructional framework rubric, especially for those criteria not observed in the classroom. Any evidence submitted shall be included as part of the conference(s) to be used to determine the final evaluation score. All evidence, measures, artifacts and observations used in developing the final summative evaluation score must be a product of the school year in which the evaluation is conducted.

H. Observation Procedures

1. General: All observations shall be conducted openly and are to be conducted so as not to interfere unreasonably with the normal teaching learning process.
2. Frequency and Length:
 - a. All employees newly employed by the District shall be observed for the purpose of evaluation at least once for a total observation time of thirty (30) continuous minutes during the first ninety (90) calendar days of their employment.
 - b. During each school year, each employee (including new employees) shall be observed for the purpose of evaluation at least twice in the performance of his/her assigned duties. Total observation time for each employee for each school year shall be not less than sixty (60) minutes.
 - c. Employees in the third year of provisional status must be observed at least three (3) times in the performance of his/her assigned duties. The total observation time for the school year must not be less than ninety (90) minutes.
 - d. In addition to the required observations, administrators may make additional observations at any time during the school year.
3. Informal Observations:
 - a. An informal observation is a documented observation that is not required to be prescheduled.
 - b. An administrator may conduct any number of informal observations.
 - c. Informal observations do not have to be in the classroom. Department or collegial meetings may be used for informal observations.
 - d. All informal observations shall be documented in writing using an observation report form. A copy of the form shall be provided to the employee in a timely manner to be used as part of the evaluation process.
 - e. If there is an area of concern based upon any such informal observation, written documentation of the area of concern must be provided to the employee within ten (10) working days of the conference in order for that evidence to be included in the evaluation process.
 - f. Any time after an informal observation an employee may, upon request, receive a post informal observation conference to discuss the informal observation.
4. Formal Observations:
 - a. A formal observation is a documented observation that has been prescheduled prior to the observation.
 - b. Every employee will have a minimum of two (2) formal observation cycles.

- c. Pre Observation Conference: The pre observation conference shall be held prior to each formal observation. The employee and administrator will mutually agree when to conference. The purpose of the pre observation conference is to discuss the employee's goals and to discuss such matters as the professional activities to be observed, their content, objectives, strategies, and possible observable evidence to meet the scoring criteria.
 - d. The administrator will document all formal observations using the negotiated form and provide documented feedback to the employee within ten (10) working days of the conference.
 - e. Post Observation Conference:
 - i. The post observation conference will be held at a mutually agreed time no later than ten (10) working days after the formal observation unless there is agreement by the employee and administrator to extend the timeline.
 - ii. The purpose of the post observation conference is to discuss the observation. It may also include a review of the evaluator's and/or teacher's evidence related to the evaluative criteria specific to the observation, and/or additional evidence to aid in the assessment of the teacher's performance related to those evaluative criteria not observed in the lesson or classroom. If it is mutually agreed upon by teacher and evaluator that sufficient evidence exists for a proficient or higher rating for specified criterion, no further evidence is necessary.
 - iii. If there is an area of concern, the administrator will identify specific concerns for the applicable criteria/components and collaboratively discuss possible solutions to remedy the concern and provide written documentation.
- I. Summative Evaluation Conference:
- a. After completion of the required observations and any required remediation and/or probation procedure, the evaluator shall complete a final evaluation. It will include a rating for each criterion, a student growth rating, and an overall summative performance rating.
 - b. The administrator and employee shall meet to discuss the employee's summative score. The summative score, including the student growth score, must be determined by an analysis of evidence and artifacts. This analysis will assess the employee's performance over the course of the year or the period covered by the evaluation.
 - c. The employee and administrator are expected to collaborate in providing evidence and artifacts as needed for each criterion to be scored.
 - d. Clear and sufficient evidence/artifacts for each criterion scored must be present. Documented communication to the employee over the course of the year, based upon the appropriate rubric(s) that indicates a lack of evidence or artifacts may serve as an acceptable source of documentation.
 - e. The employee will sign two (2) copies of the Final Summative Evaluation Report. The signature of the employee does not, however, necessarily imply that the employee agrees with its contents.
 - f. Employees shall have the right to attach additional comments or a rebuttal to the Final Summative Evaluation.
- J. Comprehensive Evaluation: (see Appendix 1)
- 1. A comprehensive summative evaluation assesses all eight evaluation criteria. Student growth and all criteria contribute to the comprehensive summative evaluation performance rating. See Appendix 1 – Scoring and Ratings.
 - 2. The following categories of the classroom teachers shall receive an annual comprehensive summative evaluation:
 - Classroom teachers who are provisional employees under RCW 28A.405.220
 - Classroom teachers who received a comprehensive summative evaluation performance rating of unsatisfactory or basic in the previous school year

- Classroom teachers who are on probation
3. All other classroom teachers shall receive a comprehensive summative evaluation at least once every four years.

K. Focused Evaluation:

1. A focused evaluation must be completed when a comprehensive summative evaluation is not required by the evaluator or the classroom teacher. Classroom teachers who received a comprehensive overall summative evaluation performance rating of Level 3 Proficient or above in the previous school year may complete a Focused Evaluation with approval from their principal by November 30. A teacher may be transferred from a Focused Evaluation to a Comprehensive Summative Evaluation prior to February 1 at their request or by December 15 at the discretion of the evaluator.
2. Criteria Selection: A classroom teacher and evaluator shall select one of the eight criteria plus professional growth activities specifically linked to the selected criteria. The selected criteria must be approved by the teacher's evaluator and may have been identified in a previous comprehensive summative evaluation as benefiting from additional attention. A group of teachers may focus on the same evaluation criteria and share professional growth activities.
3. The Focused Evaluation shall include the student growth rubrics of the selected criterion. If Criterion 3, 6 or 8 are selected, evaluators shall use those student growth rubrics. If Criterion 1, 2, 4, 5, or 7 is selected, evaluators shall use Criterion 3 or 6 student growth rubrics.
4. A classroom teacher shall receive an overall summative performance rating based on the most recent comprehensive summative evaluation score. If the observation and student growth data indicate an exemplary performance on the chosen focused criterion, a rating of level 4 (Distinguished) may be awarded by the evaluator.

L. Provisional Employees:

1. "Provisional Employees" are those who are within their first three (3) years of employment with the District, except for those who have at least two (2) years of certificated employment with another school district in the state of Washington. Those with such experience shall be provisional only during their first year of employment with the District.
2. All Provisional Employees who are new to the profession and whose performance is determined to be Proficient (Level 3) or Distinguished (Level 4) at the end of their second year of employment in the District may be removed from provisional status by the Superintendent.
3. If a Provisional Employee's job performance is unsatisfactory, an employee assistance plan will be developed to support the employee in improving their performance. An assistance plan may include such supports as: professional development, peer support, mentoring/coaching, peer observations, and other strategies designed to improve professional standards.
4. Before non-renewing a provisional teacher for reasons related solely to performance deficiencies, the evaluator shall have made a good faith effort beyond the minimum requirements of the evaluation process to assist the teacher in making satisfactory progress toward remediating deficiencies. The efforts shall include:
 - A completed comprehensive evaluation;
 - An assistance plan designed to support the teacher in making satisfactory progress in improving his/her performance (#3 above);
 - A periodic report from the evaluator on the teacher's progress toward remediating deficiencies
5. All Provisional Employees are subject to nonrenewal of employment contract pursuant to RCW 28A.405.220.
6. No Provisional employee will be non-renewed, absent for cause, financial reasons or evaluation-related reasons, without being given notice of the District's position and an opportunity to resign.

M. Support for Employees with Basic and Unsatisfactory Ratings

1. If an employee with more than five (5) years of experience receives a comprehensive summative evaluation performance score below Proficient, the employee must be formally observed before October 15th the following year. If the 1st Formal Observation in that following year results in ongoing and specific performance concerns, an employee assistance plan will be completed prior to completion of the comprehensive evaluation. An assistance plan may include such supports as: professional development, peer support, mentoring/coaching, peer observations, and other strategies designed to improve professional standards.
2. No employee shall be placed on probation unless an assistance plan has been given to the employee in the current or prior school year and at least thirty (30) working days were provided after the employee's receipt of the assistance plan to remediate the area(s) of deficiency(ies).

N. Probation

1. If, at any time after October 15th, an administrator determines that the performance of an employee under his/her supervision is not judged satisfactory based on district evaluation criteria the administrator shall report the same in writing to the Superintendent. The report shall include the following:
 - Specific areas of performance deficiencies identified from the instructional framework;
 - A recommended specific and reasonable program designed to assist the employee in improving his/her performance.
2. The following comprehensive summative evaluation performance ratings based on the evaluation criteria mean a classroom teacher's work is not judged satisfactory:
 - Unsatisfactory (Level 1); or
 - Basic (Level 2) if the classroom teacher is a continuing contract employee under RCW 28A.405.210 with more than five years of teaching experience and if the Level 2 comprehensive summative evaluation performance rating has been received for two consecutive years or for two years within a consecutive three year time period.
3. An employee on a continuing contract who has been assigned to teach outside of his/her endorsements shall not be subject to nonrenewal or probation based on evaluations of his/her teaching effectiveness in the out of endorsement assignment.
4. Copies of the materials to be submitted to the Superintendent shall be provided to the employee at the same time.
5. The employee shall have the right, upon request, to a confidential conference with the Superintendent prior to any decision by the superintendent to place the employee on probation.
6. If the Superintendent concurs with the administrator's recommendation that the performance of the employee is unsatisfactory, the Superintendent shall place the employee in a probationary status for a period of not less than sixty (60) school days.
7. Procedure during Probation Period:
 - a. Limit on Transfer or Reassignment During Probation Period: During the period of probation, the employee may not be transferred from the supervision of the original evaluator. Improvement of performance or probable cause for nonrenewal must occur and be documented by the original evaluator before any consideration of a request for transfer or reassignment as contemplated by either the individual or district.
 - b. Number of Observations: The probationary employee shall be observed at least twice monthly, with a minimum of one formal observation per month, by the designated evaluator during the probationary period, unless the evaluator recommends to the Superintendent prior to the completion of such required observations that the probationary period should be terminated due to the remediation of the deficiency(ies) as stated in the probationary notice.

