

BOARD OF DIRECTORS

Sept 9, 2019



KELSO SCHOOL DISTRICT NO. 458

Kelso, Washington

Sept 9, 2019

4:00 p.m. – Work Session & Committee Work– School Boundary Review

6:00 p.m. – Regular Meeting

- I. 6:00 CALL TO ORDER OF REGULAR MEETING**
- II. 6:00 FLAG SALUTE**
- III. 6:01 COMMUNICATIONS, CORRESPONDENCE AND INTRODUCTIONS**
- IV. 6:02 COMMENTS/QUESTIONS**
- V. 6:07 APPROVAL OF AGENDA**
- VI. 6:08 CONSENT AGENDA**
 - A. Minutes of the Aug 12, 2019, Work Session & Regular Board Meeting
 - B. Certificated Employment Recommendations
 - C. Classified Employment Recommendations
 - D. Contracts and Agreements with Kelso School District
 - E. Vouchers
 - F. Correction on KEA Salary Schedule
 - G. Salary Schedule for Certificated Substitute Teachers
 - H. Surplus of CTE Equipment
 - I. Procedure 6800 – Safety, Operations and Maintenance of School Property
- VII. 6:10 UNFINISHED BUSINESS**
 - A. Policy 3246, Restraint and Isolation of Students – Second Reading (Action)
.....Holly Budge
 - B. Policy 6700 Nutrition, Health and Physical Fitness – Second Reading (Action)
..... Scott Westlund
- VIII. 6:15 NEW BUSINESS**
 - A. Lexington/Wallace PresentationIntegrus & Construction Services Group (CSG)
 - B. Superintendent Evaluation/Salary..... Leah Moore
 - C. Preliminary Enrollment.....Scott Westlund
 - D. Stadium Sound ProjectScott Westlund
 - E. Phone Bid RejectionScott Westlund
 - F. Resolution 2019/20-1 Credit Card NamesScott Westlund
 - G. Policy 3432 Emergencies – First ReadingScott Westlund
 - H. Policy 4500 Unmanned Aircraft System & Model Aircraft – First Reading.....
Scott Westlund
 - I. Policy 6020 System of Funds and Accounts - First Reading.....Scott Westlund

J. Policy 6570 Property, Data and Records Management - First Reading
Scott Westlund

IX. 6:45 FOR THE GOOD OF THE ORDER

X. 7:00 ADJOURN



Kelso School District Board of Directors

Leah Moore, President.....Term Expires: November 2021
Karen Grafton, Vice President.....Term Expires: November 2021
Howard Sharples.....Term Expires: November 2019
Mike Haas.....Term Expires: November 2019
Darr Kirk.....Term Expires: November 2019

Board Committee Assignments

Revised: February 2019

Director Leah Moore, President

- CTE
- Council on Learning
- Facilities

Director Karen Grafton, Vice President

- ELL Advisory
- Calendar
- Student Rights and Responsibilities
- Kelso Public Schools Foundation

Director Howard Sharples

- Highly Capable
- Legislative Representative

Director Mike Haas

- Technology
- WIAA
- Social & Emotional Learning/Whole Child

Director Darr Kirk

- Budget
- Facilities

**KELSO SCHOOL DISTRICT
CALENDAR OF SCHOOL BOARD MEETINGS
2019-2020**

**Work Sessions will be added and publicized as necessary
Adopted May 6, 2019**

Unless otherwise noted – all meetings are held at the Ruth B. Clark Administration Services Building, 601 Crawford Street.

September 9, 2019

6 p.m. Regular Meeting

September 23, 2019

6 p.m. Regular Meeting

October 7, 2019

6 p.m. Regular Meeting

October 21, 2019

6 p.m. Regular Meeting

November 4, 2019

6 p.m. Regular Meeting

November 18, 2019

6 p.m. Regular Meeting

December 16, 2019

6 p.m. Regular Meeting

January 13, 2020

6 p.m. Regular Meeting

January 27, 2020

6 p.m. Regular Meeting

February 10, 2020

6 p.m. Regular Meeting

February 24, 2020

6 p.m. Regular Meeting

March 9, 2020
6 p.m. Regular Meeting

March 23, 2020
6 p.m. Regular Meeting

April 13, 2020
6 p.m. Regular Meeting

April 27, 2020
6 p.m. Regular Meeting

May 11, 2020
6 p.m. Regular Meeting

June 1, 2020
4 p.m. Graduation Appeals – Not an open meeting
5 p.m. Regular Meeting

June 15, 2020
5 p.m. Regular Meeting

July 13, 2020
5 p.m. Regular Meeting

August 17, 2020
5 p.m. Regular Meeting



Road to **STUDENT SUCCESS**

Our Goals



SCHOOL CLIMATE

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



EARLY LEARNING

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



QUALITY INSTRUCTION

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



CAREER, COLLEGE & COMMUNITY READY

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

Mission

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

Vision

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

Principles

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





CAREER, COLLEGE & COMMUNITY READY

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



100% GRADUATING



EARLY LEARNING

The percentage of all third grade students meeting or exceeding grade level English benchmarks will increase

QUALITY INSTRUCTION

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

★ 2019-20 PRIORITY:

English Language Arts standards and materials implementation

Mathematics standards implementation



Social Emotional Learning (SEL) implementation

Get There



Section: **BOARD OF DIRECTORS**

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

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

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

Policy 1430 Continued

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

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

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

Adopted: January 23, 2006

Communications,
Correspondence &
Introductions

Consent Agenda

- A. Minutes of the Aug 12, 2019, Work Session & Regular Board Meeting
- B. Certificated Employment Recommendations
- C. Classified Employment Recommendations
- D. Contracts and Agreements with Kelso School District
- E. Vouchers
- F. Correction on KEA Salary Schedule
- G. Salary Schedule for Certificated Substitute Teachers
- H. Surplus of CTE Equipment
- I. Procedure 6800 – Safety, Operations and Maintenance of School Property

MINUTES WORK SESSION
KELSO SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
8/12/19

The work session of the Board of Directors of Kelso School District No. 458 was called to order at 4:00 p.m. in the boardroom of the Ruth B. Clark Administration Building.

Board Members:	Leah Moore – President Karen Grafton – Vice President Howard Sharples Mike Haas Darr Kirk
Cabinet Members:	Scott Westlund – Chief Financial Officer Tim Peterson – Director of Human Resources Don Iverson – Director of Student Services Holly Budge – Director of Special Programs Kim Yore – Director of Teaching & Learning Lacey DeWeert – Associate Director of Teaching & Learning
Superintendent:	Mary Beth Tack
Asst. Secretary:	Molly Guler

OTHERS PRESENT – Marissa - TDN

ABSENT - Mary Beth Tack - late (excused), Don Iverson, Kim Yore & Lacey DeWeert

COMMENTS & QUESTIONS –

WORK SESSION - 2019-20 Budget Hearing Information

Chief Financial Officer Scott Westlund explained the budget development process.

Budget Highlights include:

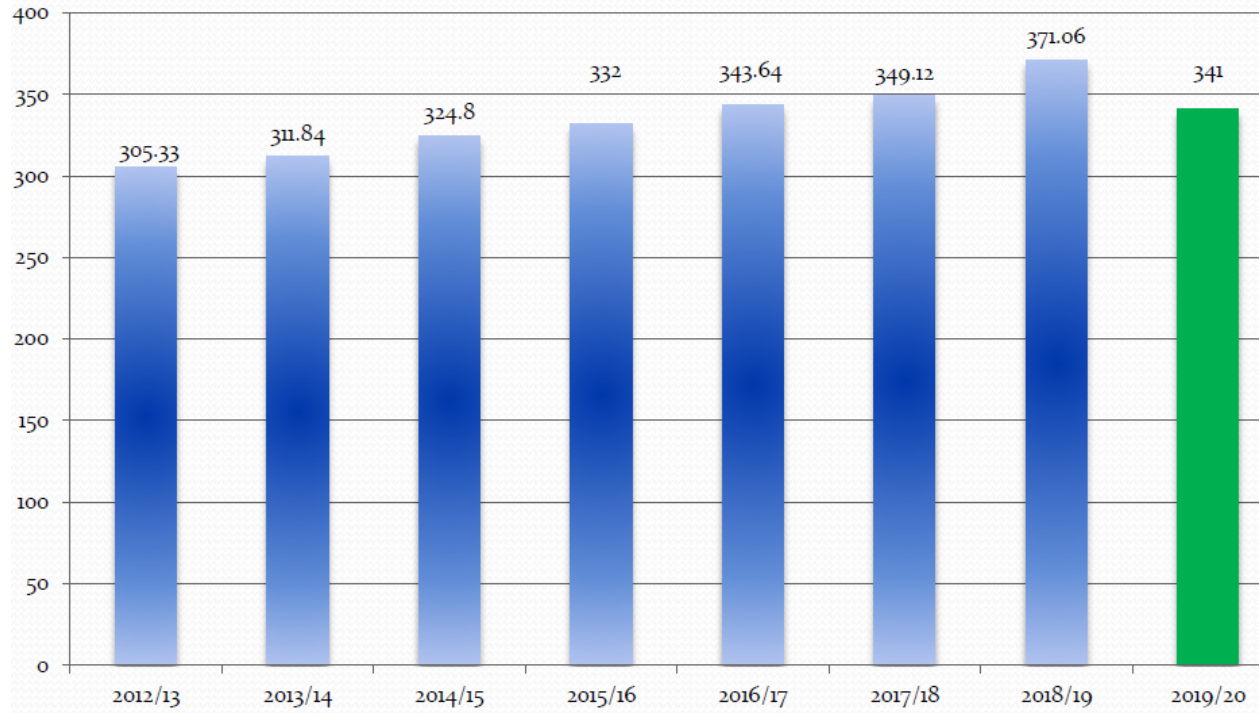
- Two open contracts –KEA and Principal Association have successfully been bargained with.
- Inflationary Salary Increases (Inflation Price Deflator, IPD)
 - Administrators –2.0%
 - Coaches –2.0%
 - Classified Staff –2.0%
 - Transportation –4.0%

- Certificated Staff –2.56% (includes the one additional paid professional development day). Co-curricular stipends increase at 2.0%
- New school employees health plan (SEBB)—All employees expected to work 630hours will receive full coverage medical, dental, vision, and a small long-term disability benefit. Biggest impacted programs related to cost includes transportation, food service, and all categorical program budgets (Title, LAP, ESL, SPED)
- Overall benefits rose \$913,000, largely due to SEBB. Without reductions in staff, this increase would have been closer to \$1.9M
- Special Education local cost is still \$1,000,000 even with new funding and staff reductions. Largely due to the cost of SEBB.
- Certificated staffing levels are down 25FTE (Full Time Employees), and classified staffing is down 11FTE.
- Local levy is approved to collect \$3,850,000 for 2020, with an expected rate in the range of \$1.50 –\$1.55 depending on where assessed values fall for 2020.
- Total Enrollment is budgeted for 4988.
- Total budgeted GF (General Fund) revenues are less than 2018/19 levels by \$100,000
- Total GF expenditures are up by \$230,000 from previous year, though overall spending and transfers are down \$117,000 due to a reduction of transfers of \$350,000 in CPF and TVF.
- Projected ending fund balance is \$4.52M, or 6.4%of expected expenditures and transfers
- Cost reductions from the 2018/19 budget are approximately \$3.5-\$3.7 Million
- Total Kelso SD budget across all funds is \$139.8M (largest historical budget)
- Further cost saving measures and/or revenue enhancements will be necessary moving forward as we develop 2020/21 budget.