- c. Pre Observation Conference: A pre observation conference shall be conducted between the probationary employee and the evaluator within five (5) working day(s) of each formal observation at which time the parties shall discuss the areas of criteria that will be observed by the evaluator.
 - d. Additional Observation Requirements: Each formal observation conducted by the evaluator shall not be less than twenty (20) continuous minutes in length, shall be structured so as not to interfere unreasonably with the normal teaching learning process of the class, and shall be conducted with the full knowledge of the probationary employee.
 - e. Post Observation Conference: Following each formal observation, a post observation conference between the evaluator and the employee shall be held within five (5) working days at which time a copy of the evaluator completed form and working notes shall be provided to the employee. At this time the parties shall discuss the contents of the form and the progress being made with respect to the deficiency(ies) specified in the notice of probationary status, along with the recommendation for improvement and future remediation efforts.
 - f. Informal Observation: The evaluator may conduct any reasonable number of informal observations under the same procedures as in the regular evaluation process (including documentation).
 - g. Collegial Assistance: A probationary employee shall have the right to request an observation or other appropriate help from one (1) or more fellow employees during the probationary period for the purpose of obtaining constructive suggestions to overcome specific deficiency(ies). Release time for this purpose shall be granted by the District, upon mutual agreement of the requesting employee and the evaluator.
 - h. Procedural Errors: If a procedural error occurs in the implementation of a program for improvement, the error does not invalidate the probationer's plan for improvement or evaluation activities unless the error materially affects the effectiveness of the plan or the ability to evaluate the probationer's performance.
8. Evaluator's Post Probation Report to the Superintendent:
- a. The administrator shall submit a written report to the Superintendent at the end of the probationary period, which report shall identify whether the performance of the probationary employee has improved and which shall set forth one (1) of the following recommendations for further action:
 - That the employee has demonstrated sufficient improvement in the stated areas of deficiency to justify the removal of the probationary status; or
 - That the employee has demonstrated sufficient improvement in the stated areas of deficiency to justify the removal of the probationary status accompanied by a letter identifying areas where further improvement is required; or
 - That the employee has not demonstrated sufficient improvement in the stated areas of deficiency and action should be taken to non-renew the employment contract of the employee.
 - b. The written report to the Superintendent shall specify the number of observations and include all evaluation forms utilized in the evaluation process.
 - c. A copy of the report shall be given to the employee and the Association, if involved, at the same time it is delivered to the Superintendent.
9. Action by the Superintendent:
- a. Following a review of the Evaluator's Post Probation Report, the Superintendent shall determine which of the alternative courses of action is proper and shall take appropriate action to implement such determination.
 - b. A classroom teacher who has been transitioned to this evaluation system must be removed from probation if he or she has demonstrated improvement that results in a new comprehensive

summative evaluation performance rating of Level 2 or above for a continuing contract employee with five or fewer years of experience, or of level 3 or above for a continuing contract employee with more than five years of experience.

- c. Lack of necessary improvement during the established probationary period, as specifically documented in writing with notification to the employee constitutes grounds for a finding of probable cause under RCW 28A.405.300 or 28A.405.210.
10. Days may be added if deemed necessary to complete a program for improvement and evaluate the employee's performance, as long as the probationary period is concluded before May 15th of the same school year.
11. The probationary period may be extended into the following school year if the employee has five or more years of teaching experience and has a comprehensive summative evaluation performance rating as of May 15th of less than Level 2.
12. Alternative Assignment: Immediately following the completion of a probationary period that does not produce performance changes detailed in the initial notice of deficiencies and improvement program, the employee may be removed from his or her assignment and placed into an alternative assignment for the remainder of the school year. This reassignment may not displace another employee nor may it adversely affect the probationary employee's compensation or benefits for the remainder of the employee's contract year. If such reassignment is not possible, the District may, at its option, place the employee on paid leave for the balance of the contract term.

O. Non-Renewal:

1. Per RCW 28A.405.100(4)(c), when a continuing contract employee with five (5) or more years of experience receives a comprehensive summative evaluation performance rating below level 2 for two consecutive years, the school district shall, within ten (10) working days of the completion of the second summative comprehensive (comprehensive summative) evaluation or May 15th, whichever occurs first, implement the employee notification of discharge as provided in RCW 28A.405.300.
2. The employee who is, at any time, issued a written notice of probable cause for nonrenewal or discharge by the Superintendent pursuant to this Section shall have ten (10) calendar days following receipt of said notice to file any notice of appeal as provided by statute and retains all rights and timelines as provided by this Agreement.

P. Evaluation Documents:

Only the final summative evaluation document, along with any comments submitted by the employee, shall be kept in the personnel files.

Q. Evaluation Results:

1. Evaluation results shall be used:
 - To acknowledge, recognize, and encourage excellence in professional performance
 - To document the level of performance by a teacher of his/her assigned duties
 - To identify specific areas in which the employee may need improvement according to the criteria included on the evaluation instrument
 - To document performance by a teacher deemed unsatisfactory based on District evaluation criteria
 - Beginning in 2015-2016, as one of the multiple factors in Human Resources and personnel decisions, only as defined elsewhere in this Agreement.
2. Evaluation results shall not be:
 - Shared or published with any identifying information, except as required by law

- Shared or published without notification to the individual and Association, unless otherwise requested by the individual
 - Used to solely determine assignment, placement, or job status of a teacher except as defined elsewhere in this agreement
 - Used to determine any type of base or additional compensation
3. The evaluation ratings of classroom teachers shall not be based on comparison to the evaluation ratings of other teachers in the District.

Section 15. REDUCTION AND RECALL

The term "reduction" as used herein refers to action by the Board reducing the number of certificated employees in the District due to economic reasons only. No provision of this agreement shall be construed as an abrogation of the right of any certificated employee, pursuant to RCW 28A.405.210 or RCW 28A.405.300 nor any of the District's responsibilities under the cited statutes. Reduction of certificated employees with valid contracts shall not be made during the school year. In the event of reduction, the District shall provide written notice of nonrenewal to all affected certificated employees on, or before, May 15. When possible, the Association shall be notified of anticipated reductions not later than May 15.

Where revenues are categorical and depend on actual expenditures rather than budgeted amount, every effort will be made to maintain this categorical support.

Determination of Vacant Positions: The District shall determine, as accurately as possible, the total number of certificated staff known as of April 1 leaving the District for reasons of retirement, family transfer, normal resignation, leaves, discharge, or nonrenewal, etc., and these vacancies shall be taken into consideration in determining the number of available certificated positions for the following year.

Certification: Possession of any valid Washington State certificate which may be required for the position(s) under consideration shall be a prerequisite for retention.

Employment Categories: The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions.

- A. Elementary employees will be considered for retention in one category (K-6). Elementary employees shall include classroom teachers, elementary librarians.
- B. Secondary employees (7-12) will be considered for retention by teaching specialties (such as science, math, K-12 music, social studies, language arts, industrial art, art, home economics, business education, driver education, physical education and health, individual languages, (i.e., French, Spanish, German.)
- C. Other non-supervisory employees will be considered for retention according to their specialties which will include counselors, secondary librarians, special education personnel (psychologists, communication disorder specialists) and nurses.
- D. Certificated employees holding positions within programs which are funded with categorical monies shall be retained according to Federal and State requirements for said position(s).

Retention by Employment Category: Each certificated employee shall, in accordance with the criteria set forth herein be considered for retention in the category or specialty appropriate to the position held at the time of the implementation of the procedures. For the purpose of the paragraph, a certificated employee is currently performing in any given category or specialty if one teaching period or more of such employee's assignment is devoted to such category or specialty. Certificated employees shall also be considered for retention in such additional categories or specialties as any such employee may designate in writing to the Superintendent or his designee, provided, that in order to qualify for consideration in any such additional category, the certificated employee:

- A. Must have had a minimum of one (1) year professional experience* of at least one teaching period in each such additional category; or
- B. Must have a college major or minor in each such additional category.

*Employees who, by part-time assignments, have accumulated the equivalent of one (1) year, or major fraction thereof, experience in an additional category satisfy the requirements of this paragraph with respect to such additional category.

All written designations for consideration in additional categories shall be submitted in writing within fifteen (15) working days after any request for such information is made by the Superintendent or his or her designee.

Appeals: An employee may file with the Superintendent a written appeal to request reconsideration or modification of retention categories or specialties for which he or she may qualify. The employee must include in the appeal a full statement as to the facts on which he or she contends the reconsideration or modification should be based.

Selection Within Employment Categories: Certificated employees shall qualify for retention in available positions within the categories to qualify. In the event that there are more qualified employees than available positions in a given category or specialty, the following criteria shall be used to determine which employees shall be retained:

In the event of lay off, the following criteria will be used in the following sequential order as described below in subject area:

1. Seniority in the State of Washington
2. Seniority in the District
3. Seniority in the teaching profession
4. The comprehensive summative evaluation performance rating (Distinguished, Proficient, Basic, or Unsatisfactory) from the most recent comprehensive evaluation
5. Credits

Employment Pool: All certificated employees who are not recommended for retention in accordance with these procedures shall be terminated for employment and placed in an employment pool for possible reemployment. The individual's name will remain in the employment pool from the date of nonrenewal until July 1 of the school year following the school year in which the employee was non-renewed.

It shall be the responsibility of each certificated employee placed in the employment pool to notify the Superintendent or his or her designees by April 1, if such employee wishes to remain in the employment

pool for one (1) additional year (12 months from July 1). If such notification is not received, the name of any such certificated employee shall be dropped from the employment pool.

When a vacancy occurs for which person(s) in the employment pool qualifies, notification from the District to such individual shall be by certified mail or by personal delivery. Such individual shall have seven (7) calendar days from receipt of the letter to accept the position.

An individual will forfeit rights to employment as provided in this section if the individual signs a certificated employee contract with another district or does not accept offer of employment as a certificated employee with this District; provided, however, that should said employment contract be of one (1) year duration or less, the employee shall remain in the employment pool as defined above.

Teachers who were assigned to full-time teaching positions at the time they were non-renewed under this section shall be recalled to full-time teaching positions provided that such teachers shall have the option of accepting or rejecting any part-time teaching position that may exist without jeopardizing his or her recall status for any full-time position which may become available.

Teachers who were previously assigned to part-time teaching positions shall be recalled to part-time teaching positions provided that no part-time teacher with less seniority shall be recalled to any part-time teaching position unless such position is declined by all teachers (full- and part-time) with greater seniority.

When a certificated employee is recalled, he/she shall be granted the years of experience, days of accumulated sick leave and seniority which he/she had at the time of reduction. In addition, if during the period of reduction, a laid off certificated employee increased his educational training, then upon recall, said certificated employee shall have the additional training credited to him/her and such additional training shall be used to calculate said certificated employee's position on the salary schedule.

While in the employment pool, a certificated employee may, at said employee's option, be continued in any fringe benefit program of the District provided said certificated employee reimburses the cost of the program to the District in advance by the first of each month. Certificated employees whose names are in the employment pool shall be given, upon request, preferred consideration in the District's day-to-day employment of substitutes.

Section 16. GRIEVANCE PROCEDURE

A grievance is a claim by an employee, or the Association that there has been a violation, misinterpretation or misapplication of any provision of this Agreement and may be processed as a grievance as hereinafter provided.

In the event that an employee believes there is a basis for a grievance, the employee shall first discuss the alleged grievance with his/her building principal or other appropriate supervisor either personally or accompanied by his/her Association representative. If the grievance is not thus resolved, formal grievance procedures may be instituted.

During the summer break, "school days" shall be interpreted as any day upon which the office of the superintendent is open to the public. Prior to the final day of the school year, the Association shall be given a schedule of days the superintendent's office will be closed for the summer.

Step 1.

The grievant may invoke the formal grievance procedure through the Association on the form which will be available from the Association representative in each building. A copy of the grievance form shall be delivered to the principal or appropriate supervisor. If the grievance involves more than one school building, it may be filed with the Superintendent or a representative designated by the Superintendent. A grievance must be filed within fifteen (15) school days of the occurrence of which the grievant complains or within fifteen (15) days from the time the grievant first becomes aware of the facts upon which the grievance would be based.

Step 2.

Within ten (10) school days of receipt of the written grievance, the principal or designated supervisor shall meet with the Association in an effort to resolve the grievance. The principal or designated supervisor shall indicate his/her disposition of the grievance in writing within ten (10) school days of such meeting, and shall furnish a copy thereof to the Association.

Step 3.

If the Association is not satisfied with the disposition of the Grievance or if no Step 2 meeting was held within ten (10) school days from the date of filing, or if no disposition has been made within ten (10) school days of the Step 2 meeting, the Association may submit the grievance to the Superintendent. The grievance must be submitted to the Superintendent in writing within twenty (20) days following the filing of the Step 2 grievance if no Step 2 meeting was held, or within twenty (20) days following the Step 2 meeting if a Step 2 meeting was held but no decision rendered within ten (10) days, or within ten (10) school days following the issuance of the Step 2 decision. Within ten (10) school days, the Superintendent or his/her designee shall meet with the Association on the grievance and shall indicate his/her disposition of the grievance in writing within ten (10) school days of such meeting, and shall furnish a copy thereof to the Association.

Step 4.

If the Association is not satisfied with the disposition of the grievance by the Superintendent or his/her designee, or if no disposition has been made within the period above provided, the grievance, at the option of the Association, may be submitted before an impartial arbitrator. The Association shall exercise its right of arbitration by giving the Superintendent written notice of its intention to arbitrate within twenty (20) school days of receipt of the written disposition by the Superintendent or his/her designee. If the parties cannot agree as to the arbitrator within ten (10) calendar days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration proceeding.

Neither the District nor the Association shall be permitted to assert in such arbitration proceeding any ground not previously disclosed to the other party.

Powers of the Arbitrator

It shall be the function of the arbitrator and he or she shall be empowered except as his or her powers are limited below, after due investigation, to make a decision in cases of alleged violation of the specific articles

and sections of the Agreement. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. The arbitrator shall confine his or her inquiry and decision to the specific area of the Agreement as cited in the grievance form. Matters for which law provides another course of review shall be exempt from the grievance procedure; unless the grievant and Association chose, at the time of a specific concern, to submit the matter through the grievance procedure and irrevocably waive any rights to other process(es).

The decision of the arbitrator will be submitted to the District and the Association and will be final and binding upon the parties.

Arbitration Costs

Each party shall bear its own costs of arbitration except that the fees and charges of the arbitrator shall be shared equally by the parties.

Time Limits

The time limits provided in this article shall be strictly observed unless extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year, the District shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Failure of the Association to proceed with its grievance within the times herein provided shall result in the dismissal of the grievance. Failure on the part of the District at any step of this procedure to communicate the decision on a grievance within the specific time limit, shall result in the grievance to proceed directly to the Superintendent.

Continuity of Grievance

Notwithstanding the expiration of this Agreement, any claim of grievance arising hereunder may be processed through the grievance procedure until resolution.

Miscellaneous

There shall be no reprisals of any kind by the District or an agent of the District against any employee for reason of his or her participation in the grievance process.

It will be the practice of all interested parties to process grievances after the regular work day or at other times which do not interfere with assigned duties; provided, however, that upon mutual agreement by the grievant and the person or persons by whom the grievance is being processed, proceedings may be held during the regular working hours and the grievant and the appropriate participants and representatives will be released from assigned duties without loss of pay.

Section 17. CURRICULUM

- A. The District recognizes the importance of including employees in the selection of the curriculum. Employees impacted by curriculum changes shall be involved through representative employees in the adoption process. Grade levels/departments shall have the right to select their representatives

within the adoption team structure set by the district with the understanding that there shall be at least one (1) member from each grade band at each impacted school(s).

1. Options for Review: Employee representatives have the right to request additional options for review if current options are considered insufficient. The committee may choose to recommend the curriculum currently in place in lieu of the options considered.
- B. The District will provide the currently adopted components of the curricular package to all staff before or during the first 15 student days of the school year (or within a reasonable time of delivery of the materials. Materials may be provided online when available and appropriate

All Staff will be offered trainings prior to implementation.

Section 18. SPECIAL EDUCATION CASELOADS AND STAFFING

The District recognizes the value of appropriate Special Education caseloads and will attempt to keep the caseload as low as possible.

Caseloads for Resource Room or Inclusion Teachers:

Grade level	1 teacher per ... students
Pre K	18
Primary (K-4)	27
Intermediate (5-6)	27
Middle (7-8)	28
High (9-12)	28

Caseloads for Self-Contained Classroom teachers: The caseload for each teacher is fifteen (15) students and each teacher assigned to a self-contained classroom will have thirteen (13) hours of staff support* time.

* Staff support time is inclusive of required staff support (e.g. one on one aides) written into student Individual Education Plans.

Caseloads for Special Education Support Staff:

Staff Type	District Caseload
School Psychologists	1 per 1,250 students
Speech/ Language Pathologist-	1 per 50 students served
Occupational Therapist	1 per 3,000 students
Physical Therapist	1 per 6000 students

Overload protections for Special Education Teachers and Education Support Staff:

In the case that the district is unable to staff the Special Education departments at these levels, the following procedure shall apply:

1. Employees who experience overloads, other than through their own choice, will be allowed certificated substitute release time as follows based on overloads in existence on the tenth school day after the first student count date in September and thereafter on the first count date of each month.
2. No overload claims shall be filed prior to the tenth school day after the September student count date. Prior to the first overload count day, the District will determine how to alleviate overloads by:
 - Moving students to other classrooms or employees to balance all caseloads,
 - Creating combinations or multiage classrooms,
 - Reassign staff within the building
 - Hiring additional staff if appropriate
3. Any employee who has caseload that exceed the numbers listed above on the count date may complete the Overload form and meet informally with the Director of special education to discuss potential solutions for the concern.
4. If the situation is not resolved to the employee's satisfaction, the Director of special education shall have five (5) school days from the receipt of the overload form to provide the following relief:
 - a. Employees will be provided a stipend of \$6 per student, per day above the class size.

If a school's student intervention team recommends that a student might benefit from mental health care services, the district will put the family in contact with community resources.

Section 19. SPECIAL EDUCATION PROVISIONS

When planning the classroom distribution of students the district and impacted teacher(s) are committed to reviewing placements and providing necessary supports to make a manageable workload.

Co-taught classrooms are one class for purposes of determining class-size. Such positions would be a unique position and subject to the transfer process laid out in Article III, Section 5.

Emergencies occurring during the planning or duty free time of a Special Education Teacher will not be the responsibility of the Special Education Teacher. If a Special Education teacher is asked to work with one or more students during their planning or duty free time, they will be paid per diem for the time missed to the nearest 15 minutes.

All certificated staff will be offered training in the district's special education policies and procedures.

In recognition of the additional duties taken on by special education staff, they will receive an additional five (5) days of pay at per diem rate per year. Time sheets will be submitted through the building principal.

Section 20: DEPARTMENT CHAIRS

Department Chairs:

Each department at the 6-12 grade levels, including but not limited to Science, Math, Foreign Language, Humanities, the Arts, and PE/ Health will elect a department chair to lead the department in conversations about vertical alignment, best practices, curricular needs, budgets, and other department wide concerns. Each department chair will receive a stipend of \$1000.

ARTICLE IV - BENEFITS

Any type of leave listed below shall be automatically terminated and all rights to a position in the District shall be immediately forfeited if the employee on leave is engaging in outside employment with another employer without advance written approval from the Superintendent/designee.

Section 1. SICK LEAVE

Sick leave is defined as paid leave for illness, injury, disability, emergency and family care. Sick leave must be taken in either half-day (1/2) or full-day increments if a substitute is used or any classroom coverage is to be paid.

At the beginning of each school year, each employee covered by this Agreement shall be credited with an advance sick leave allowance of twelve (12) days. In the event of illness, the appropriate deduction will be made. Sick leave not taken shall accumulate from year to year up to a maximum of one hundred eighty (180) days for the purposes of sick leave buy-back (RCW 28A.400.210, Remuneration of Unused Sick Leave) and for leave purposes up to a maximum of the number of contract days agreed to in a given contract, but not greater than one year (RCA 28A.400.300).

Pursuant to current statute, employees may cash in unused sick leave days above an accumulation of sixty (60) days at a ratio of one full day's monetary compensation for four (4) accumulated sick leave days. At the employee's option, they can cash out their unused sick leave days in January of the school year following any year in which a minimum of sixty (60) days of sick leave is accrued and each January thereafter, at a rate equal to one day's monetary compensation of the employee for each four (4) full days of accrued sick leave. The employee's sick leave accumulation shall be reduced four (4) days for each day compensated. No employee may receive compensation for sick leave accumulated in excess of one (1) day per month.

At the time of separation from school district employment, an eligible employee or the employee's estate shall receive remuneration at a rate equal to one (1) day's current monetary compensation of the employee for each four (4) full days accrued sick leave for illness or injury. For purposes of this paragraph, "eligible employee" means (a) employees who separate from employment due to retirement under a plan administered by the Washington Department of Retirement Systems or death; (b) employees who separate from employment and who are at least age 55 and have at least 10 years of service under TRS or SERS Plan 3; or (c) employees who separate from employment and who are at least age 55 and have at least 15 years of service under the TRS, PERS or SERS Plan 2.