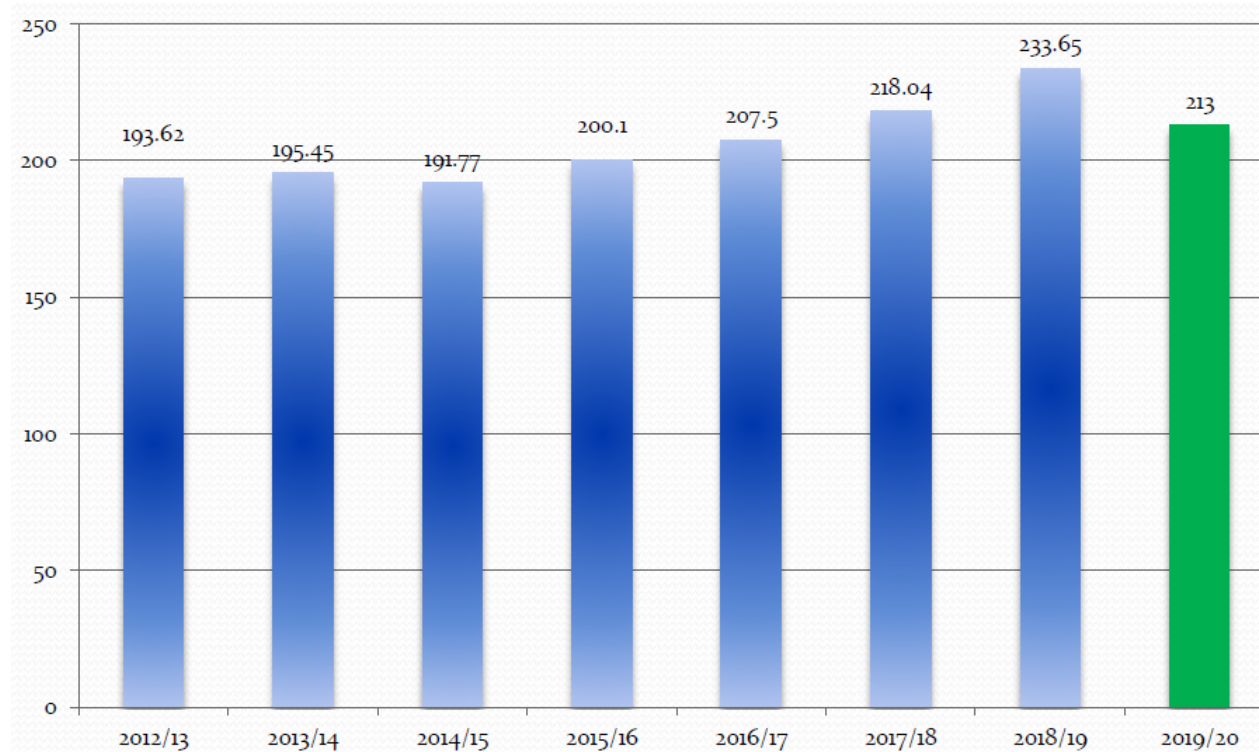
Future Budgetary Challenges:

- In spite of additional State SPED support, Local support of Special Education remain unchanged from 2018/19. Local Contribution of 1,000,000 Million Dollars
- Reduction of local levy (pre-McCleary) and impact to Kelso SD in 2019/20 and beyond remains a reality. State decision to raise levy authority to \$2.50/\$1,000 requires District to fund more locally. Will essentially ensure we go back to where we came from –
 - Pressure to maintain class sizes
 - Pressure on local ratepayers
 - Challenge to meet minimum Board fund balance goal of 8%
 - Pressure on educational programming to be reduced
- Annual capital improvement funds to “maintain” our current and future facilities. Outside of general maintenance funds, no additional funds beyond the bond monies are provided for large capital expenses and repairs

Certified Staffing FTE Comparison



Classified Staffing FTE Comparison



General Fund Summary:

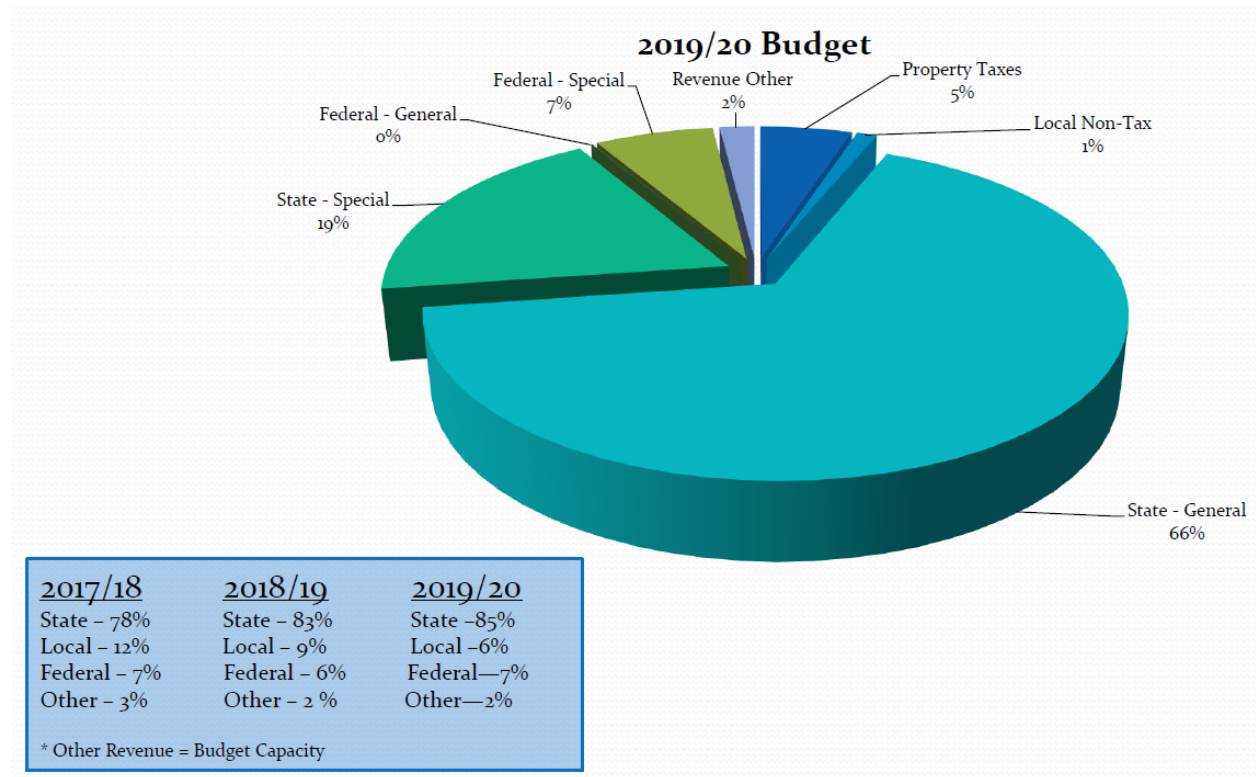
General Fund Summary

	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Beginning Fund Balance	\$4,216,227	\$4,780,533	\$5,046,656	\$5,509,528	\$5,000,000
+ Revenue	\$55,204,989	\$57,384,309	\$63,320,245	\$70,362,848	\$70,258,589
- Expenditures	\$53,862,466	\$56,469,621	\$62,357,471	\$70,369,493	\$70,602,812
- Transfers	\$778,217	\$648,565	\$499,903	\$490,000	\$140,000
Total Ending Fund Balance	\$4,780,533	\$5,046,656	\$5,509,528	\$5,003,355	\$4,515,777

Revenue by Source

Revenue by Source	2018/19 Budget	2019/20 Budget
Property Taxes	\$5,357,290	\$3,564,314
Local Non-Tax	\$814,881	\$785,500
State - General	\$46,434,399	\$46,623,663
State - Special	\$12,016,538	\$13,112,589
Federal - General	\$16,165	\$16,165
Federal - Special	\$4,363,575	\$4,608,998
Revenue Other	<u>\$1,360,000</u>	<u>\$1,360,000</u>
Total	\$70,362,848	\$70,258,589

Source of Revenue - % of Share



Expenditure Projections - By Program

	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Regular Instruction (BEA)	\$31,198,526	\$33,579,101	\$37,519,547	\$36,300,032
Special Education	\$7,387,610	\$8,528,349	\$10,076,297	\$10,448,267
Career Tech Education	\$2,188,133	\$2,689,737	\$2,914,390	\$2,919,517
Compensatory Ed	\$3,307,190	\$4,151,771	\$4,464,186	\$5,192,727
Other Instr Prgms	\$333,722	\$323,041	\$1,486,856	\$1,507,435
Community Services	\$96,631	\$124,79	\$47,572	\$49,789
Support Services	\$11,957,810	\$12,961,092	\$13,860,645	\$14,185,045
Total	\$56,469,621	\$62,357,471	\$70,369,493	\$70,602,812

Expenditure Projections - By Object

	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Certificated Salaries	\$24,582,514	\$26,370,371	\$29,326,727	\$28,752,063
Classified Salaries	\$8,922,091	\$9,997,696	\$11,290,166	\$11,131,253
Benefits	\$12,783,254	\$14,496,311	\$16,231,882	\$17,144,725
Supplies/Materials	\$3,711,639	\$4,117,623	\$4,035,308	\$4,588,137
Contractual Services	\$6,171,471	\$6,963,410	\$7,740,725	\$7,369,796
Travel	\$242,178	\$261,058	\$304,685	\$156,838
Capital Outlay	\$56,474	\$151,001	\$1,440,000	\$1,460,000
Total	\$56,469,621	\$62,357,471	\$70,369,493	\$70,602,812

Expenditure Projections - By Activity Group

	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Teaching Activities	\$31,947,630	\$35,532,685	\$42,112,303	\$43,077,011
Teaching Support	\$7,768,091	\$8,339,303	\$8,542,976	\$7,440,724
Other Support Act	\$9,383,081	\$9,984,031	\$10,723,717	\$11,127,459
School Admin	\$3,301,613	\$3,799,559	\$3,949,944	\$4,013,514
Central Admin	\$4,069,206	\$4,701,892	\$5,040,553	\$4,944,104
Total	\$56,469,621	\$62,357,471	\$70,369,493	\$70,602,812

	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Actual	2018/19 Budget	2019/20 Budget
Teaching Activities	54.6%	55.38%	56.57%	56.98%	59.84%	61.01%
Teaching Support	13.26%	13.16%	13.76%	13.37%	12.14%	10.54%
Other Support Act	17.92%	17.64%	16.62	16.01%	15.24%	15.76%
School Admin	6.15%	6.01%	5.85%	6.09%	5.61%	5.68%
Central Admin	8.07%	7.82%	7.21%	7.54%	7.16%	7.00%

ASB Fund Summary

	2019/20 Budget
Beginning Fund Balance	\$312,867
Revenue & Other Sources	\$1,007,445
Expenditures	\$1,067,540
Surplus / (Deficit)	\$60,095
Ending Fund Balance	\$252,772

Capital Project Fund Summary

	2019/20 Budget
Beginning Fund Balance	\$84,600,000
Revenue & Other Sources	\$9,740,000
Expenditures	\$60,000,000
Transfers*	\$140,000
Surplus / (Deficit)	\$(50,400,000)
Ending Fund Balance	\$34,200,000

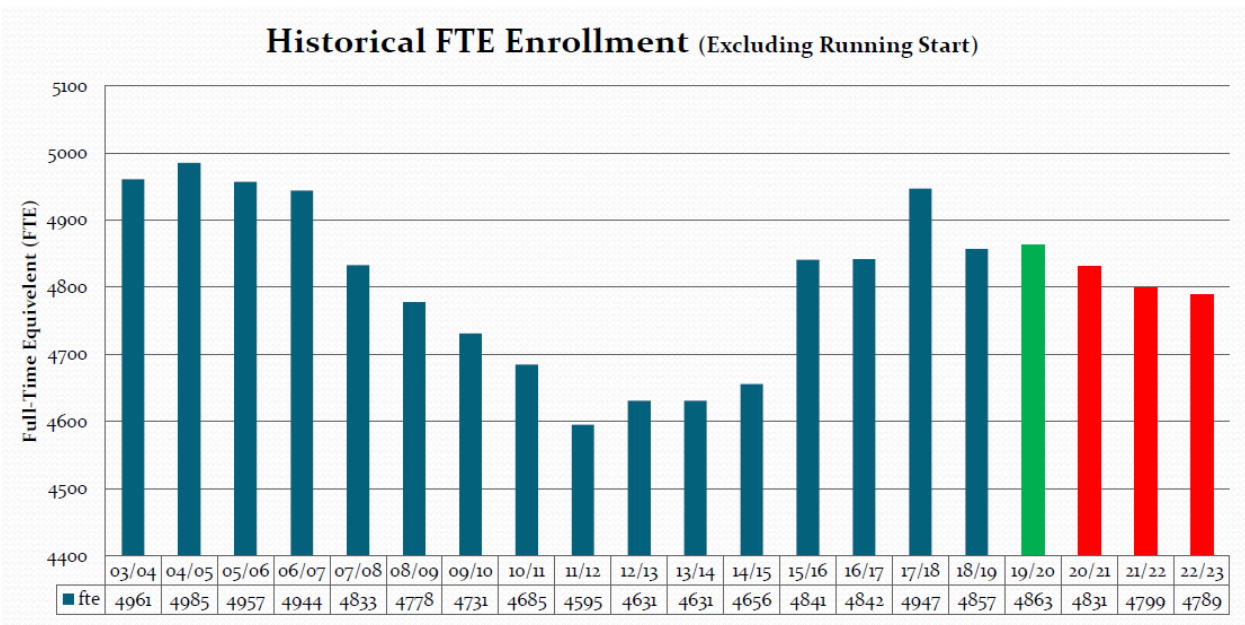
Debt Service Fund Summary

	2019/20 Budget
Beginning Fund Balance	\$3,503,000
Revenue & Other Sources	\$7,408,750
Expenditures	\$8,168,137
Surplus / (Deficit)	\$(759,387)
Ending Fund Balance	\$2,743,613