A. Sick Leave Sharing:

An employee is eligible to receive shared sick leave if:

1. The employee suffers from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to go on leave without pay or terminate employment with the District;
2. The employee is not eligible to receive industrial insurance benefits; and
3. The employee or his/her representative has submitted to the District documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

Sick leave donation shall be in compliance with RCW 28A.400.380 and WAC 392-126-075.

The dollar value of the leave days donated shall be converted into days based upon the per diem rate of the employee receiving the leave. The value of any leave transferred under this clause which remains unused shall be returned to the donor at its original value. The value of unused leave, which was transferred by more than one employee shall be returned on a pro-rata basis.

Section 2. HEALTH LEAVE

A certificated employee whose physician certifies in writing that the employee is unable to perform professional duties because of personal illness, maternity or disability shall, upon request, be granted leave of absence without pay for up to one (1) year from the date the leave is granted. Health leaves shall be granted without requiring the employee to use up accumulated sick leave. Leaves for these conditions may be renewed up to one (1) additional year. Renewal of health leave shall be made in writing to the district personnel office by March 1. When returning within one (1) year from the date the health leave was granted, a certificated employee who has been granted health leave shall be allowed to return to the position last held or a similar position.

Section 3. PARENTAL LEAVE

Four (4) days of leave at full pay and up to sixteen (16) days of paid sick leave shall be allowed to be utilized for the birth or adoption of a child under the same conditions which qualify for unpaid leave under the state and federal Family and Medical Leave Act.

Section 4. EMERGENCY LEAVE

Emergency leave with full pay shall be available to employees for hardships or other pressing needs and shall be granted in situations which require absence during school hours for purposes of transacting or attending to personal or legal business or family matters. Such leave will be taken out of sick leave. Emergency leave shall be granted subject to the conditions and procedures listed below:

The situation must be suddenly precipitated and of major importance, or must be of such nature that pre-planning is not possible.

Section 5. BEREAVEMENT LEAVE

Up to five (5) days bereavement leave with full pay will be granted for each occurrence in the employee's immediate family or any person living in the household with the employee. For the purposes of this item, immediate family is defined to include parents, siblings, spouse, registered domestic partner, children, grandchildren, grandparents, and same relationships as related by marriage or domestic partnership.

One (1) day bereavement leave, with full pay, per year, will be granted to each employee to be used at his/her discretion for the death of someone of close personal ties.

Section 6. GENERAL LEAVE OF ABSENCE

Leaves of absence up to one (1) year without pay will be granted employees for the purposes of study, travel, family care, or personal renewal.

A. All requests for general leave must be made before May 1 of the year prior to the requested leave and

are subject to approval by the Board of Directors, so as to assist in providing assignments by May 10. Later requests will be considered, but may not be granted if suitable transfer or replacement cannot be found.

- B. Each request for a leave of absence will be judged on the merits of the request.
- C. The employee granted a leave of absence must confirm his/her intention of returning to the District by March 15 of the leave year prior to that school year. (In case of staff reduction, the employee shall be considered for retention on an equal basis with all other employees.)
- D. Upon return from leave, the employee shall be placed in the position last held, or in a similar position if such position is available.
- E. The employee granted a leave of absence shall, upon his/her return, be placed on the appropriate step of the salary schedule but receive no credit for the "experience" step on the schedule for the year of leave unless such credit is merited by the year's activities.
- F. Upon request by the employee before May 1 of the leave year, the general leave of absence may be renewed for up to one (1) year only.

Section 7. ASSOCIATION LEAVES

Days of release time shall be available for Association-related business approved by the Association president, including conferences, consultant work and/or preparation for negotiations. The number of available days shall be limited to 0.225% of the number of contract days generated by the FTE of teachers employed in the District on October 1 each year. Such leaves shall be subject to the following:

- A. Release days shall be with full pay, and the Association shall pay to the District all cost for the substitute(s)
- B. The purpose for the leave shall be clearly stated at the time of the request.
- C. The request must be in writing to the principal or supervisor and the personnel office a minimum of four (4) school days in advance, unless this is not feasible, in which case it shall not be less than one (1) day in advance.

Section 8. PERSONAL LEAVE

Up to three (3) personal leave days per employee for each school year shall be granted. Unused personal leave may be carried over from year to year not to exceed a cumulative total of five (5) days inclusive of up to two days (2) carryover and the current year's three (3) day entitlement. Leave in excess of two (2) days at the end of the leave year will automatically be cashed out at 2/3 the per diem rate.

Staff members planning to take personal leave shall notify the District Office at least three (3) days in advance except in unusual situations where prior notice is not possible. In the latter instance, approval of such leave shall be sought immediately upon return to work.

Not more than fifteen percent (15%) of the certificated staff at South Ridge Elementary School, Union Ridge Elementary School, or View Ridge Middle School, and not more than twelve percent (12%) of the certificated staff at Ridgefield High School shall be granted use of personal leave on any one day. Percentages will be rounded to the nearest whole number, and each building staff shall be treated separately. Personal leave cannot be used during the first or last ten (10) student school days of each school year. Personal leave shall be used to cover unexpected circumstances or those circumstances which cannot be dealt with outside of working hours.

Section 9. JURY DUTY & SUBPOENA LEAVE:

Leaves of absence with pay shall be granted for jury duty. The employee shall notify the district when notification to serve on jury duty is received.

Leaves of absence with pay shall be granted when an employee is subpoenaed to appear in a court of law when such appearance results while acting within the scope of their employment. Leaves with pay shall also be allowed when subpoena is the result of the employee's performance of civic duty. If any witness fees are paid, that amount shall be deducted from the employee's regular pay.

Section 10. FAMILY LEAVE:

Employees are eligible for family leave benefits as per state and federal regulations. Any paid leaves under this Agreement shall run concurrently with an employee's family leave entitlement to the extent allowed by law.

Section 11. DISTRICT LEAVE:

Employees requested to attend a conference or sponsor a student activity held on a regular school day shall be granted professional leave for their absence.

Section 12. SABBATICAL LEAVE

Unpaid sabbatical leave may be granted for one (1) year to those employees who have served the District a minimum of seven (7) years for professionally related travel, study or other professional growth activities. No more than one (1) employee may be granted sabbatical leave during any school year. In the event more than one (1) employee applies for a sabbatical, seniority in the District shall determine which staff member is selected.

Employees desiring sabbatical leave must submit a written request to the Superintendent prior to March 1 of the school year prior to the year for which sabbatical leave is desired. The request shall specify the reasons for which leave is requested and provide an outline of the activities in which they will be engaged and provide a description of how the experience will improve student learning.

Upon return from sabbatical leave, the employee shall prepare a written report of the experience and deliver that report to the Board of Directors at the September Board Meeting. Further, an employee returning from sabbatical leave shall be placed in a position within the District and shall be placed on the appropriate step in the salary schedule as though he/she had not been on leave.

The Board of Directors shall take action on request for sabbatical leave no later than the regularly scheduled May Board Meeting. Any approval of sabbatical leave shall be reliant upon the District's ability to find a suitable replacement.

Section 13. UNPAID LEAVE:

Employees who have exhausted accumulated leave and feel they must be absent may request unpaid leave from their principal. Denial of unpaid leave requests shall be with written reasons-that may be appealed to the Superintendent. Such denials shall not be for arbitrary or capricious reasons.

Section 14. PERSONAL PROFESSIONAL GROWTH INITIATIVE:

Each teacher will be allocated a set amount of dollars each year to be used for personal professional growth activities selected and pursued by the teacher, including, but not limited to, credits, clock hours, and activities related to professional certification and National Board Certification along with optional enrichment curricular materials for the benefit of their students. The funds may be used by each teacher to pay for the purchase of optional enrichment curricular materials for the benefit of their students, expenses related to professional growth activities such as tuition, textbooks, registration fees for workshops, conferences, or seminars, related travel and lodging expenses, substitute costs, and supplies and materials for such professional growth activities (adopted curricular materials are exempt from required use of PPGI funds). The Personal Professional Growth Initiative funds shall be \$750 per FTE per year.

Teachers are to provide original receipts to the Business Office for reimbursement for use of personal professional growth funds and may be reimbursed following purchase without waiting until the training is held.

When the up-front commitment of personal funds presents a hardship, a teacher may request prepayment by submitting a Request for Prepayment of Purchase form.

Unused funds will be carried over to the following school year for use by the teacher, provided that at no time will the funds available to a teacher exceed \$2,000 per year.

Annual allocation of the funds described in the first paragraph are contingent upon passage of the M & O levy at the same level as the previous school year. Funds carried over from the previous school year will continue to be available, subject to the limit in the immediately preceding paragraph.

Employees pursuing professional growth activities, including National Board Certification, professional certification or advanced education degrees, may use District equipment and materials at their assigned school (e.g., video equipment) for the program when such equipment and materials are not otherwise used for instructional purposes and provided the employee does not use consumable supplies reserved for other District purposes.

Section 15. SALARY:

The district's salary schedule shall be: Exhibit 1.

- A. All employees shall meet the following requirements:
1. Years of Experience: Employees working for the District prior to August 31, 2018 shall maintain their current experience placement plus credit for each subsequent year of experience in the District. In placing new employees, the District shall comply with the criteria established in WAC 392-121-245 as of July 15, 2018.
 2. Education Experience: Employees working for the District prior to August 31, 2018 shall maintain their current education placement, plus credit for education experience obtained after August 31, 2018. In placing new employees, the District shall comply with the criteria established in WAC 392-121-255, WAC 392-121-257 and WAC 392-121-261(2)(a). WAC 392-121-259 for vocational instructors who obtain a bachelor's degree while employed in the State of Washington as a non-degreed vocational instructor as of July 15, 2018.
- B. Approval of Credits and Clock Hours: Credits and clock hours approved for salary schedule placement for all personnel (current and newly hired staff) shall be approved as follows:
1. Credits and clock hours earned by October 1 shall be considered for advancement on the salary schedule for that calendar contract year. All teachers who have earned credits and clock hours for advancement on the salary schedule shall file an official transcript with the Superintendent by October 30. Transcripts not received on or before October 30 shall not be considered for further salary adjustment for the current school year.
 2. All teachers shall verify their salary placement (years of teaching experience and credits and clock hours for salary placement) annually and shall immediately report any discrepancy to the Superintendent. This shall be completed by November 1 each year.
 3. Credits and clocks hours recognized by the District for horizontal movement on the salary schedule must contain course content that will meet at least one of the following criteria:
 - a) It is consistent with a school-based plan for mastery of student learning goals as referenced in RCW 28A.655.110, the annual school performance report for which the individual is assigned; or
 - b) It pertains to the individual's current assignment or expected assignment for the following school year; or
 - c) It is necessary for obtaining endorsement as prescribed by the Professional Educator Standards Board; or
 - d) It is specifically required for obtaining advanced levels of certification; or
 - e) It is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff of the school district.
 - f) Addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or
 - g) Pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.
 4. Credits which have been determined to qualify for salary schedule placement meet one or more of the criteria above shall continue to be recognized in subsequent contract years.

C. Extra Curricular Assignments For Duties Outside the Work Day

Those who apply for and are selected to perform ongoing assignments (e.g., class advisor) shall receive a stipend per the Extra-Curricular Assignment. Some of these positions are necessary additional requirements of specific positions for responsibilities outside the regular work day or regular work year. Positions that are not additional requirements for specific positions shall be offered first to the incumbent from the previous year if the District has determined to offer the position to that employee for the following year. If the incumbent declines the position or the position is vacant, it will be posted for 3 days, and the District agrees to fill all positions based on complete consideration of objective factors including but not limited to: education, certification, evaluation results, and professional experience. (New paragraph break)

All services are scheduled and performed with the approval of the principal. The District shall determine the number of positions it is hiring in any particular year. If the number of students grows to a size which creates management, learning or safety concerns, the employee and principal will confer and, upon mutual agreement, may hire an assistant position at 50% of the stipend below. If the District changes the responsibilities or time associated with any of the positions, the Association will be notified in advance of offering a contract to an employee so that the Association can determine whether it will demand bargaining over the change in responsibility, pay or time. Changes to the position will not be implemented until bargaining is completed. Those who serve on a short-term basis, for example---as a chaperone at a dance or helping with another event, shall be paid at an hourly rate of \$25.00.

Elementary

Position	2018-19	2019-20	2020-21
Vocal Concert (per grade level, 1 concert)	\$550	\$591	\$621
Math is Cool	\$550	\$591	\$621
Science Olympiad	\$525	\$545	\$558
Art Club	\$500	\$500	\$500
World Language club	\$500	\$500	\$500
Yearbook	\$750	\$778	\$798

Intermediate

Position	2018-19	2019-20	2020-21
Instrumental Music	\$1,210	\$1,301	\$1,366
Vocal Music	\$1,210	\$1,301	\$1,366
Cispus Coordinator	1300+2 days PD	1300+2 days PD	1300+2 days PD
Cispus Teacher	1000+2 days PD	1000+2 days PD	1000+2 days PD
Math is Cool	\$525	\$545	\$558
Art Club	\$750	\$778	\$798
Science Olympiad	\$525	\$545	\$558
World Language Club	\$500	\$500	\$500

Yearbook	\$750	\$778	\$798
ASB	4 days PD	4 days PD	4 days PD

Middle School

Position	2018-19	2019-20	2020-21
Instrumental Music	\$1,430	\$1,537	\$1,614
Vocal Music	\$1,045	\$1,123	\$1,180
Jazz Band	\$1,430	\$1,537	\$1,614
Yearbook	\$1,155	\$1,242	\$1,304
Honor Society	\$578	\$600	\$615
Art Club	\$525	\$545	\$558
Robotics Club	\$525	\$545	\$558
World Language club	\$525	\$545	\$558
Math is Cool	\$500	\$500	\$500
Science Olympiad	\$500	\$500	\$500
Book Club	\$525	\$545	\$558
Assurance Day	\$525	\$545	\$558
ASB	7 days PD	7 days PD	7 days PD

High School

Position	2018-19	2019-20	2020-21
Band	\$6,600	\$7,095	\$7,450
Jazz Band	\$5,830	\$6,267	\$6,581
Vocal (includes Jazz choir)	\$4,785	\$5,264	\$5,527
Play (per production)	\$6,050	\$6,504	\$6,829
Music Conductor (per production)	\$2,200	\$2,365	\$2,483
Honor Society	\$998	\$1,035	\$1,061
Freshman Advisor (2)	\$550	\$550	\$550
Sophomore Advisor (2)	\$750	\$750	\$750
Junior Advisor (2)	\$1,100	\$1,100	\$1,100
Senior Advisor (2)	\$1,100	\$1,100	\$1,100
Frosh Mentor	\$998	\$1,035	\$1,061
Culminating Project Coordinator (4)	\$1,600	\$1,660	\$1,702
Art Club	\$525	\$545	\$558

Robotics Club	\$1,500	\$1,556	\$1,595
World Language	\$500	\$519	\$532
Math is Cool	\$1,000	\$1,038	\$1,063
Science Olympiad	\$1,000	\$1,038	\$1,063
Yearbook Advisor	\$3,960	\$4,356	\$4,574
ASB	5 days PD	5 days PD	5 days PD

Section 16. SUBSTITUTE TEACHER PAY

Whenever a substitute teacher works in the same assignment in excess of twenty (20) consecutive days, he/she shall be placed at the appropriate rate on the teacher's salary schedule. Upon completion of this continuous assignment (substituting for the same teacher), the substitute teacher shall revert back to the regular daily rate that has been established by the District and shall remain at that rate until he/she again reaches the twenty-first (21st) day in another continuous assignment.

It is further agreed to by both parties that substitute teachers have no additional rights or privileges under this Agreement, nor are they subject to any representation fees or dues.

Section 17. INSURANCE

A. The District shall pay insurance benefits to the limit provided by, and under the guidelines of the Legislature. Insurance benefits shall be pooled by bargaining unit. An employee whose spouse is also a District employee eligible for a District insurance contribution, and a member of the bargaining unit, may combine his or her insurance allocation with that of his or her spouse for the purchase of a single insurance plan to offset the employee's out-of-pocket costs for medical insurance premiums.

1. Each employee shall have the opportunity of enrolling in the "Flexplus" flexible benefit plan. Insurance options, as determined by the Insurance Committee, available to an eligible employee, his/her family, and/or domestic partner, may include, as governed by statute, medical, group term life, disability, dental and vision plans. The Association shall appoint three (3) representatives to serve on an insurance committee. This committee shall arrange to meet annually with the District to investigate options for basic and/or optional benefit plans available for the year. The Association shall notify the District of its plan choices prior to open enrollment in the fall.
2. Changes in coverage must be in writing and submitted to the District Office on or before the 15th of the month prior to the change.
3. After September 15th, eligible persons not enrolled when newly eligible will not be enrolled until the next open enrollment. Acceptable changes after the open enrollment period would be:
 - a. Marriage
 - b. Birth of a dependent or adoption of a child or children
 - c. Change in status of dependent or employee (i.e., 21st birthday, death, divorce)
 - d. Carrier or dependent becomes eligible for Medicare
 - e. Change of domestic-partner status

4. While on a leave of absence from the District, a certificated employee will, at the employee's option,

be continued in any fringe benefit program of the District in accordance with COBRA guidelines.

5. The Medical Reimbursement Plan shall continue on a year-to-year basis, as determined by the District.
 6. The District will contribute 100 % of the retiree carve-out to the insurance pool for the REA each year.
 7. To ensure employees selecting richer benefit plans pay the higher premium, and make progress toward the 3:1 ratio goal of full-family to employee-only coverage premiums in ESSB 5940, each employee included in the pooling arrangement within the CBA who elects medical benefit coverage shall pay a minimum out-of-pocket charge by monthly payroll deduction. The minimum monthly charge shall be 1% of the employee-only coverage premium for the plan chosen by the employee. Such minimum monthly charge shall be paid regardless of the impact of pooling. The 1% shall be calculated based on the established monthly rates for the benefit year it applies to.
 8. The District and Association shall abide by state laws relating to school district employee benefits and this section shall be construed consistent with such laws.
- B. An employee who is employed less than full-time shall have the option to enroll in above program, provided such employee will be required to pay any cost which is in excess of his/her prorated benefits.
 - C. The District shall contribute an additional \$13 per month per FTE into the insurance pool to help offset increases in insurance premiums.
 - D. This section shall be reopened as necessary to comply with legal requirements pertaining to employee benefits, including changes required by the transition to a statewide school employee health care system in January 2020.

Section 18: ATHLETIC PASS

The District shall make available an "Athletic Pass" to each certificated REA member granting admission at no cost to all District home sponsored league student athletic events.

Each REA member will be responsible for signing up with the District Athletic Director before retaining their pass. (This pass will be the REA member's School District ID with special notarization and REA members will be expected to wear their ID visibly during the event attended.)

The REA member will agree to assist in supervision in the case of emergency situation as directed by the building administrator.

Section 19: NATIONAL BOARD CERTIFICATION

Employees who achieve National Board for Professional Teaching Standards certification shall receive the stipend as authorized and funded by the state. The stipend shall be paid through a supplemental contract.

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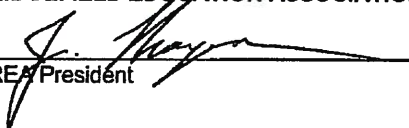
The REA member will agree to assist in supervision in the case of an emergency situation as directed by the building administrator.

Section 19. NATIONAL BOARD CERTIFICATION

Employees who achieve National Board for Professional Teaching Standards certification shall receive the stipend as authorized and funded by the state. The stipend shall be paid through a supplemental contract.

Dated this 13 day of October 2015.

RIDGEFIELD EDUCATION ASSOCIATION



REA President

RIDGEFIELD SCHOOL DISTRICT NO. 122



President, School Board of Directors

RIDGEFIELD SCHOOL DISTRICT NO. 122



Superintendent

LETTER OF AGREEMENT
RECESS

The District shall provide the weekly equivalent of at least twenty (20) minutes of recess each full student day in addition to lunch recess. All recesses shall remain duty free with the understanding that specialists shall have a weekly equivalent amount of duty free recess as a classroom teacher.