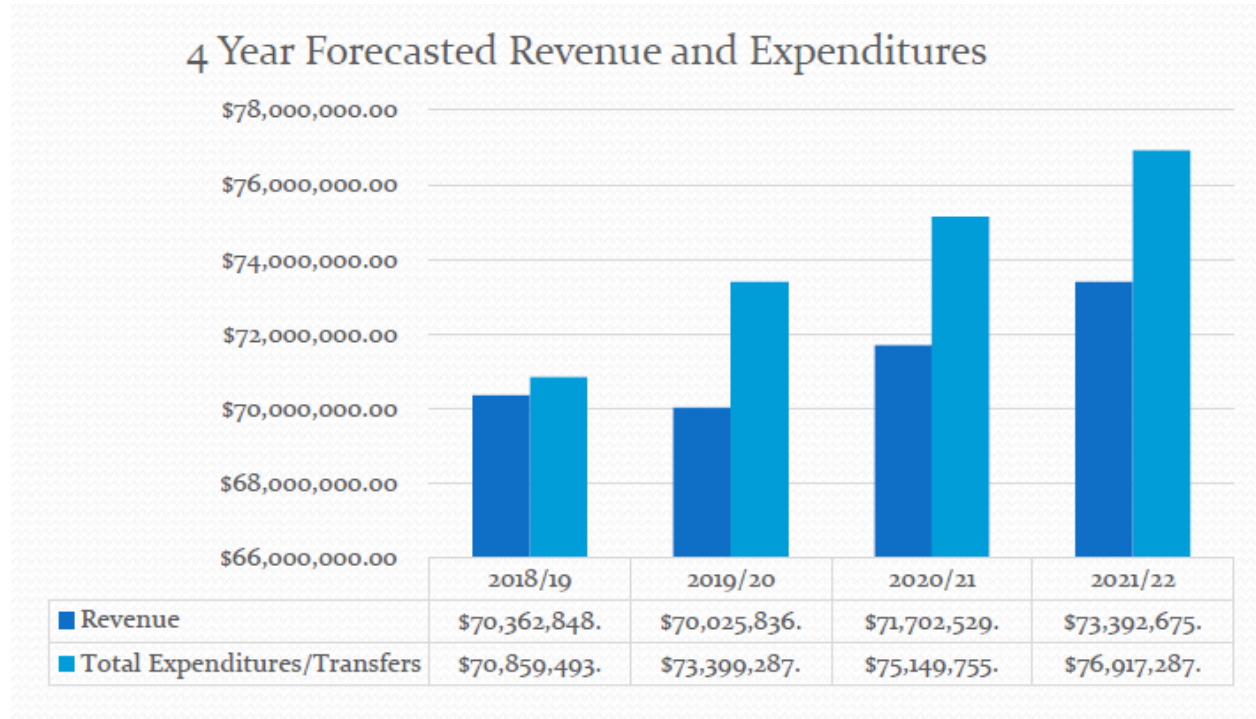
Transportation Vehicle Fund Summary

	2019/20 Budget
Beginning Fund Balance	\$295,000
Revenue & Other Sources (Depreciation, Interest Earnings)	\$270,500
Expenditures	\$0.00
Transfers Out (Loan Payment)	\$257,000
Surplus / (Deficit)	\$13,500
Ending Fund Balance	\$308,500

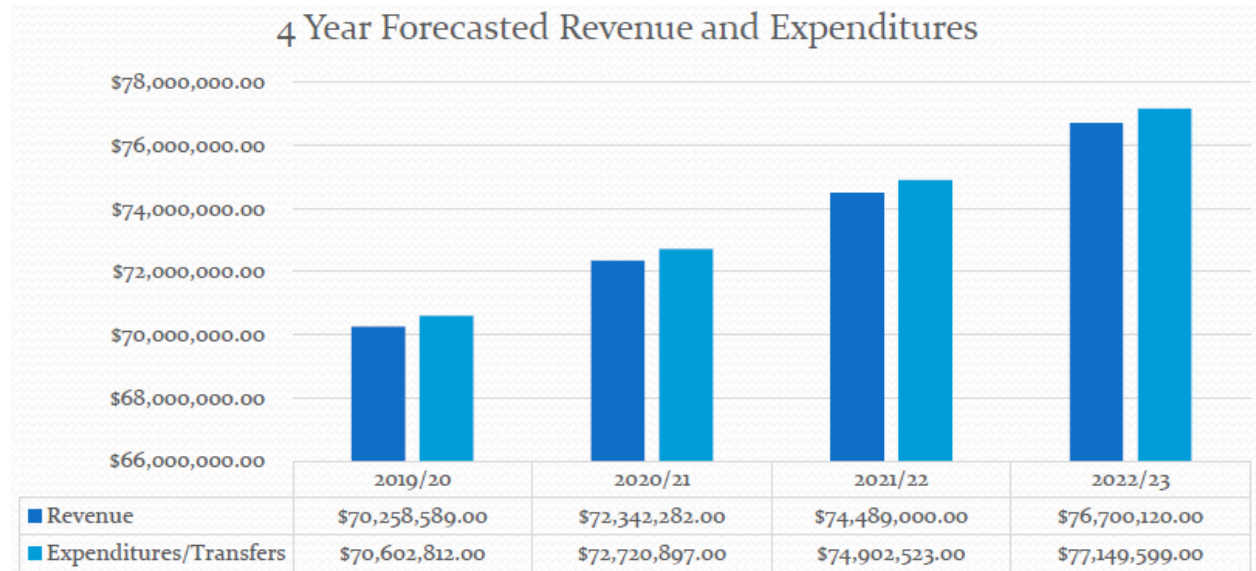
Enrollment Trend 2003-2020



Four Year Budget Projections (Shared During 2018 Budget Workshop)



Four Year Budget Projections (Current 2019 Budget Workshop)



Changes in School Tax Rates for Kelso SD
 (prepared by S. Westlund, October 5th, 2017)



<u>Current 2017 Taxes</u> (per \$1,000 AV)		<u>Estimated 2018 Taxes</u> (per \$1,000 AV)		<u>Estimated 2019 Taxes</u> (per \$1,000 AV)	
State School Levy	\$2.13	State School Levy	\$3.05	State School Levy	\$3.05
M&O Levy	\$3.90	M&O Levy	\$3.67	Enrichment Levy (replaces M&O)	\$1.50
KSD Bond	<u>\$1.39</u>	KSD Bond	<u>\$1.30</u>	KSD School Bond	<u>\$3.07</u> (est. proj new \$98.6M Bond)
Total	\$7.42	Total	\$8.02	Total	\$7.62

*This scenario shows an overall **net increase** in taxes from 2017 to 2019 of **\$.20 cents per \$1,000 of Assessed Valuation**. This scenario assumes a new bond measure of \$98.6 million being collected in 2019.

UPDATED ACTUALS JANUARY 2019

<u>Actual 2017 Taxes</u> (per \$1,000 AV)		<u>Actual 2018 Taxes</u> (per \$1,000 AV)		<u>Actual 2019 Taxes</u> (per \$1,000 AV)	
State School Levy	\$2.13	State School Levy	\$2.90	State School Levy	\$2.60
M&O Levy	\$3.90	M&O Levy/Bond	<u>\$4.94</u>	Enrichment Levy	\$1.49
KSD Bond	<u>\$1.39</u>			KSD School Bond	<u>\$2.93</u>
Total	\$7.42	Total	\$7.84	Total	\$7.02

ADJOURNMENT

Adjourned at 4:58 pm

X _____

President

X _____

Secretary

MINUTES
KELSO SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
08/12/2019

The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 05:04 pm in the boardroom of the Ruth B. Clark Administration Building.

Board Members: Leah Moore – President
Karen Grafton – Vice President
Howard Sharples
Mike Haas
Darr Kirk

Cabinet Members: Scott Westlund – Chief Financial Officer
Tim Peterson – Director of Human Resources
~~Don Iverson – Director of Student Services~~
Holly Budge – Director of Special Programs
Kim Yore – Director of Teaching & Learning
~~Lacey DeWeert – Associate Director of Teaching & Learning~~

Superintendent: Mary Beth Tack

Asst. Secretary: Molly Guler

OTHERS PRESENT – Sandy DeBruler KEA, Marissa Heffernan and Ray Byers

ABSENT - Director Kim Yore. Asst Director Lacey DeWeert. Director Don Iverson

COMMENTS & QUESTIONS –

APPROVAL OF REGULAR MEETING AGENDA –

Motion to Approve:	Director Sharples
Motion Seconded:	Director Grafton

BUDGET HEARING -
No comments

APPROVAL OF THE CONSENT AGENDA –

Minutes of the July 22, 2019, regular board meeting

Certificated Employment Recommendations:

Classified Employment Recommendations:

Contracts and Agreements:

2019-20 Salary Schedules

Capital Fund Vouchers:

General Fund	Warrant Date	Amount	Warrant Number
A/P Mid Month	7/18/2019	\$6,440.01	255059
Payroll Mid Month	7/25/2019	\$81,557.09	255060
Payroll	7/31/2019	\$180.16	255061-255063
Payroll	7/31/2019	\$4,546,788.81	255064-255100
AP Emp ACH	7/31/2019	\$20,819.76	255101
AP	7/31/2019	\$916,160.02	255102-255254
AP Prepay	7/31/2019	\$108,010.26	255255-255270
AP Comp Tax	7/31/2019	\$3,009.20	255271
AP Benefits	8/2/2019	\$5,478.91	255272-255278
Capital Projects Fund			
AP	7/31/2019	\$3,528,375.83	3105-3123
AP	8/7/2019	\$302,297.93	3124
ASB Fund			
AP Emp ACH	7/31/2019	\$21.61	30407
AP	7/31/2019	\$27,314.40	30408-30418
AP Prepay	7/31/2019	\$7,548.22	30419-30420
Trust & Agency Fund			
AP	7/31/2019	\$2,017.99	1631-1632

Motion to Approve:
Motion Seconded:

Director Grafton
Director Haas

APPROVAL OF POLICY 5281, DISCIPLINARY ACTION & DISCHARGE

Superintendent Tack presented on behalf of Director Tim Peterson, Director of Human Resources.

The following have been added:

X. Falsification or omission of material information from district records or any report or statement required of or submitted by the employee. This includes but is not limited to, providing false information to the district (i.e. timesheets, application materials, during formal investigations)

Y. Engage in the obstruction of justice, which includes witness intimidation, retaliation, destruction of evidence, or engaging in conduct to compromise an investigation or inquiry of misconduct; or

Z. Engage in any other conduct that lacks educational value/legitimate professional purpose and harms students.

Motion to Approve:
Motion Seconded:

Director Kirk
Director Haas

APPROVAL OF POLICY 5401, SICK LEAVE

Superintendent Tack explained on behalf of Tim Peterson that the new laws will not be implemented until Jan 2020. They include changes to family sick leave.

Motion to Approve:
Motion Seconded:

Director Haas
Director Grafton

Update on Special Programs

Director of Special Programs Holly Budge shared that she is happy with support from ESD and others regarding updating special programs.

Professional goals: 1. Establish and implement clear processes and procedures. 2. Develop a KSD special programs staff handbook. 3. Establish and sustain Special Programs Advisory Committee. 4. Provide meaningful and pertinent professional development for certificated and classified staff.

Staffing all positions filled for 2019-20.

Special Programs Advisory Committee purpose is to improve the educational opportunities for students with disabilities working as partners in a collaborative relationship. with staff, parents and community. Will be made up of many.

Isolation and restraint is under revision to meet the needs of students and staff. Prof dev working with ESD 112 on de-escalation approaches. Wed early release to be used for training times.

SEL SDI - Collaborating with Bob Johanson and Emily Jaskowiak and the special programs dept in developing a vision for classroom environment.

Information on Board/Superintendent Priority Areas Identified

Superintendent Tack discusses the district Road Map and where we are headed. Setting the stage for the start of the school year. Branding and communication is a major goal. Updated goals and priorities include emphasis on: 1. School Climate 2. Early Learning 3. Quality Instruction 4. Career, College Community Ready 5. Communications 6. Financial Stewardship 100% graduation goal is continuing to go up. Projected to increase this coming year.