RIDGEFIELD EDUCATION ASSOCIATION

Mary Ford
REA President

Kelli Anderson
RIDGEFIELD SCHOOL DISTRICT NO. 122

[Signature]
President, School Board of Directors

8/28/12
Date

9/11/12
Date

9/13/12

RIDGEFIELD SCHOOL DISTRICT NO. 122

[Signature]
Superintendent

8/28/2012
Date

**Memorandum of Understanding between the
Ridgefield School District and Ridgefield Education Association (REA)
2015-16**

The District and Association share the goal of reducing teacher supervision of students before and after school to free up time for parent meetings, working with individual students and attending meetings related to students (IEPs, etc.). The Parties are also committed to equitably distributing supervision duties during WAC time. In the 2015-16 school year the principals are actively addressing supervision responsibilities during WAC time. If the Association remains concerned about student supervision duties during WAC time after January 1, 2016, the District agrees to reopen negotiations on this section.

RIDGEFIELD EDUCATION ASSOCIATION



REA President

10-14-2015
Date

RIDGEFIELD SCHOOL DISTRICT NO. 122



President, School Board of Directors

10/13/2015
Date

RIDGEFIELD SCHOOL DISTRICT NO. 122



Superintendent

10/13/2015
Date

RSD 2018-2019

Years of service	Base BA+0	Base + TRI	Base BA+15	Base + TRI	BA+30	Base + TRI	BA+45	Base + TRI	BA+90	Base + TRI	MA+0	Base + TRI	MA+45	Base + TRI	MA+90	Base + TRI
0	\$46,000	\$48,346	\$47,265	\$49,676	\$48,565	\$51,042	\$49,900	\$52,445	\$51,273	\$53,887	\$52,683	\$55,369	\$54,131	\$56,892	\$55,620	\$58,457
1	\$47,150	\$49,555	\$48,447	\$50,917	\$49,779	\$52,318	\$51,148	\$53,756	\$52,554	\$55,235	\$54,000	\$56,754	\$55,485	\$58,314	\$57,010	\$59,918
2	\$48,329	\$50,794	\$49,658	\$52,190	\$51,023	\$53,626	\$52,427	\$55,100	\$53,868	\$56,616	\$55,350	\$58,172	\$56,872	\$59,772	\$58,436	\$61,416
3	\$49,537	\$52,063	\$50,899	\$53,495	\$52,299	\$54,966	\$53,737	\$56,478	\$55,215	\$58,031	\$56,733	\$59,627	\$58,294	\$61,267	\$59,897	\$62,951
4	\$50,775	\$53,365	\$52,172	\$54,832	\$53,606	\$56,340	\$55,081	\$57,890	\$56,595	\$59,482	\$58,152	\$61,117	\$59,751	\$62,798	\$61,394	\$64,525
5	\$52,045	\$54,699	\$53,476	\$56,203	\$54,947	\$57,749	\$56,458	\$59,337	\$58,010	\$60,969	\$59,605	\$62,645	\$61,245	\$64,368	\$62,929	\$66,138
6	\$53,346	\$56,067	\$54,813	\$57,608	\$56,320	\$59,193	\$57,869	\$60,820	\$59,460	\$62,493	\$61,096	\$64,212	\$62,776	\$65,977	\$64,502	\$67,792
7	\$54,680	\$57,468	\$56,183	\$59,049	\$57,728	\$60,672	\$59,316	\$62,341	\$60,947	\$64,055	\$62,623	\$65,817	\$64,345	\$67,627	\$66,115	\$69,486
8	\$56,047	\$58,905	\$57,588	\$60,525	\$59,171	\$62,189	\$60,799	\$63,899	\$62,471	\$65,657	\$64,189	\$67,462	\$65,954	\$69,317	\$67,768	\$71,224
9			\$59,028	\$62,038	\$60,651	\$63,744	\$62,319	\$65,497	\$64,032	\$67,298	\$65,793	\$69,149	\$67,603	\$71,050	\$69,462	\$73,004
10			\$60,503	\$63,589	\$62,167	\$65,338	\$63,877	\$67,134	\$65,633	\$68,981	\$67,438	\$70,877	\$69,293	\$72,827	\$71,198	\$74,829
11					\$63,721	\$66,971	\$65,474	\$68,813	\$67,274	\$70,705	\$69,124	\$72,649	\$71,025	\$74,647	\$72,978	\$76,700
12					\$65,314	\$68,645	\$67,110	\$70,533	\$68,956	\$72,473	\$70,852	\$74,466	\$72,801	\$76,513	\$74,803	\$78,618
13							\$68,788	\$72,296	\$70,680	\$74,284	\$72,624	\$76,327	\$74,621	\$78,426	\$76,673	\$80,583
14							\$70,508	\$74,104	\$72,447	\$76,142	\$74,439	\$78,235	\$76,486	\$80,387	\$78,590	\$82,598
15							\$72,271	\$75,956	\$74,258	\$78,045	\$76,300	\$80,191	\$78,398	\$82,397	\$80,554	\$84,663
16									\$76,114	\$79,996			\$80,358	\$84,457	\$82,568	\$86,779
17									\$78,017	\$81,996			\$82,367	\$86,568	\$84,632	\$88,949
18									\$79,968	\$84,046			\$84,426	\$88,732	\$86,748	\$91,172
19									\$81,967	\$86,147			\$86,537	\$90,950	\$88,917	\$93,452
20+									\$84,016	\$88,301			\$88,701	\$93,224	\$91,140	\$95,788

3-10	TR
Preparing & Maintaining a classroom conducive to learning (TRI A, 2E)	5 Supplemental days 1 Professional Learning Day (PLD)
Goal setting, reflecting and gathering evidence when required for performance evaluations (TRI B, 4A, SGGs)	3 Evening activities
Conferencing/communicating with students and parents (TRI C, 4C)	Staff to consult with special education, HiCap, and ELL specialists and parents to meet the needs of students in these programs
Supporting school/student activities (TRI D, 4D)	Closing classroom responsibilities
Providing individual help to students during the work day (TRI E, 3E, 4F)	
Researching educational materials and practices (TRI F, 1A, 1D)	
Improving and maintaining professional skills (TRI G, 4E)	
Preparing and revising materials (TRI H, 1D, 1E)	
Planning with other employees in areas of curriculum and instruction (TRI I, 4D, 1E)	
Analyzing student assessment (4A, SGGs)	
Creating and adapting curriculum based on evidence gathered during instruction (1A, 1B, 3E)	
Attending up to two (2) hours of staff meetings/month (4D, 4F)	

RSD 2019-2020 1.90% Inclusive of Implicit Price Defator (IPD)

Years of service	Base BA+0	Base + TR	Base BA+15	Base + TRI	BA+30	Base + TRI	BA+45	Base + TRI	BA+90	Base + TRI	MA+0	Base + TRI	MA+45	Base + TRI	MA+90	Base + TRI
0	\$46,874	\$49,546	\$48,163	\$50,908	\$49,498	\$52,308	\$50,848	\$53,747	\$52,247	\$55,225	\$53,684	\$56,744	\$55,160	\$58,304	\$56,677	\$59,907
1	\$48,046	\$50,784	\$49,367	\$52,181	\$50,725	\$53,616	\$52,120	\$55,090	\$53,553	\$56,605	\$55,026	\$58,162	\$56,539	\$59,762	\$58,094	\$61,405
2	\$49,247	\$52,054	\$50,601	\$53,486	\$51,893	\$54,956	\$53,423	\$56,468	\$54,892	\$58,021	\$56,401	\$59,616	\$57,952	\$61,256	\$59,546	\$62,940
3	\$50,478	\$53,355	\$51,866	\$54,823	\$53,293	\$56,330	\$54,758	\$57,879	\$56,264	\$59,471	\$57,811	\$61,107	\$59,401	\$62,787	\$61,035	\$64,514
4	\$51,740	\$54,689	\$53,163	\$56,193	\$54,625	\$57,739	\$56,127	\$59,326	\$57,671	\$60,958	\$59,257	\$62,634	\$60,886	\$64,357	\$62,561	\$66,126
5	\$53,034	\$56,057	\$54,492	\$57,598	\$55,991	\$59,182	\$57,530	\$60,810	\$59,112	\$62,482	\$60,738	\$64,200	\$62,408	\$65,966	\$64,125	\$67,780
6	\$54,359	\$57,458	\$55,854	\$59,038	\$57,390	\$60,662	\$58,969	\$62,330	\$60,590	\$64,044	\$62,256	\$65,805	\$63,969	\$67,615	\$65,728	\$69,474
7	\$55,718	\$58,894	\$57,251	\$60,514	\$58,825	\$62,178	\$60,443	\$63,888	\$62,105	\$65,645	\$63,813	\$67,450	\$65,568	\$69,305	\$67,371	\$71,211
8	\$57,111	\$60,367	\$58,682	\$62,027	\$60,296	\$63,733	\$61,954	\$65,485	\$63,658	\$67,286	\$65,408	\$69,136	\$67,207	\$71,038	\$69,055	\$72,991
9			\$60,149	\$63,578	\$61,803	\$65,326	\$63,503	\$67,122	\$65,249	\$68,968	\$67,043	\$70,865	\$68,887	\$72,814	\$70,781	\$74,816
10			\$61,653	\$65,167	\$63,348	\$66,959	\$65,090	\$68,800	\$66,880	\$70,692	\$68,719	\$72,636	\$70,609	\$74,634	\$72,551	\$76,686
11					\$64,932	\$68,633	\$66,718	\$70,520	\$68,552	\$72,460	\$70,437	\$74,452	\$72,374	\$76,500	\$74,365	\$78,604
12					\$66,555	\$70,349	\$68,385	\$72,283	\$70,266	\$74,271	\$72,198	\$76,314	\$74,184	\$78,412	\$76,224	\$80,569
13							\$70,095	\$74,091	\$72,023	\$76,128	\$74,003	\$78,222	\$76,058	\$80,373	\$78,130	\$82,583
14							\$71,847	\$75,943	\$73,823	\$78,031	\$75,853	\$80,177	\$77,939	\$82,382	\$80,083	\$84,647
15							\$73,644	\$77,841	\$75,669	\$79,982	\$77,750	\$82,182	\$79,888	\$84,442	\$82,085	\$86,764
16									\$77,561	\$81,982			\$81,885	\$86,553	\$84,137	\$88,933
17									\$79,500	\$84,031			\$83,932	\$88,716	\$86,240	\$91,156
18									\$81,487	\$86,132			\$86,031	\$90,934	\$88,396	\$93,435
19									\$83,524	\$88,285			\$88,181	\$93,208	\$90,606	\$95,771
20+									\$85,612	\$90,492			\$90,386	\$95,538	\$92,871	\$98,165

Base	TR
Preparing & Maintaining a classroom conducive to learning (TRI A, 2F)	4 Supplemental days 2 Professional Learning Days (PLD)
Goal setting, reflecting and gathering evidence when required for performance evaluations (TRI B, 4A, SGGs)	3 Evening activities
Conferencing/communicating with students and parents (TRI C, 4C)	Staff to consult with special education, HiCap, and ELL specialists and parents to meet the needs of students in these programs
Supporting school/student activities (TRI D, 4D)	Opening classroom responsibilities
Providing individual help to students during the work day (TRI E, 3E, 4F)	Closing classroom responsibilities
Researching educational materials and practices (TRI F, 1A, 1D)	
Improving and maintaining professional skills (TRI G, 4E)	
Preparing and revising materials (TRI H, 1D, 1E)	
Planning with other employees in areas of curriculum and instruction (TRI I, 4D, 1E)	
Analyzing student assessment (4A, SGGs)	
Creating and adapting curriculum based on evidence gathered during instruction (1A, 1B, 3E)	
Attending up to two (2) hours of staff meetings/month (4D, 4F)	

RSD 2020-2021 1.90% Inclusive of Implicit Price Deflator (IPD)

Years of service	Base BA+0	Base + TRI	Base BA+15	Base + TRI	BA+30	Base + TRI	BA+45	Base + TRI	BA+90	Base + TRI	MA+0	Base + TRI	MA+45	Base + TRI	MA+90	Base + TRI
0	\$47,765	\$50,774	\$49,078	\$52,170	\$50,428	\$53,605	\$51,815	\$55,079	\$53,239	\$56,594	\$54,704	\$58,150	\$56,208	\$59,749	\$57,754	\$61,392
1	\$48,959	\$52,043	\$50,305	\$53,474	\$51,688	\$54,945	\$53,110	\$56,456	\$54,570	\$58,008	\$56,071	\$59,604	\$57,613	\$61,243	\$59,197	\$62,927
2	\$50,183	\$53,344	\$51,563	\$54,811	\$52,981	\$56,318	\$54,438	\$57,867	\$55,935	\$59,459	\$57,473	\$61,094	\$59,053	\$62,774	\$60,677	\$64,500
3	\$51,437	\$54,678	\$52,852	\$56,181	\$54,305	\$57,726	\$55,799	\$59,314	\$57,333	\$60,945	\$58,910	\$62,621	\$60,530	\$64,343	\$62,194	\$66,113
4	\$52,723	\$56,045	\$54,173	\$57,586	\$55,663	\$59,170	\$57,194	\$60,797	\$58,766	\$62,469	\$60,382	\$64,187	\$62,043	\$65,952	\$63,749	\$67,765
5	\$54,041	\$57,446	\$55,527	\$59,026	\$57,054	\$60,649	\$58,623	\$62,317	\$60,236	\$64,030	\$61,892	\$65,791	\$63,594	\$67,600	\$65,343	\$69,459
6	\$55,392	\$58,882	\$56,916	\$60,501	\$58,481	\$62,165	\$60,089	\$63,875	\$61,741	\$65,631	\$63,439	\$67,436	\$65,184	\$69,290	\$66,976	\$71,196
7	\$56,777	\$60,354	\$58,338	\$62,014	\$59,943	\$63,719	\$61,591	\$65,471	\$63,285	\$67,272	\$65,025	\$69,122	\$66,814	\$71,023	\$68,851	\$72,976
8	\$58,197	\$61,863	\$59,797	\$63,564	\$61,441	\$65,312	\$63,131	\$67,108	\$64,867	\$68,954	\$66,651	\$70,850	\$68,484	\$72,798	\$70,367	\$74,800
9			\$61,292	\$65,153	\$62,977	\$66,945	\$64,709	\$68,786	\$66,489	\$70,678	\$68,317	\$72,621	\$70,196	\$74,618	\$72,126	\$76,670
10			\$62,824	\$66,782	\$64,552	\$68,619	\$66,327	\$70,506	\$68,151	\$72,445	\$70,025	\$74,437	\$71,951	\$76,484	\$73,929	\$78,587
11					\$66,166	\$70,334	\$67,985	\$72,268	\$69,855	\$74,256	\$71,776	\$76,298	\$73,750	\$78,396	\$75,778	\$80,552
12					\$67,820	\$72,092	\$69,685	\$74,075	\$71,601	\$76,112	\$73,570	\$78,205	\$75,593	\$80,356	\$77,672	\$82,566
13							\$71,427	\$75,927	\$73,391	\$78,015	\$75,409	\$80,160	\$77,483	\$82,365	\$79,614	\$84,630
14							\$73,213	\$77,825	\$75,226	\$79,965	\$77,295	\$82,164	\$79,420	\$84,424	\$81,604	\$86,745
15							\$75,043	\$79,771	\$77,107	\$81,964	\$79,227	\$84,218	\$81,406	\$86,534	\$83,644	\$88,914
16									\$79,034	\$84,013			\$83,441	\$88,698	\$85,736	\$91,137
17									\$81,010	\$86,114			\$85,527	\$90,915	\$87,879	\$93,415
18									\$83,035	\$88,267			\$87,665	\$93,188	\$90,076	\$95,751
19									\$85,111	\$90,473			\$89,857	\$95,518	\$92,328	\$98,144
20+									\$87,239	\$92,735			\$92,103	\$97,906	\$94,636	\$100,598

TRC	T
Preparing & Maintaining a classroom conducive to learning (TRI A, 2E)	4 Supplemental days 3 Professional Learning Days (PLD)
Goal setting, reflecting and gathering evidence when required for performance evaluations (TRI B, 4A, SGGs)	3 Evening activities
Conferencing/communicating with students and parents (TRI C, 4C)	Staff to consult with special education, HiCap, and ELL specialists and parents to meet the needs of students in these programs
Supporting school/student activities (TRI D, 4D)	Opening classroom responsibilities Closing classroom responsibilities
Providing individual help to students during the work day (TRI E, 3E, 4E)	
Researching educational materials and practices (TRI F, 1A, 1D)	
Improving and maintaining professional skills (TRI G, 4E)	
Preparing and revising materials (TRI H, 1D, 1E)	
Planning with other employees in areas of curriculum and instruction (TRI I, 4D, 1E)	
Analyzing student assessment (4A, SGGs)	
Creating and adapting curriculum based on evidence gathered during instruction (1A, 1B, 3E)	
Attending up to two (2) hours of staff meetings/month (4D, 4E)	

CERTIFICATED SUPPORT PERSONNEL
EVALUATION REPORT

NAME _____ ANNUAL _____
SCHOOL _____ 90-DAY _____
TEACHING ASSIGNMENT _____ OTHER _____
(if less than full-time, specify)

It is my judgment, based upon adopted criteria, that this teacher's overall performance has been _____ during the evaluation period covered in this report.
(satisfactory or unsatisfactory)

Principal's signature

This evaluation is based upon observations for the purpose of evaluation, which occurred on the dates and for the durations indicated as follows:

CRITERIA (refer to list of adopted criteria)	STRENGTHS- WEAKNESSES: SUGGESTIONS FOR IMPROVEMENT (comments must be made in each category)
KNOWLEDGE AND SCHOLARSHIP IN A SPECIAL FIELD	
SPECIALIZED SKILLS	
MANAGEMENT OF SPECIAL AND TECHNICAL ENVIRONMENT	
THE SUPPORT PERSON AS A PROFESSIONAL	
INVOLVEMENT IN ASSISTING PUPILS, PARENTS AND EDUCATIONAL PERSONNEL	
EFFORT TOWARD IMPROVEMENT WHEN NEEDED	
CONSTRAINING FACTORS	
ADDITIONAL COMMENTS	

My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

Date

Teacher

EVALUATION: Certificated Support

Appendix 1: Comprehensive Evaluation Performance Scoring and Ratings

Criterion Scoring : A classroom teacher shall receive a performance rating for each of the eight (8) evaluative criteria. Criterion level ratings shall be based upon the preponderance of evidence. This evidence will consider the growth of the classroom teacher over time and the relevancy of the criterion to the classroom teacher's work assignment.

Overall Summative Rating: The overall summative performance rating is determined by totaling the eight (8) criterion level ratings as follows:

- a. 29-32 Distinguished
- b. 22-28 Proficient
- c. 15-21 Basic
- d. 8-14 Unsatisfactory

Note: The overall summative performance rating of Distinguished will be altered if the evaluation contains a low student growth score.

Student Growth Rating

Embedded in the instructional framework are five (5) components designed as student growth components. These components are embedded in criteria as 3.1, 3.2, 6.1, 6.2 and 8.1. Student growth will be taken from multiple sources, and must be appropriate and relevant to the teacher's assignment. Student growth data may include formative and summative assessment data. Student achievement data that does not measure growth between two points in time shall not be used to calculate a teacher's student growth criterion score.

Upon completion of the overall summative scoring process, the evaluator will total the ratings for each of the five student growth components to determine a student growth rating as follows:

- a. 18-20 High
- b. 13-17 Average
- c. 5-12 Low

The student growth rating will be factored into the final summative performance rating as follows:

- a. A student growth score of "1" in any of the rubrics will result in an overall Low student growth rating.
- b. A teacher who receives a Distinguished rating and a Low growth rating will receive an overall evaluation rating of Proficient.

Low Student Growth Rating

Within two months of receiving the low student growth score or at the beginning of the following school year, the teacher and the evaluator shall engage in a student growth inquiry process and initiate one or more of the following:

- a. Examine student growth data in conjunction with other evidence including observation, artifacts, and other students and teacher information based on appropriate classroom, school, school district and state based tools and practices;
- b. Examine extenuating circumstances which may include one or more of the following: Goalsetting process, content and expectations; student attendance; extent to which standards, curriculum and assessment are aligned;
- c. Schedule monthly conferences focused on improving student growth to include one or more of the following topics: Student growth goal revisions, refinement, and progress; best practices related to instruction areas in need of attention; best practices related to student growth data collection and interpretation;
- d. Create and implement a professional development plan to address student growth areas.

Observation Summary Form

Name: _____ Class: _____
Date: _____ Time: From _____ to _____
Subject or Lesson Observed: _____

Date Copy Provided to Employee: _____ Observer's Signature: _____

Unannounced: _____
Announced: _____

Conference provided: Yes ___ No ___ Observer's Title: _____ Principal _____

Evaluation: Observation Summary Form

**RIDGEFIELD SCHOOL DISTRICT No. 122
Professional Growth Option (PGO) Verification Form**

Employee: _____ Evaluator: _____

Building/Program _____ School Year: _____

CONFERENCES:¹

Dates of Conferences:

PROFESSIONAL GROWTH PROGRAM GOALS:²

EVALUATION MODEL NEXT YEAR: (Choose one)

- The employee and administrator have conferred on the type of evaluation to be used for the following school year and agree to use: summative PGO short form
- The employee and administrator are unable to agree on the type of evaluation to be used for the following school year, and the employee shall return to summative.