Approval of 2019-20 Operating Budget - Resolution 2018/19-18

General Fund	\$70,602,812
Capital Projects Fund	\$60,000,000
Transportation Vehicle Fund	\$0
Debt Service Fund	\$8,168,137
Associated Student Body Fund	\$1,067,540

Motion to Approve:

Director Sharples

Motion Seconded:

Director Haas

Approval of Lexington Constructability Review & Design - Resolution 2018/19-19

Motion to Approve:

Director Kirk

Motion Seconded:

Director Sharples

Approval of Recommendation of Surplus, Demo and Preparation of Properties

Site prep for 2 properties:

1. 1617 Burcham St, Kelso
2. 110 Island View Dr. Kelso

Collins Architectural Group has been retained to develop site drawings and provide documents for bidding. Work will include removing existing structures, footings, foundations and related site features. Ground will be leveled in preparation for construction. Items considered salvageable include windows, appliances, fixtures, cabinetry, HVAC, flooring, siding and wood structures are intended to sell or dispose of according to Policy 6881.

Scheduled to start Sept 2019 after inspections and permits. Costs paid by capital construction and bond proceeds.

Motion to Approve:
Motion Seconded:

Director Kirk
Director Sharples

Referred Policy 3246 & 3246P, Restraint and Isolation of Students to Second Reading on Sept 9, 2019

Director Budge presented Minor revisions. Remove outdated RCW. Changes in wording. Procedure in RCW correction as well as a typo. Changes in verbiage.

Referred Policy 6700, Nutrition, Health and Physical Fitness to Second Reading on Sept 9, 2019

Addition of verbiage to conduct an annual review of PE programs including provisions:

- Number of students completing course yearly
- Average number of minutes per week for grades 1-8
- Number of PE waivers granted
- PE teacher validation of proper endorsements
- PE class sizes
- Programs adapted properly for disabilities
- PE classes excluded for disciplinary reasons

Director Westlund added changes to wording to match what is being done.

FOR THE GOOD OF THE ORDER

Superintendent Tack - since last meeting great update on construction. CTE project nearing completion. Maybe board meeting and site visit to see improvements. Wallace out for bid, then we can begin construction. Lexington we have a meeting with county on Aug 22nd. Begin soil stabilization in September being the goal. Looks like a mid year move in for Wallace students. Lexington project if done well should be completed in the spring of 2021. Butler Acres and Carrols have schematic designs hoping to bring before board in Oct. Hoping to start on construction this spring. Handrails going into stadium at KHS now, completed this summer as well as a new elevator. New sound system out for bid and due this week. Huntington begin planning spring 2020 and 1 year. High school gym not to be in until next summer. Staffing looks good for this year. New hires have had orientation this last week. Wallace starts this week, other schools to start in 2 weeks. Leadership met today. Rater re-certification last week. Leadership looks strong for this year. Director Haas updated that after speaking with 2 incoming seniors he is feeling encouraged that kids are college and career readiness.

ADJOURNMENT

President Moore adjourned the regular meeting at 5:45 pm

X

President

X

Secretary

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/02/19	Coburn, Jason	ICFFS TPEP Trainer - 2	Catlin
08/02/19	Dahl, Sarah	ICFFS TPEP Trainer - 2	Catlin
08/19/19	Aldrich, Jessica	Coach Swimming Girl's - Asst.	KHS
08/19/19	Amrine, Steve	Coach Football - Head	KHS
08/19/19	Cabrera Gurrola, Hector	Coach Soccer Girl's - Asst.	KHS
08/19/19	Clark, Lori	Coach Swimming Boy's - Head	KHS
08/19/19	Connors, Patrick	Coach Golf Boy's - Head	KHS
08/19/19	Crowe, Nick	Coach Football - Asst.	KHS
08/19/19	Croy Carly	Coach Volleyball - Asst. - .5 Position	KHS
08/19/19	Dahlke, Dan	Coach Football - Asst. - .5 Position	KHS
08/19/19	Enser, Sabrina	Coach Cross Country - Asst.	KHS
08/19/19	Gardner, Darin	Coach Football - Asst.	KHS
08/19/19	Kinch, Joe	Coach Football - Asst.	KHS
08/19/19	Krieder, Joseph	Coach Football - Asst.	KHS
08/19/19	Lamb, Megan	Coach Rally - Asst. (FB&BB)	KHS
08/19/19	Mury, Michelle	Coach Volleyball - Head	KHS
08/19/19	Phillips, Brad	Coach Football - Asst.	KHS
08/19/19	Sherrell, Cindy	Coach Rally - Asst. (FB&BB)	KHS
08/19/19	Sims, Carly	Coach Volleyball - Asst. - .5 Position	KHS
08/19/19	Sims, Kelly	Coach Volleyball - Asst.	KHS
08/19/19	Sunday, Fred	Coach Football - Asst.	KHS
08/19/19	Vejo, Kemal	Coach Soccer Girl's - Head	KHS
08/19/19	Webb, Bethany	Coach Volleyball - Asst.	KHS
08/19/19	White, Brad	Coach Football - Asst.	KHS
08/19/19	Wines, Tim	Coach Cross Country - Head	KHS
08/19/19	Wood, Patty	Coach Cross Country - Asst.	KHS

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/22/19	Davis, Kelsey	Coach Slow Pitch - Asst	KHS
08/22/19	Hamilton, Jennifer	Coach Slow Pitch - Head	KHS
08/26/19	Ablan, Thomas J.	Athletic Trainer	KHS
08/26/19	Alexy, David	Coach Football - Asst.	CMS
08/26/19	Atkins, Taylor	Coach Volleyball - Asst.	HMS
08/26/19	Caddell, Lisa	Coach Volleyball - Asst.	HMS
08/26/19	Cadwell, Jared	Coach Football - Asst.	HMS
08/26/19	Davis, Karinne	Coach Volleyball - Head	HMS
08/26/19	Iddings, Ryan	Coach Football - Asst.	CMS
08/26/19	Lemiere, Andrew	Coach Football - Head	CMS
08/26/19	Neves, Mike	Coach Football - Head	HMS
08/26/19	Rice, Jon	Coach Football - Asst.	CMS
08/26/19	Saccio, Jasmine	Coach Volleyball - Asst.	CMS
08/26/19	Sitch, Brandon	Coach Football - Asst.	HMS
08/26/19	Sitch, Justin	Coach Football - Asst.	HMS
08/26/19	Wishard, Sierra	Coach Volleyball - Head	CMS
08/27/19	Allred, Emily	Extended Days - Counselor (8)	CMS
08/27/19	Chapman, Kylie	Extended Days - Counselor (10)	KHS
08/27/19	Coburn, Jason	Additional Period Contract 2019-20 School Year	KHS
08/27/19	Cossi, Colin	Additional Period Contract 2019-20 School Year	KHS
08/27/19	Dalton, Kali	Extended Days - Counselor (10)	KHS
08/27/19	Dieter, Zoe	Extended Days - Counselor (8)	HMS
08/27/19	Freund, Denise	Additional Period Contract 2019-20 School Year	Catlin
08/27/19	Gustin, Robert	Additional Period Contract 2019-20 School Year	KHS
08/27/19	Guttormsen, Gunnar	Additional Period Contract 2019-20 School Year	District Wide
08/27/19	Iverson, Deborah	Extended Days - Library (2)	CMS

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/27/19	Knowles, Angela	Extended Days - Counselor (10)	KHS
08/27/19	Larsen, George	Additional Period Contract 2019-20 School Year	KHS
08/27/19	Leinweber, Rachel	Extended Days - Counselor (8)	CMS
08/27/19	Miles-Foges, Denise	Extended Days - Counselor (10)	KHS
08/27/19	Mobbs, Makaio	Extended Days - Counselor (10)	KHS
08/27/19	Reeves, Christopher	Additional Period Contract 2019-20 School Year	Wallace
08/27/19	Toms, Stephanie	Additional Period Contract 2019-20 School Year	Kelso High
08/27/19	Ward, Josef	Additional Period Contract 2019-20 School Year	KHS
08/27/19	Wishard, Darcy	Extended Days - Library (2)	HMS
08/27/19	Zepeda, Christina	Extended Days - Counselor (8)	HMS
08/28/19	Ahola, Kathryn	Advisor - ASB	HMS
08/28/19	Allison, Amy	Extended Days - (2)	Barnes
08/28/19	Amrine, Jaime	Extended Days - (2)	Kelso High
08/28/19	Anderson, Kay	Extended Days - (2)	Huntington
08/28/19	Anderson, Kay	Dept Head - Special Education (17-18)	HMS
08/28/19	Angelico, Brenda	Extended Days - (2)	Butler Acres
08/28/19	Backstrom, Lane	Advisor - Key Club	KHS
08/28/19	Backstrom, Lane	Advisor - Senior Class (job share with Josiah Coughran)	KHS
08/28/19	Beard, Deanna	Extended Days - Library (2)	Beacon Hill
08/28/19	Beck, Taylor	Advisor - DECA	KHS
08/28/19	Beck, Taylor	Advisor - Freshman Class	KHS
08/28/19	Belmont, Timothy	Advisor - Diversity Club	CMS
08/28/19	Birch, Michael	Dept Head - Social Studies (17-18)	HMS
08/28/19	Birch, Michael	Athletic Coordinator (Job Share w/ Cody Rothwell)	HMS
08/28/19	Boyer-Blum, Angela	Extended Days - Library (1)	Carrolls
08/28/19	Brogan, Cody	Extended Days - (2)	Kelso High

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/28/19	Brown, Gretchen	Extended Days - (2)	Coweeman
08/28/19	Brown, Gretchen	Dept. Head - Special Education (18-19) job shae w/ Pennie Crawford)	CMS
08/28/19	Burke, Nick	Machinery Maintenance	KHS
08/28/19	Burt, Anne	School Patrol	Catlin
08/28/19	Caddel, Lisa	Advisor - Publications (Yearbook)	HMS
08/28/19	Caddel, Lisa	Dept Head - Language Arts (19-20)	HMS
08/28/19	Caron, John W.	Advisor - HCA Club	KHS
08/28/19	Caron, John W.	Dept. Head - Family & Consumer Science (17-18)	KHS
08/28/19	Carroll, Jamie	Advisor - French Club	KHS
08/28/19	Carroll, Jamie	Advisor - Knowledge Bowl	KHS
08/28/19	Carroll, Jamie	Advisor - Newspaper Club	KHS
08/28/19	Cavaness, Marissa	Extended Days - (2)	Barnes
08/28/19	Coughran, Josiah	Advisor - Senior Class (job share with Lane Backstrom)	KHS
08/28/19	Coughran, Josiah	Advisor - Spanish Club	KHS
08/28/19	Crawford, Pennie	Extended Days - (2)	Coweeman
08/28/19	Crawford, Pennie	Advisor - Drama Club	CMS
08/28/19	Crawford, Pennie	Dept. Head - Special Education (18-19) (Job Share w/ Gretchen Brown)	CMS
08/28/19	Dahl, Sarah Kathleen	Extended Days - (2)	Wallace
08/28/19	Dahl, Sarah Kimberly	School Patrol	Catlin
08/28/19	Davis, Denelle	Extended Days - (2)	Rose Valley
08/28/19	Davis, Dixie	Extended Days - (2)	Wallace
08/28/19	Davis, Kelsey	Extended Days - (2)	Kelso High
08/28/19	Despain, Penelope	Advisor - Pep Club	HMS
08/28/19	Droke, Wendy	Advisor - Honor Society Club	KHS
08/28/19	Dunlap, Jennilee	Extended Days - (2)	Catlin

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/28/19	Earnest, Jenny	Extended Days - (2)	Coweeman
08/28/19	Echtle, Jennifer	Advisor - Garden Club (job share w/Jasmine Saccio)	CMS
08/28/19	Edwards, Dwayne	Dept. Head - Science (18-19)	KHS
08/28/19	Eide, Linda	Extended Days - (2)	Coweeman
08/28/19	Engebo, Douglas	Machinery Maintenance	CMS
08/28/19	Finkas, Ty	Extended Days - (2)	Kelso High
08/28/19	Freund, Denise	Extended Days - (2)	Catlin
08/28/19	Frey, T.J.	Advisor - Art (Photography) Club	KHS
08/28/19	Gallup, Caitlin	Extended Days - (2)	Kelso High
08/28/19	Ganieany, Lance	Machinery Maintenance	KHS
08/28/19	Geisler, Alison	Extended Days - (2)	Barnes
08/28/19	Gemar, Beth	Dept. Head - Science (19-20)	CMS
08/28/19	Green, Meghan	Extended Days - (2)	Butler Acres
08/28/19	Gretchen Brown	Dept. Head - Special Education (18-19) (Job Share w/ Pennie Crawford)	CMS
08/28/19	Gribskov, Deb	Advisor - FFA Club	KHS
08/28/19	Gustafson, Kevin	Advisor - HOSA Club	KHS
08/28/19	Hamilton, Jennifer	Dept. Head - Mathematics (19-20)	KHS
08/28/19	Hatfield, Tauni	Dept. Head - Electives (Diversified Program) (19-20)	CMS
08/28/19	Hayden, Jennifer	Extended Days - (2)	Coweeman
08/28/19	Hinderman, Karen	Extended Days - (2)	Kelso High
08/28/19	Hruska, Janet	Extended Days - (2)	Kelso High
08/28/19	Hunter, Taylor	Advisor - Junior Class	KHS
08/28/19	Hutchison, Tyler	Extended Days - (2)	Wallace
08/28/19	James, Karen	School Patrol	Barnes
08/28/19	Jaskowiak, Emily	Extended Days - (2)	Butler Acres