SIGNATURES:

The employee's signature below indicates his or her receipt of this evaluation report only and does not imply that he or she agrees with the contents of the evaluation report.

Employee's signature

Date

The evaluator's signature below certifies that the above-named staff member participated in a professional growth option, and has worked on the goals stated above.

Evaluator's signature

Date

¹ There will be a minimum of two (2) conferences a year between the staff member and the evaluating administrator regarding PGO. The first conference shall occur before October 15. The second shall occur on or before May 15.

² These goals align with District and building goals and are designed to enhance and improve instruction to increase student learning.

At the employee's request, a copy of the PGO planning worksheet may be attached. Original to Personnel Office, copy to employee, copy to evaluator.

REDGEFIELD SCHOOL DISTRICT 122
Professional Growth Option Planning Worksheet

The Professional Growth Option Planning Process must be completed by October 15.

Staff Member: _____ Assignment _____ Evaluator _____

School Year: _____ Worksite: _____

GOAL(S) RELATED TO DISTRICT AND/OR BUILDING GOALS: (Required)

Goal(s)	Activity(ies)	Resources Needed	Anticipated Indicators of Success

GOAL(S) RELATED TO PERSONAL PROFESSIONAL GROWTH (OPTIONAL):

Goal(s)	Activity(ies)	Resources Needed	Anticipated Indicators of Success

Employee's Signature

Date

Evaluator's Signature

Date

WP: PGO Growth Option Planning Worksheet

CLASS SIZE OVERLOAD CLAIM

Name _____

Date _____

Class Assignment _____

Building _____

Statement of need:

Recommended option for resolution:

Decision of Building Principal:

Effective Date _____

Principal's Signature _____

Copy to: Teacher
Principal
Superintendent

Ridgefield School District No. 122

Acceptance of Time and Responsibilities Required Under
Time, Responsibility and Incentive (TRI) Contract

2018-2019 School Year

<i>Name (please print)</i>	<i>Work Site</i>
----------------------------	------------------

I certify that I accept additional responsibilities beyond those performed during the basic education work year and work day. I verify that such responsibilities include but are not limited to:

- a) Three (3) evening activities
- b) Time to consult with Special Education, HiCap and ELL specialists and parents to meet the needs of students in these programs.
- c) Opening and closing classroom responsibilities
- d) Attending scheduled work days:
 - August 23, 24, 27, 2018
 - October 12, 2018
 - January 25, 2019 (AM only)
 - March 8, 2019 (AM only)
- e) Attending scheduled Professional Learning Day (PLD) work day:
 - January 2, 2019

Please Note: All the scheduled work days listed above are mandatory and the appropriate leave will be charged if you do not attend.

<i>Employee Signature</i>	<i>Date</i>
---------------------------	-------------

<i>Principal/Supervisor Signature</i>	<i>Date</i>
---------------------------------------	-------------

This form is to verify activities for the TRI supplemental contract, Article III. Section 8. Employee Work Year, and must be turned in to your principal or administrator responsible for your payroll records no later than September 28, 2018.



MEMORANDUM

TO: Superintendent Nathan McCann
Ridgefield School District Board of Directors

FROM: Chris Griffith

SUBJECT: 2018-2019 Calendar

DATE: 9/10/2018

TYPE: Action

Background:

The 2018-2019 school year started three days later than scheduled due to a teacher strike/work stoppage.

Considerations:

Revise the 2018-2019 school calendar to reflect:

- Thursday, December 20, 2018 – school in session all day
- Friday, February 15, 2019 – school in session all day
- Friday, June 14, 2019 will be the new last day of school

Recommendation:

It is my recommendation that the revised 2018-2019 school calendar be approved for use in the Ridgefield School District.



251 SW 6th Avenue Suite 600
Portland, OR 97204
P 503.426.5050 F 503.273.8159

August 8, 2018

Project #: 22179

Paula McCoy
Ridgefield School District
2724 S Hillhurst Road
Ridgefield WA 98642

RE: Ridgefield Elementary School

Dear Paula:

This letter formally requests your authorization of an additional \$17,000 in fees and reimbursable expenses for a new Phase 3 Traffic Impact Analysis associated with our firms' continued involvement in the proposed Ridgefield Elementary School project.

Please review the attached amendment #2 to the Professional Services Agreement. If the amendment is satisfactory, please return a signed copy electronically. One executed original will be returned for your records. If you have any comments or questions, please do not hesitate to call.

Sincerely,

KITTELSON & ASSOCIATES, INC.

Matt Hughart, AICP
Principal Planner

FILENAME:

C:\USERS\JOANNE_JEQUINTO\APPDATA\LOCAL\MICROSOFT\WINDOWS\INETCACHE\CONTENT\OUTLOOK\AW59UW92122179_AMENDMENT2_TIA.DOCX

AMENDMENT #2 TO PROFESSIONAL SERVICES AGREEMENT

PROJECT #: 22179
PROJECT NAME: Ridgefield Elementary School
PROJECT BUDGET: As of August 8, 2018

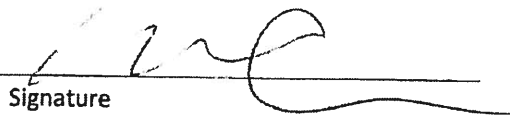
	Phase 1	Phase 2	Phase 3
Project Phase	Preliminary Traffic Assessment	Comprehensive Plan/Zone Change Assessment	Traffic Impact Analysis
Current Authorized Amount	\$2,000	\$3,200	-
Amendment	-		\$17,000
Total Authorized Amount	\$2,000	\$3,200	\$17,000

AUTHORIZATION:

This amendment amends that Professional Services Agreement dated 12/8/17 (the "Agreement"), and any prior amendments, by (1) authorizing Kittelson & Associates, Inc. to perform services in addition to the services described in Part "A" of the Agreement (See attached Amendments to Part "A") and (2) increasing in the **Current Authorized Amount** (shown above) to an amount not to exceed the **Total Authorized Amount** shown above. Except as otherwise stated in this amendment, the terms, conditions and provisions of the Agreement remain unaltered by this amendment.

Accepted for:

RIDGEFIELD SCHOOL DISTRICT


Signature

Dr. Nathan McCann
Print Name

Superintendent
Title

9/5/2018
Date

Approved for:

KITTELSON & ASSOCIATES, INC.


Signature

CHARLES L. BRUMBY
Print Name

Senior Project Manager
Title

9-6-2018
Date

AMENDMENTS TO PART "A" SCOPE OF WORK

Traffic Impact Analysis

Phase 3 will include the preparation of a formal traffic impact analysis for the proposed development.

A. DATA COLLECTION AND EXISTING CONDITIONS ANALYSIS

- Study intersections are as follows:
 - NE 279th Street / NW 5th Avenue
 - NE 279th Street / Future School Driveway(s)
 - NE 279th Street / N 65th Avenue
 - Pioneer Street / N 65th Avenue
- Collect new weekday morning (7:00AM to 9:00AM) and weekday end-of-school day (2:00PM to 6:00 PM) peak period counts for all study intersections identified above on one midweek day.
- Visit the site and summarize the existing physical and operational characteristics of the seven study intersections.
- Summarize the traffic counts and model existing traffic operations during the weekday AM and weekday school PM peak hour at the study intersections.
- Obtain and review crash data for the study intersections from WSDOT through a formal public information request.

B. OFF-SITE IMPACTS/ON-SITE CIRCULATION AND ACCESS

- Obtain in-process development and funded transportation improvement information from the City of Ridgefield.
- Estimate build-out year (assumed to be 2020 unless directed otherwise by the client) background traffic conditions within the site vicinity based on current growth trends, in-process developments, and transportation improvement projects in the study area.
- Using standard trip rates published by the Institute of Transportation Engineers (ITE), estimate the weekday AM and weekday school PM peak hour traffic generated by the proposed development.
- Develop an estimated trip distribution pattern for the proposed development based on planned school boundaries and recent traffic studies within the site vicinity. Assign the weekday AM and weekday school PM peak hour site-generated traffic to the study intersections and the proposed site-access points using estimated trip distribution patterns.

- Estimate the future build-out year (2020) operational levels of service at the study intersections and the proposed site access points during the weekday AM and weekday school PM peak hour.
- Evaluate bus circulation, bus parking, and parent pick-up/drop-off needs within the proposed parking areas and site access points.
- Identify deficiencies and suggest appropriate mitigation measures, as needed.

C. REPORT OF FINDINGS

- Prepare a traffic impact study report (including text, figures, and tables) that summarizes the results of Tasks A and B. A draft report will be submitted to the client for review and comment prior to submittal of a final report to the review agencies.
- Pending receipt of team comments, finalize the report in PDF format for submittal.

INVOICE

United Schools Insurance Program
451 Diamond Drive
Ephrata, WA 98823

Ridgefield School District #122
2724 S Hillhurst RD
Ridgefield, WA 98642

Producer Acct:	54705
Insured Account:	54704
Invoice Number:	166789
Invoice Date:	24-AUG-2018
Invoice Total:	28,942.97

MAKE CHECK PAYABLE TO:

USIP

MAIL TO:

Clear Risk Solutions

451 Diamond Drive, Ephrata, WA 98823

Policy Information

Policy Number:	USIP181954704	Producer Acct:	54705
Policy Desc:	USIP 18-19 Policy	Insured Account:	54704
Insurance Company:	USIP	Invoice Number:	166789
Name of Insured:	Ridgefield School District #122	Invoice Date:	24-AUG-2018
Policy Period:	01-SEP-2018 to 01-SEP-2019	Invoice Total:	28,942.97
Transaction Desc:	endorsement		
Effective Date:	01-SEP-2018		

	Amount
SOV Property	25,910.21
Equipment Breakdown Add 23800 NW Hillhurst Rd	3,032.76
Total:	28,942.97

Premium is due and payable 30 days from receipt. Please note that if payment is not received, USIP shall have the right to cancel coverage. Notice of cancellation shall be no less than 60 days, per Membership Agreement. Overdue invoices are subject to 2% late charges. USIP is a Direct Bill program.

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