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/28/19	Johanesen, Lindsay	Advisor - Art	HMS
08/28/19	Johnson, Krista	Extended Days - (2)	Huntington
08/28/19	Johnson, Debbie	Extended Days - Library (2)	Wallace
08/28/19	Johnson, Debbie	School Patrol	Wallace
08/28/19	Karnofski, Nancy	Extended Days - (2)	Kelso High
08/28/19	Karnofski, Nancy	Dept. Head - Special Education (19-20)	KHS
08/28/19	Keller, Joann	Advisor - Honor Society (Job Share w/ Elizabeth Roffler & Darcy Wishard)	HMS
08/28/19	Kilian, David	Advisor - Science Club	KHS
08/28/19	Kolberg, Jayne	Advisor - Japanese Club	KHS
08/28/19	Kolberg, Jayne	Dept. Head - Foreign Language (17-18)	KHS
08/28/19	Krieder, Joe	Dept. Head - Social Studies (18-19)	CMS
08/28/19	Lamb, Megan	Advisor - FCCLA Club	KHS
08/28/19	Langenbach, Jason	Extended Days - (2)	Kelso High
08/28/19	Langenbach, Jason	Coach Golf Girl's - Asst. (.5 FTE)	KHS
08/28/19	Le Baron, Sarah	Extended Days - (2)	Butler Acres
08/28/19	Lovell, Sharayah	Advisor - Drama (5 productions per year)	KHS
08/28/19	Luczek, Audrie	Extended Days - (2)	Beacon Hill
08/28/19	Mason, Kim	Extended Days - (2)	Huntington
08/28/19	McMahon, Holly	Dept. Head - Language Arts (19-20)	KHS
08/28/19	McWilliam, Joe	Advisor - VICA	KHS
08/28/19	McWilliam, Joe	Dept. Head - Technology (17-18)	KHS
08/28/19	McWilliam, Joe	Machinery Maintenance	KHS
08/28/19	Micheletto, Tara	School Patrol	Catlin
08/28/19	Miles-Foges, Denise	Dept. Head - Counselor (19-20)	KHS
08/28/19	Miner, Antoinette	Dept. Head - Language Arts (18-19)	CMS

**KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019**

Date Issued	Name	Position	School
08/28/19	Mitchell Isaacson, Amy	Extended Days - Library (1)	Rose Valley
08/28/19	Moon, Megan	Advisor - ASL Club	KHS
08/28/19	Muir, Adam	Dept Head - Science (18-19)	HMS
08/28/19	Mury, Michelle	Advisor - Yoga Club	KHS
08/28/19	Mury, Michelle	Dept. Head - Physical Education (18-19)	KHS
08/28/19	Naglich, Sarah	Extended Days - (2)	Catlin
08/28/19	Nelson, Jennifer	Dept Head - Mathematics (19-20)	HMS
08/28/19	Neves, Mike	Machinery Maintenance	HMS
08/28/19	Olson, Cindy	Advisor - Concessions	KHS
08/28/19	Orth, Maura	Extended Days - (2)	Wallace
08/28/19	Oswald, Lynette	Extended Days - Library (1)	Barnes
08/28/19	Pearson, Colette	Extended Days - (2)	Huntington
08/28/19	Prothero, Ryan	Athletic Coordinator	CMS
08/28/19	Reeves, Christopher	Extended Days - (2)	Wallace
08/28/19	Reinike, Scarlet	Advisor - Publications (Yearbook) 9/28/19 - 11/27/19	CMS
08/28/19	Rinehart, Clarissa	Advisor - ASB 12/03/19 - 06/11/20	CMS
08/28/19	Rinehart, Clarissa	Advisor - Publications (Yearbook) 12/03/19 - 06/11/20	CMS
08/28/19	Roberts, Justin	Advisor - Varsity K	KHS
08/28/19	Rochelle-Stephens, Taylor	Extended Days - (2)	Kelso High
08/28/19	Roffler, Elizabeth	Advisor - Honor Society (Job Share w/ Joann Keller & Darcy Wishard)	HMS
08/28/19	Rothwell, Cody	Athletic Coordinator (Job Share w/ Mike Birch)	HMS
08/28/19	Rynevich, Anna	Extended Days - (2)	Wallace
08/28/19	Saccio, Jasmine	Advisor - ASB 08/28/19 - 11/27/19	CMS
08/28/19	Saccio, Jasmine	Advisor - Garden Club (job share w/Jennifer Echte)	CMS
08/28/19	Saccio, Jasmine	Advisor - Honor Society	CMS

KELSO SCHOOL DISTRICT
SUPPLEMENTAL CONTRACTS ISSUED:
July 18, 2019 - August 28, 2019

Date Issued	Name	Position	School
08/28/19	Saccio, Jasmine	Advisor - Knowledge Bowl	CMS
08/28/19	Saccio, Jasmine	Dept. Head - Mathematics (17-18)	CMS
08/28/19	Sargent, Brenda	Advisor - Webmaster (Publications/Newspaper)	KHS
08/28/19	Sims, Kelly	School Patrol	Butler Acres
08/28/19	Sims, Scott	School Patrol	Beacon Hill
08/28/19	Skipworth, Carrie	Extended Days - (2)	Beacon Hill
08/28/19	Smith, Billea	Extended Days - (2)	Butler Acres
08/28/19	Smith, Charemon	Dept. Head - Art (17-18)	KHS
08/28/19	Soyars, Kristine	Extended Days - (2)	Barnes
08/28/19	Stewart, Kelli	Extended Days - (2)	Barnes
08/28/19	Strassner, Eric	Extended Days - (2)	Kelso High
08/28/19	Streissguth, Lisa	Dept. Head - Social Studies (19-20)	KHS
08/28/19	Sunday, Fred	Dept. Head - Electives (Diversified Program) (17-18)	HMS
08/28/19	Thomas, Megan	Advisor - Leadership Club	KHS
08/28/19	Thomas, Megan	Advisor - Publications/Yearbook	KHS
08/28/19	Thomas, Megan	Dept. Head - Business Education (18-19)	KHS
08/28/19	Toms, Stephanie	Advisor - Sophomore Class	KHS
08/28/19	Walther, Hilary	Extended Days - (2)	Kelso High
08/28/19	Watson, Trish	Advisor - Pep Club	CMS
08/28/19	Webb, Beth	Extended Days - Library (2)	Butler Acres
08/28/19	Widener, Kaprice	Extended Days - (2)	Wallace
08/28/19	Wightman-Massey, Virginia	Extended Days - (2)	Barnes
08/28/19	Wishard, Darcy	Advisor - Honor Society (Job Share w/ Joann Keller & Elizabeth Roffler)	HMS
08/28/19	Zorn, Anne Marie	Extended Days - Library (2)	Catlin

CLASSIFIED PERSONNEL
September 9, 2019

New Hires:

Richard, Quincy - Homeless Liaison, Admin Based
7.5 hrs/day, 190 days/year
Effective: September 5, 2019

Peterson, April - Food Service Helper - Wallace Elementary
3.0 hrs/day, 179 days/year
Effective: September 3, 2019

McClain, Chelsea - Food Service Helper - Wallace Elementary
5.25hrs/day, 185 days/year
Effective: August 26, 2019

Lay-Offs:

Francis Annie New - Paraeducator, SMART Program - Kelso High School
6.5hrs/day, 191 days/year
Effective: August 28, 2019

Return from Layoff:

Anderson, Courtney - Paraeducator, Resource/Mod - Coweeman Middle School
6.25hrs/day, 191 days per year
Effective: August 28, 2019

Resignations:

Sawyer, Billie - Bus Driver - Transportation
4.0hrs/day, 191 days/year
Effective: September 1, 2019

Connatser, Terri - Food Service Helper - Wallace
2.25hrs/day, 190 days/year
Effective: August 12, 2019

DeRosier, Lauren - Food Service Helper - Kelso High School
1.50hrs/day, 115 days/year
Effective: August 23, 2019

Retirements:

Bone, Susan - Paraeducator - Sped Resource - Beacon Hill
6.25 hrs/day, 190 days/year
Effective: August 27, 2019

* = Temporary Position
TSP = Timesheet Position
TBD = To Be Determined

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

For Board Approval: September 9, 2019

SUMMARY OF CONTRACTS / AGREEMENTS WITH KELSO SCHOOL DISTRICT

Company/Provider	Sponsor	Description of Services	Amount
Cispus Learning Center	Scott Westlund	Facility use by KHS for Music Retreat 9/13/19 thru 9/15/19	Approximate cost is \$11,880.00 calculated on 200 students in attendance
Cowlitz AmeriCorps - Barnes	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Butler Acres	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Catlin	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Wallace	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Coweeman	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Coweeman	Lacey DeWeert	To receive (1) AmeriCorps Learning Center Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Huntington	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matching \$6,850 per full-time member
Cowlitz AmeriCorps - Kelso High	Lacey DeWeert	To receive (1) AmeriCorps AVID Support Member 19/20	Cost is matchng \$6,850 per full-time member
Cowlitz AmeriCorps - Kelso High	Lacey DeWeert	To receive (1) AmeriCorps Check-in, Check-out Specialist 19/20	Cost is matching \$6,850 per full-time member
Health Science Careers / Nursing Assistant Training Program	Melissa Boudreau	Agreement with St. John Medical Center to provide nursing assistant training to KSD students and other area students enrolled in program 2019/2020	Cost is \$94,554.72 for instructor salaries & up to the sum of \$16,365.24 for clinical supervision services
Intergovernmental Purchasing Agrmnt Cafeteria Dairy Supplies	Kaydee Harris	Cooperative agreement with Longview SD for the purchase of specified materials and/or services 19/20	Non-financial
Intergovernmental Purchasing Agrmnt Cafeteria Produce Supplies	Kaydee Harris	Cooperative agreement with Longview SD for the purchase of specified materials and/or services	Non-financial
Intergovernmental Purchasing Agrmnt	Kaydee Harris	Cooperative agreement with Longview SD for the purchase of	Non-financial

Cafeteria Paper Supplies

specified materials and/or services

Intergovernmental Agreement
Willamette Education Service Dist

Scott Westlund

Provides that units of local government may enter into written agreements for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform

Cost is up to \$10,000.00 for participating teachers

MailFinance - **Neopost**

Scott Westlund

5 Year Lease renewal for Print Center Postage Machine

Cost is \$229.70/mo paid quarterly

Police Science Training Program

Melissa Bourdreau

Agreement with The City of Kelso Police Dept to provide training in police science to KSD students and other area students enrolled in program 2019/2020

Cost is \$600.00 per enrolled student per trimester with guaranteed minimum of 20 students

University of Washington

Kim Yore

To provide UW in the High School Program which trains teachers to teach UW courses and awards UW credit to students successfully completing the courses

Kelso School Dist pays for student tuition

Washington Center for Deaf & Hard of Hearing Youth (CDHY)

Holly Budge

CDHY to provide transportation services to KSD students who are attending WA School for the Deaf 2019/2020

Cost is \$13,000.00 (10 pmts @ \$1,300.00 starting 9/30/19 & ending 6/30/20)

Western Display Fireworks LTD

Rob Birdsell

To provide firework display for the 2019 KHS Homecoming

Cost is \$2,500.00

GRANTS

Office of the Secretary of State
Washington State Library Division

Scott Westlund

Purpose of grant is to provide Coweeman Middle School with a large print book collection award

Each book collection valued at \$440.00

ESD 112 CONTRACTS

Prevention/Intervention Student Assistance Program

Don Iverson

To provide Kelso School District with an onsite Chemical Dependency Professional

Cost shall not exceed \$76,632.00

Stem Materials Cooperative

Kim Yore

To provide distribution of STEM materials and supplemental services to Kelso School District

Cost shall not exceed \$52,380.00

**GENERAL FUND
AUGUST 30, 2019**

WE, THE UNDERSIGNED BOARD OF DIRECTORS OF KELSO SCHOOL DISTRICT NO. 458, COWLITZ COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT ALL SERVICES RELATED TO PAYROLL COSTS, PAID BY DIRECT WARRANT(S) AS SPECIFIED ON WARRANT(S) 255279-255281 HAS BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$2934.18 ON AUGUST 30, 2019

BOARD OF DIRECTORS

PRESIDENT

ATTEST:

SECRETARY, BOARD OF DIRECTORS,

General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$4,897,993.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255282 through 255318, totaling \$4,897,993.24

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

Check Nbr	Vendor Name	Check Date	Check Amount
255282	ACH Cowlitz County Treasurer	08/30/2019	2,401,520.33
255283	AMERICAN FIDELITY	08/30/2019	5,729.25
255284	AMERICAN FIDELITY	08/30/2019	17,803.86
255285	AMERICAN FIDELITY	08/30/2019	2,210.83
255286	CGLIC-PHOENIX EASC	08/30/2019	41,998.40
255287	COWLITZ COUNTY TREASURER	08/30/2019	293,712.75
255288	COWLITZ COUNTY TREASURER	08/30/2019	510,194.10
255289	DEPT OF RETIREMENT SYSTEMS	08/30/2019	1,973.70
255290	DEPT OF RETIREMENT SYSTEMS	08/30/2019	164,219.60
255291	DEPT OF RETIREMENT SYSTEMS	08/30/2019	588,018.87
255292	DEPT OF RETIREMENT SYSTEMS	08/30/2019	9,107.70
255293	DSHS OFFICE OF FINANCIAL RECOV	08/30/2019	75.00
255294	ESD 112 WORK/COMP	08/30/2019	34,180.08
255295	ESD 112 UNEMPLOYMENT COOP	08/30/2019	7,009.06
255296	HEALTH CARE AUTHORITY	08/30/2019	38,339.23
255297	KAISER PERMANENTE (MEDICAL)	08/30/2019	195,463.10
255298	KELSO SCHOOLS FOUNDATION	08/30/2019	423.00
255299	KELSO TRANS CHAPTE	08/30/2019	92.50
255300	LEGAL SHIELD	08/30/2019	215.45
255301	MALAIER, TRUSTEE, Michael G	08/30/2019	730.00
255302	NATIONWIDE	08/30/2019	197.44
255303	Oregon Dept. of Revenue	08/30/2019	2,718.96
255304	PREMERA BLUE CROSS	08/30/2019	299,621.77
255305	PSE KELSO LOCAL	08/30/2019	546.00
255306	PUBLIC SCHOOL EMPLOYEES OF WA	08/30/2019	1,318.21
255307	PUBLIC SCHOOL EMPLOYEES OF WA	08/30/2019	9,864.17
255308	SCHOOL EMPL CREDIT UNION OF WA	08/30/2019	3,325.00

Check Nbr	Vendor Name	Check Date	Check Amount
255309	SUN LIFE FINANCIAL	08/30/2019	27,638.53
255310	THE OMNI GROUP	08/30/2019	40,125.00
255311	UNITED WAY OF COWLITZ CO	08/30/2019	595.50
255312	US DEPARTMENT OF EDUCATION	08/30/2019	473.33
255313	VEBA TRUST	08/30/2019	100,629.08
255314	W.S.P.L.E.A.	08/30/2019	10.00
255315	WA ST SCHOOL RETIREES ASSOC	08/30/2019	168.00
255316	WEA PAYROLL DEDUCTIONS	08/30/2019	33,123.52
255317	WEA/VSP	08/30/2019	21,806.40
255318	WEA/WDS	08/30/2019	42,815.52
37	Computer	Check(s) For a Total of	4,897,993.24

General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$53,595.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255319 through 255319, totaling \$53,595.54

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

Check Nbr	Vendor Name	Check Date	Check Amount
255319	ACH-AP COWLITZ COUNTY TREASURE	08/30/2019	53,595.54

1	Computer	Check(s) For a Total of	53,595.54
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General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$53,595.54. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF ACCOUNTS PAYABLE ACH:
ACH Numbers 181900739 through 181900772, totaling \$53,595.54

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

Check Nbr	Vendor Name	Check Date	Check Amount
181900739	Atkins, Taylor Anne	08/30/2019	2,810.75
181900740	Barnum, Daphne Ai	08/30/2019	110.00
181900741	Carlson, Lynda Elaine	08/30/2019	2,141.52
181900742	Carr, Anne Marie	08/30/2019	535.38
181900743	Cassity, Autumn Hope	08/30/2019	4,461.50
181900744	Cavaness, Marissa Ann	08/30/2019	1,204.61
181900745	Chaffin, Tanja Lynn	08/30/2019	966.88
181900746	Crawford, Pennie Sue	08/30/2019	1,070.76
181900747	Curry, Gianne Danteia	08/30/2019	535.38
181900748	Dunlap, Jennilee Anne	08/30/2019	2,275.37
181900749	Eldred, Abbie L	08/30/2019	1,070.76
181900750	Fanning, Rhiannon	08/30/2019	178.46
181900751	Ferrell, Daelynn Andrea	08/30/2019	2,000.00
181900752	Forsman, Sheryl Lynn	08/30/2019	1,250.00
181900753	Fraki, Kara Andrea	08/30/2019	1,070.76
181900754	Geisler, Alison Christina	08/30/2019	150.00
181900755	Hieter, Brooke Nicole	08/30/2019	1,338.45
181900756	Houglum, Ann Margaret	08/30/2019	535.38
181900757	Iverson, Deborah Lynn	08/30/2019	803.07
181900758	Larson, Kristy A	08/30/2019	3,188.13
181900759	Long, Erin Jayne	08/30/2019	3,212.28
181900760	Micheletto, Tara R	08/30/2019	1,338.45
181900761	Miner, Antoinette Katherine	08/30/2019	803.07
181900762	Morgan, Devanie Sherwood	08/30/2019	3,845.01
181900763	Muir, Elizabeth Addie	08/30/2019	803.07
181900764	Oswald, Lynette Kathryn	08/30/2019	4,283.04
181900765	Owens-Birch, Julie Ann	08/30/2019	2,007.68

Check Nbr	Vendor Name	Check Date	Check Amount
181900766	Reinike, Scarlet Kelly Dean	08/30/2019	1,695.37
181900767	Roffler, Elizabeth Su	08/30/2019	259.00
181900768	Rothwell, Cami Joy	08/30/2019	2,498.44
181900769	Soyars, Kristine A	08/30/2019	2,275.37
181900770	Toms, Stephanie A	08/30/2019	1,017.22
181900771	Toney, Julie Christine	08/30/2019	1,325.00
181900772	Watson, Patricia Michelle	08/30/2019	535.38
34	ACH	Check(s) For a Total of	53,595.54

General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$2,141.52. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255320 through 255320, totaling \$2,141.52

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

Check Nbr	Vendor Name	Check Date	Check Amount
255320	Merrill, Cassandra Nicole	08/30/2019	2,141.52

1	Computer	Check(s) For a Total of	2,141.52
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General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$29,885.57. ~~The payments are further identified in this document.~~

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255321 through 255321, totaling \$29,885.57

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

Check Nbr	Vendor Name	Check Date	Check Amount
255321	ACH-AP COWLITZ COUNTY TREASURE	08/30/2019	29,885.57

1	Computer	Check(s) For a Total of	29,885.57
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General Fund

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$29,885.57. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF ACCOUNTS PAYABLE ACH:
ACH Numbers 181900773 through 181900799, totaling \$29,885.57

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

Check Nbr	Vendor Name	Check Date	Check Amount
181900773	Allais, Kim Marie	08/30/2019	30.94
181900774	Ballew, Suzanne Marie	08/30/2019	6.36
181900775	Beard, Deanna L	08/30/2019	154.86
181900776	Budge, Holly Dawn	08/30/2019	21.58
181900777	Cattin, Ray Allen	08/30/2019	301.50
181900778	Chrest, Julie A	08/30/2019	72.65
181900779	Connolly, Mark T	08/30/2019	471.34
181900780	Dollarhyde, Lavern, Margaret	08/30/2019	149.50
181900781	Fleshman, Jacob C	08/30/2019	30.04
181900782	Ford, Ian M	08/30/2019	85.09
181900783	Freund, Robert C	08/30/2019	1,803.15
181900784	Harris, Kaydee Mae	08/30/2019	956.87
181900785	Henley, Brooke Yvonne	08/30/2019	257.04
181900786	King, Scott F	08/30/2019	205.15
181900787	Lee, Lisa D	08/30/2019	52.89
181900788	Paul, Lori Lynn	08/30/2019	97.84
181900789	Powell, David A	08/30/2019	11.47
181900790	Prescott, Denise Anne	08/30/2019	94.42
181900791	Reardon, Misa Kay	08/30/2019	587.29
181900792	Richards, Mary Rebecca	08/30/2019	189.28
181900793	Sanders, Amanda June	08/30/2019	52.20
181900794	Taylor, Amanda Lea	08/30/2019	248.00
181900795	Toney, Julie Christine	08/30/2019	133.30
181900796	Whipps, Anthony Clifton	08/30/2019	58.00
181900797	Vendor Continued Check	08/30/2019	0.00
181900798	Vendor Continued Check	08/30/2019	0.00
181900799	Yore, Kim Michelle	08/30/2019	23,814.81

Check Nbr	Vendor Name	Check Date	Check Amount
27	ACH	Check(s) For a Total of	29,885.57

Check Nbr	Vendor Name	Check Date	Check Amount
255349	CITY OF KELSO	08/30/2019	12,583.00
255350	CITY OF KELSO - UTILITY DEPT	08/30/2019	12,434.13
255351	COLUMBIA SECURITY SERV & SYSTE	08/30/2019	1,105.00
255352	CONREY ELECTRIC, INC.	08/30/2019	1,210.56
255353	CONSOLIDATED ELECTRICAL DIST	08/30/2019	108.10
255354	COPIES TODAY SPEEDY LITHO	08/30/2019	5,913.07
255355	COST LESS AUTO PARTS	08/30/2019	75.04
255356	COWLITZ COUNTY FIRE DIST #2	08/30/2019	5,767.25
255357	COWLITZ WAHAKIAKUM COUNCIL OF G	08/30/2019	745.50
255358	COWLITZ COUNTY PUBLIC WORKS DE	08/30/2019	115.75
255359	COWLITZ PUD	08/30/2019	28,801.05
255360	DAILY JOURNAL OF COMMERCE INC	08/30/2019	118.90
255361	DAILY JOURNAL OF COMMERCE	08/30/2019	180.60
255362	DAILY NEWS - LEGAL	08/30/2019	1,378.00
255363	DAIRY FRESH FARMS	08/30/2019	141.59
255364	DSU PETERBILT & GMC INC	08/30/2019	267.05
255365	DUCK DELIVERY PRODUCE, INC.	08/30/2019	115.17
255366	EDUCATIONAL SERVICE DIST #112	08/30/2019	20,370.72
255367	ENTEK CORPORATION	08/30/2019	20.78
255368	EVERGREEN PAINT, INC.	08/30/2019	18.47
255369	FASTENAL COMPANY	08/30/2019	120.89
255370	FERGUSON ENTER. INC #3007	08/30/2019	852.69
255371	GRAINGER	08/30/2019	15.09
255372	GTS INTERIOR SUPPLY	08/30/2019	537.63
255373	HARGROVE FENCE CO INC	08/30/2019	2,967.35
255374	INTERSTATE BATTERY	08/30/2019	138.31
255375	J.L. STOREDAHL & SONS, INC.	08/30/2019	122.14
255376	JUBITZ CORP	08/30/2019	1,890.94
255377	K-D-L HARDWARE SUPPLY INC	08/30/2019	131.56
255378	KEYS PLUS LOCKSMITHS	08/30/2019	17.24
255379	KING COUNTY DIRECTORS	08/30/2019	10,258.08
255380	LEADER SERVICES	08/30/2019	1,982.40
255381	LENOVO (UNITED STATES) INC	08/30/2019	29,570.76
255382	Longbell Security Resources	08/30/2019	369.70
255383	LOWE'S	08/30/2019	5,415.91

Check Nbr	Vendor Name	Check Date	Check Amount
255384	LOWER COLUMBIA OCCUPATIONAL HE	08/30/2019	460.00
255385	MANTHE EQUIPMENT, INC.	08/30/2019	203.18
255386	MCDONALD WHOLESALE CO, INC	08/30/2019	2,758.71
255387	MILLER PAINT CO	08/30/2019	380.57
255388	MONOPRICE INC	08/30/2019	26.91
255389	NATL ASSOC SCHOOL RESOURCE OFF	08/30/2019	395.00
255390	NEWEGG, INC	08/30/2019	151.32
255391	NORTH COAST ELECTRIC CO.	08/30/2019	429.75
255392	NORTHWEST EQUIPMENT DISTRIBUTI	08/30/2019	21,235.82
255393	NuCO2	08/30/2019	254.18
255394	NW TEXTBOOK DEPOSITORY	08/30/2019	7,061.10
255395	OETC	08/30/2019	14,477.40
255396	OFFENDER SERVICES	08/30/2019	1,500.00
255397	OFFICE DEPOT	08/30/2019	3,360.38
255398	OFFICE EXPRESS, INC	08/30/2019	4,086.04
255399	PACIFIC FIBRE PRODUCTS INC	08/30/2019	454.02
255400	PACIFIC TECH CONSTRUCTION, INC	08/30/2019	6,008.20
255401	PACIFIC OFFICE AUTOMATION	08/30/2019	1,234.08
255402	PACIFIC OFFICE AUTOMATION	08/30/2019	740.26
255403	PAPERBACKS GALORE	08/30/2019	208.50
255404	PEACE HEALTH MEDICAL GROUP	08/30/2019	55,459.98
255405	PERMA BOUND - DIV OF HERTZBERG	08/30/2019	34.90
255406	PLATT ELECTRIC SUPPLY	08/30/2019	891.19
255407	PORTER FOSTER RORICK LLP	08/30/2019	7,314.95
255408	POTTER WEBSTER COMPANY	08/30/2019	343.54
255409	PROGRESS CENTER, INC.	08/30/2019	64,122.62
255410	PSAT/NMSQT	08/30/2019	888.00
255411	PUMP TECH INC	08/30/2019	3,772.69
255412	RMT EQUIPMENT	08/30/2019	1,510.44
255413	ROSE'S EQUIPMENT & SUPPLY, INC	08/30/2019	35,835.23
255414	SCHETKY NORTHWEST SALES, INC	08/30/2019	452.12
255415	SCHOOL OUTFITTERS	08/30/2019	9,187.54
255416	SEATTLE COMM COLLEGE DIST.	08/30/2019	946.00
255417	SECURITY PROFESSIONALS, LLC	08/30/2019	200.91
255418	SHERWIN WILLIAMS	08/30/2019	466.74

Check Nbr	Vendor Name	Check Date	Check Amount
255419	SIGN PRINT 360	08/30/2019	118.91
255420	SIGNMASTERS AWARDS N' MORE, IN	08/30/2019	54.05
255421	SPICERS PAPER, INC.	08/30/2019	259.85
255422	T & T TIRE LLC	08/30/2019	3,221.38
255423	THE HOME DEPOT PRO-SUPPLYWORKS	08/30/2019	1,782.67
255424	THREE RIVERS AUDIO VISUAL	08/30/2019	5,876.32
255425	TROXELL COMMUNICATIONS, INC.	08/30/2019	4,611.55
255426	TWIN CITY SERVICE CO. INC.	08/30/2019	957.34
255427	U.S. CELLULAR	08/30/2019	1,367.29
255428	US BANK EQUIPMENT FINANCE	08/30/2019	3,812.56
255429	VANCOUVER BOLT AND SUPPLY INC	08/30/2019	9.91
255430	VIRCO INC	08/30/2019	7,279.50
255431	VOYAGER SOPRIS LEARNING, INC	08/30/2019	591.90
255432	W.H. CRESS COMPANY	08/30/2019	411.86
255433	WA ST CENTER FOR CHILDHOOD DEA	08/30/2019	6,250.00
255434	WAITE SPECIALTY MACHINE INC	08/30/2019	43.24
255435	WALTER E. NELSON CO.	08/30/2019	114.76
255436	WASTE CONTROL/KELSO	08/30/2019	1,377.20
255437	WATKINS TRACTOR & SUPPLY CO.	08/30/2019	3,821.14
255438	WESTERN EQUIPMENT DISTRIBUTORS	08/30/2019	585.36
255439	Vendor Continued Check	08/30/2019	0.00
255440	WILCO	08/30/2019	900.73
255441	WILCOX & FLEGEL FUEL OIL CO.	08/30/2019	4,073.98
255442	WINDSTREAM	08/30/2019	1,882.81
255443	WORTHINGTON DIRECT	08/30/2019	12,358.13
122	Computer	Check(s) For a Total of	545,229.76

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 August 12, 2019, the board, by a _____ vote, approves payments, totaling \$283,440.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255444 through 255498, totaling \$283,440.61

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

Check Nbr	Vendor Name	Check Date	Check Amount
255444	AMAZON	08/30/2019	301.67
255445	ASSOC FOR SUPERVISION & CURRIC	08/30/2019	59.00
255446	BANK OF AMERICA	08/30/2019	4,527.65
255447	BEACOCK VANCOUVER MUSIC CO, IN	08/30/2019	67,004.99
255448	BJ's RAPID EDGE	08/30/2019	539.83
255449	CDW GOVERNMENT, INC.	08/30/2019	7,884.30
255450	CLASSIC PIANOS LLC	08/30/2019	21,001.84
255451	COPIES TODAY SPEEDY LITHO	08/30/2019	421.59
255452	COWLITZ COUNTY HEALTH DEPT	08/30/2019	6,320.00
255453	DAIRY FRESH FARMS	08/30/2019	254.90
255454	DAVIS DEMOGRAPHICS & PLANNING,	08/30/2019	5,231.25
255455	DELL	08/30/2019	704.29
255456	DEPT OF LABOR & IND - BOILER/P	08/30/2019	2,761.09
255457	DUCK DELIVERY PRODUCE, INC.	08/30/2019	435.95
255458	EASTBAY INC.	08/30/2019	803.20
255459	EDMENTUM INC.	08/30/2019	4,185.64
255460	EDUCATIONAL SERVICE DIST #112	08/30/2019	110.00
255461	ERNN	08/30/2019	660.00
255462	ESGI, LLC	08/30/2019	1,104.00
255463	FOOD SERVICES OF AMERICA	08/30/2019	18,455.64
255464	FRANZ FAMILY BAKERIES	08/30/2019	283.72
255465	GOPHER	08/30/2019	942.76
255466	HELPSYSTEMS	08/30/2019	212.99
255467	HOUGHTON MIFFLIN LLC	08/30/2019	778.32
255468	IMAGINE LEARNING INC	08/30/2019	2,383.61
255469	WELLS FARGO TRUST COMPANY, NA	08/30/2019	55,572.40
255470	LENOVO (UNITED STATES) INC	08/30/2019	6,862.63

Check Nbr	Vendor Name	Check Date	Check Amount
255471	LRP PUBLICATIONS	08/30/2019	569.00
255472	MATH LEARNING CENTER	08/30/2019	9,826.29
255473	MEDCO SUPPLY COMPANY	08/30/2019	557.11
255474	NASP, INC.	08/30/2019	254.00
255475	GLYNLYON INC	08/30/2019	19,133.70
255476	OETC	08/30/2019	84.94
255477	OFFICE DEPOT	08/30/2019	398.57
255478	OFFICE EXPRESS, INC	08/30/2019	1,070.19
255479	PALOS SPORTS, INC.	08/30/2019	155.92
255480	PARTS TOWN LLC	08/30/2019	39.19
255481	PERIPOLE INC	08/30/2019	109.95
255482	RHYTHM TRADERS INC	08/30/2019	1,756.00
255483	SCHOLASTIC	08/30/2019	1,547.34
255484	SCHOOL INFO & RESEARCH	08/30/2019	965.00
255485	SCHOOL TECHNOLOGY ASSOCIATES I	08/30/2019	626.98
255486	STEVE WEISS MUSIC	08/30/2019	803.21
255487	SWAA-WIAA DISTRICT 4	08/30/2019	240.00
255488	TEXTHELP INC.	08/30/2019	1,945.80
255489	THE HOME DEPOT PRO-SUPPLYWORKS	08/30/2019	473.48
255490	TROXELL COMMUNICATIONS, INC.	08/30/2019	2,305.78
255491	TWIN CITY SERVICE CO. INC.	08/30/2019	428.08
255492	UNITED GROCERS	08/30/2019	15.14
255493	WA ASSOC OF SCHOOL ADMINISTRAT	08/30/2019	2,477.75
255494	WA ST DEPT OF HEALTH	08/30/2019	312.00
255495	WA ST DEPT OF ECOLOGY	08/30/2019	937.00
255496	WENGER CORPORATION	08/30/2019	23,043.68
255497	WSSDA ANNUAL CONFERENCE	08/30/2019	3,300.00
255498	YOUTHLIGHT INC	08/30/2019	261.25

55 Computer Check(s) For a Total of 283,440.61

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 August 12, 2019, the board, by a _____ vote, approves payments, totaling \$808.39. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:
Warrant Numbers 255499 through 255499, totaling \$808.39

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

Check Nbr	Vendor Name	Check Date	Check Amount
255499	ACH- COWLITZ COUNTY TREASURER	08/30/2019	808.39
1	Computer	Check(s) For a Total of	808.39

**GENERAL FUND
SEPTEMBER 3, 2019**

**WE, THE UNDERSIGNED BOARD OF DIRECTORS OF KELSO SCHOOL DISTRICT NO. 458,
COWLITZ COUNTY, WASHINGTON, DO HEREBY CERTIFY THAT ALL SERVICES
RELATED TO PAYROLL COSTS, PAID BY DIRECT WARRANT(S) AS SPECIFIED ON
WARRANT(S) 255500 HAS BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$207.53
ON SEPTEMBER 3RD, 2019**

BOARD OF DIRECTORS

PRESIDENT

ATTEST:

SECRETARY, BOARD OF DIRECTORS,

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

As of August 12, 2019, the board, by a _____ vote, approves payments, totaling \$1,708,431.35. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:
Warrant Numbers 3125 through 3139, totaling \$1,708,431.35

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

Check Nbr	Vendor Name	Check Date	Check Amount
3125	ARBITRAGE COMPLIANCE SPECIALIS	08/30/2019	725.00
3126	BANK OF AMERICA	08/30/2019	183.78
3127	CITY OF KELSO-COMM DEVL-BLDG &	08/30/2019	2,632.07
3128	COLLINS ARCHITECTURAL GROUP PS	08/30/2019	189,420.01
3129	COWLITZ COUNTY BUILDING & PLAN	08/30/2019	7,018.14
3130	EDUCATIONAL SERVICE DIST #112	08/30/2019	41,065.92
3131	FIVE RIVERS CONSTRUCTION INC	08/30/2019	39,193.56
3132	FORMA CONSTRUCTION CO	08/30/2019	129,673.45
3133	GIBBS & OLSON INC	08/30/2019	5,946.11
3134	INTEGRUS ARCHITECTURE PS	08/30/2019	361,875.89
3135	J.H. KELLY, INC.	08/30/2019	641,460.46
3136	LP&H MECHANICAL CO.	08/30/2019	260,171.58
3137	MATERIALS TESTING & CONSULTING	08/30/2019	2,456.00
3138	PBS ENGINEERING & ENVIRON.	08/30/2019	26,566.19
3139	SECURITY PROFESSIONALS, LLC	08/30/2019	43.19

15 Computer Check(s) For a Total of 1,708,431.35

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 August 12, 2019, the board, by a _____ vote, approves payments, totaling \$5,514.07. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB CCT:
Warrant Numbers 30421 through 30424, totaling \$5,514.07

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

Check Nbr	Vendor Name	Check Date	Check Amount
30421	FEDERAL EXPRESS CORPORATION	08/30/2019	8.11
30422	GEAR UP SPORTS, LLC	08/30/2019	1,902.56
30423	JOSTEN'S AM. YEARBOOK CO	08/30/2019	3,183.40
30424	WIAA	08/30/2019	420.00
4	Computer	Check(s) For a Total of	5,514.07

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 August 12, 2019, the board, by a _____ vote, approves payments, totaling \$29,955.52. ~~The payments are further identified in this document.~~

Total by Payment Type for Cash Account, ASB CCT:
Warrant Numbers 30425 through 30429, totaling \$29,955.52

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

Check Nbr	Vendor Name	Check Date	Check Amount
30425	BANK OF AMERICA	08/30/2019	1,251.17
30426	BIGFOOT SCREEN PRINTING	08/30/2019	9,350.50
30427	BSN SPORTS / SPORTS SUPPLY GRO	08/30/2019	3,270.03
30428	COPIES TODAY SPEEDY LITHO	08/30/2019	188.09
30429	VARSITY SPIRIT FASHIONS	08/30/2019	15,895.73

5	Computer	Check(s) For a Total of	29,955.52
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KELSO SCHOOL DISTRICT
2019/20 K-12 Salary Allocation Schedule for Certificated Instructional Staff
185 DAYS

STEP	BASE	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	STEP
		BA+0	BA+15	BA+30	BA+45	BA+90	BA+135	MA+0	MA+45	MA+90	
0	\$ 46,907	\$ 46,907	\$ 48,174	\$ 49,486	\$ 50,802	\$ 55,023	\$ 57,742	\$ 56,237	\$ 60,459	\$ 63,180	0
1		\$ 47,538	\$ 48,823	\$ 50,152	\$ 51,525	\$ 55,791	\$ 58,495	\$ 56,862	\$ 61,128	\$ 63,830	1
2		\$ 48,140	\$ 49,437	\$ 50,781	\$ 52,259	\$ 56,512	\$ 59,245	\$ 57,492	\$ 61,744	\$ 64,477	2
3		\$ 48,760	\$ 50,069	\$ 51,427	\$ 52,953	\$ 57,199	\$ 59,996	\$ 58,088	\$ 62,331	\$ 65,131	3
4		\$ 49,368	\$ 50,734	\$ 52,100	\$ 53,680	\$ 57,950	\$ 60,769	\$ 58,714	\$ 62,984	\$ 65,804	4
5		\$ 49,996	\$ 51,369	\$ 52,749	\$ 54,416	\$ 58,670	\$ 61,545	\$ 59,349	\$ 63,605	\$ 66,480	5
6		\$ 50,641	\$ 51,985	\$ 53,411	\$ 55,161	\$ 59,395	\$ 62,285	\$ 60,001	\$ 64,235	\$ 67,124	6
7		\$ 51,775	\$ 53,139	\$ 54,584	\$ 56,429	\$ 60,726	\$ 63,696	\$ 61,221	\$ 65,516	\$ 68,488	7
8		\$ 53,436	\$ 54,873	\$ 56,353	\$ 58,351	\$ 62,706	\$ 65,785	\$ 63,141	\$ 67,497	\$ 70,576	8
9			\$ 56,671	\$ 58,223	\$ 60,293	\$ 64,749	\$ 67,933	\$ 65,082	\$ 69,541	\$ 72,725	9
10				\$ 60,115	\$ 62,335	\$ 66,850	\$ 70,141	\$ 67,126	\$ 71,642	\$ 74,931	10
11					\$ 64,436	\$ 69,050	\$ 72,406	\$ 69,227	\$ 73,842	\$ 77,196	11
12					\$ 66,471	\$ 71,309	\$ 74,765	\$ 71,411	\$ 76,100	\$ 79,558	12
13						\$ 73,624	\$ 77,182	\$ 73,672	\$ 78,414	\$ 81,973	13
14						\$ 75,948	\$ 79,690	\$ 76,000	\$ 80,891	\$ 84,482	14
15						\$ 77,925	\$ 81,764	\$ 77,975	\$ 82,994	\$ 86,678	15
16						\$ 79,482	\$ 83,398	\$ 79,534	\$ 84,654	\$ 88,411	16
17+						\$ 80,277	\$ 84,649	\$ 80,329	\$ 85,500	\$ 89,740	17+
25+									\$ 90,632	\$ 90,632	25+

credits
earned
before
01/01/92

Any credits in excess of 45 earned after the BA degree but before the MA degree may be counted after the MA degree.

Board Approval

By: _____ Date: _____

School Board President

2019-20 Certificated Salary Schedule

2019/2020 Salary Schedule for Certificated Substitute Teachers

7.5 Hr School Day

Step 1	\$175.00	Working 0 to 90 days	Hourly =	\$23.33
Step 2	\$190.00	Working 91 + days	Hourly =	\$25.33

7.5 Hr School Day with no prep (Elementary School Only)

Step 1	1 hour = Add'l \$23.33, 30 minutes = Add'l \$11.67
Step 2	1 hour = Add'l \$25.33, 30 minutes = Add'l \$12.67

7.5 Hr School Day including 6th Period (Middle School Only)

Step 1	\$204.17	$\$175.00/6 = \$29.17 + \$175.00$
Step 2	\$221.67	$\$190.00/6 = \$31.67 + \$190.00$

7.5 Hr School Day including 5th Period (Kelso High School Only)

Step 1	\$210.00	$\$175.00/5 = \$35.00 + \$175.00$
Step 2	\$228.00	$\$190.00/5 = \$38.00 + \$190.00$

*Any substitute employee who begins a school year and works five (5) or more consecutive days in the same assignment shall be placed on the salary schedule and paid the appropriate rate from the first day of work.

**After ten (10) days of continuous long-term substituting in the same assignment, the first five days of work shall be eligible for per diem wage as per the employee's placement on the current certificated employee salary schedule.

- Substitutes are required to work a full day (7.5 hours) on Wednesday Early Release Days -

Board Approval:

By: _____ Date: _____
 School Board President



Kelso High School

"It's a Matter of Pride"

1904 Allen Street • Kelso Washington 98626

(360) 501-1800 • FAX (360) 501-1843 www.kelsohighschool.com

Christine McDaniel, Principal • Kim Allais, Asst. Principal • Rob Birdsell, Asst. Principal • Jason Coburn, Athletic Coordinator • Melissa Boudreau, CTE Director

August 26, 2019

SUBJECT: EQUIPMENT REMOVAL

Dear Mr. Scott Westlund:

I respectfully request Kelso School District discard the following items with approval of KSD School Board. The items are too costly for repair, have become obsolete and are not safe for resale within the community. Once approved for removal CTE Department will take of proper disposal.

- Oscilloscope- KSD 45815576- Ancient tech that has since been integrated into a scan tool function, these are no longer used in a stand-alone version. incomplete as well.
- Bench grinder- KSD 45310635- Inoperable, missing safety shields and are unsafe.
- Tire mount and dismount machine- KSD 45819565- mostly inoperable and very outdated.
- Valve grinder machine- KSD 45310636- missing pieces and inoperable, also obsolete.

For questions, please contact me at (360) 501-1839 or melissa.boudreau@kelsosd.org

Sincerely,

Melissa Boudreau
Director of College, Career & Technical Education
Kelso School District



Section: **MANAGEMENT SUPPORT** **NEW TO DISTRICT**

Procedure Title: Safety, Operations and Maintenance of School Property

Playground Equipment

Plans to install playground equipment, either temporarily or permanently at a school site, will be reviewed by a committee appointed by the school principal and other appropriate staff members, **including the Supervisor of Facilities**. A representative from the current insurance carrier will be contacted prior to installation.

Guidelines

- A. Equipment must meet the safety criteria listed below:
 - 1. All playground equipment must have an immediate ground surface which limits the impact from a fall, according to ASTM F-355-72. The safety surface must extend to the maximum distance to which a fall could occur;
 - 2. Equipment is to be placed so as to take advantage of topography of surrounding terrain and far enough apart so that there will be a dispersion of children allowing safe, free movement with the least possible congestion;
 - 3. All equipment is to be free from hazardous protrusions, points and sharp edges.
 - 4. Exposed component materials are to be rust-free, clean and durable to use and weather with a minimum amount of splintering, flaking or other deterioration. Lead paint and creosote will not be used;
 - 5. Equipment that is low to the ground and with a six (6) foot maximum vertical limit is preferred;
 - 6. All moving parts are to be concealed and be designed to minimize the chances of pinching or catching of clothing or of body; and
 - 7. All equipment must be securely anchored according to manufacturer's recommendations and installed by the manufacturer or his/her authorized representative.
- B. Equipment should require a minimum of maintenance, specifically for replacement of parts and painting;
- C. Equipment should be aesthetically appealing, and encourage active and creative use;
- D. Equipment should be difficult to vandalize; and
- E. Unpadded cement or steel stationary poles should not be in areas intended for running games.

The maintenance supervisor will coordinate installation of approved equipment with the school principal. Quarterly inspections will be conducted.

Adopted:

Unfinished Business

- A. Policy 3246, Restraint and Isolation of Students – Second Reading (Action)
.....Holly Budge
- B. Policy 6700 Nutrition, Health and Physical Fitness – Second Reading (Action)
..... Scott Westlund

Section: **STUDENTS**

Policy Title: **Restraint or Isolation of Students**

It is the policy of the Kelso Board of Directors that the district maintains a safe learning environment while treating all students with dignity and respect. All students in the district, including those with an Individualized Education Program (IEP), or a plan developed under Section 504 of the Rehabilitation Act of 1973 will remain free from the unreasonable restraint, **restraint devices, ~~or~~ isolation, and other uses of physical force.** Under no circumstances will these techniques be used as a form of discipline or punishment.

This policy is intended to address district students. It is not intended to prevent or limit the use of restraint or other reasonable force as necessary with adults or other youth from outside the district as allowed by law.

Use of restraint ~~or~~ isolation, or other forms of reasonable force may be used on any student when reasonably necessary to control spontaneous behavior that poses an “imminent likelihood of serious harm” as defined by RCW 70.96B.010 and Chapter 392-172A WAC and explained in the procedure accompanying this policy. Staff will closely monitor such actions to prevent harm to the student and will use the minimum amount of restraint and isolation appropriate to protect the safety of students and staff. The restraint, ~~or~~ isolation, **or other forms of reasonable force** will be discontinued when the likelihood of serious harm has dissipated.

The superintendent or a designee will develop procedures to implement this policy, including review, reporting and parent/guardian notification of incidents involving restraint or isolation as required by law. **The superintendent or designee will report annually to the board on incidents involving the use of force.**

Cross References:	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973

- Legal Reference:** RCW 9A.16.020 Use of Force – When lawful
 RCW 9A.16.100 Use of Force on Children – Policy –
 Actions presumed unreasonable
 RCW28A.150.300 Corporal Punishment Prohibited – Adoption
 of policy
- RCW28A.155.210 Use of restraint or isolation – Requirement
 for procedures to notify parent or
 guardian
- RCW28A.600.485 Restraint of students with individualized
 education programs or plans developed
 under Section 504 of the Rehabilitation Act of
 1973 – Procedures – Definitions (as amended
 by SHB 1240)
- ~~RCW 70.96B.010—Definitions~~
- WAC 392-400-235 Discipline – Conditions and limitations
 Chapter 392-172A WAC – Rules for the provision of special
 education
- WAC 392-172A-510092 Imminent
- WAC 392-172A-01109 Likelihood of Serious Harm

Management Resources:

- Policy News*, March 2016
- Policy Alert*, July 2015
- Policy and Legal News*, December 2013 New policy on Isolation and
 Restraint of students with
 IEPs and 504 plans
- Policy and Legal News*, July 2013 Use of Reasonable Force Policy
 retitled, revised to include
 new reporting requirement
 pursuant to ESSB 1688
- Policy News*, December 2008 Use of Reasonable Force Policy

Adopted: January 27, 2014
Revised: December 7, 2015
Revised: August 13, 2018
Revised: August 12, 2019

Section: **STUDENTS**

Procedure Title: **Restraint or Isolation of Students**

The procedure is intended to apply whenever it is deemed reasonably necessary by district staff to control spontaneous behavior by any student that poses an imminent likelihood of serious harm. This procedure is intended to be interpreted consistent with the requirements of RCW 28A.600.485, RCW 9A.16.020, ~~RCW 9A.15.100~~, ~~RCW 9A.16.100~~, RCW 28A.160.300, RCW 28A.155.210, WAC 293-400-235, and, for students with an IEP, consistent with the regulations of Chapter 392-172A, WAC.

Definitions:

- **Behavioral intervention plan:** A plan incorporated into a student's Individualized Education Program (IEP), which at a minimum describes:
 1. The pattern of behavior that impedes the student's learning or the learning of others;
 2. The instruction and/or environmental conditions or circumstances that contribute to the pattern of behavior(s) being addressed by the IEP team
 3. The positive behavior interventions and supports to:
 - a. Reduce the pattern of behavior(s) that impedes the student's learning or the learning of others and increases the student's desired prosocial behaviors; and
 - b. Ensure the consistency of the implementation of the positive behavior interventions across the student's school-sponsored instruction of
 4. The skills that will be taught and monitored as alternatives to challenging behavior(s) for a specific pattern of behavior of the student.
- **De-escalation:** The use of positive behavior interventions and other district-approved strategies to defuse a student who has lost self-control, is non-compliant or is demonstrating unacceptable behavior. These strategies

address behavior that is dangerous, disruptive or otherwise impedes the learning of a student or others.

- **Imminent:** The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
- **Isolation:** Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate positive behavior intervention plan.
- **Likelihood** of serious harm: a substantial risk that:
 - Physical harm will be inflicted by a student upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself;
 - Physical harm will be inflicted by a student upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm;
 - Physical harm will be inflicted by a student upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or
 - The student has threatened the physical safety of another and has a history of one or more violent acts.
- **Positive behavioral interventions:** Strategies and instruction that can be implemented in a strategic manner in order to provide alternatives to challenging behaviors, reinforce desired behaviors and reduce or eliminate the frequency and severity of challenging behaviors. Positive behavior interventions include the consideration of environmental factors that may trigger challenging behaviors and teaching a student the skills to manage his or her own behavior.
- **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device **to restrict a student's freedom of movement**. It does not include appropriate use of a prescribed medical, orthopedic or

therapeutic device when used as intended, such as to achieve proper body position, balance or alignment or to permit a student to safely participate in activities.

- **Restraint device:** A device used to assist in controlling a student. Restraint device does not mean a seat harness used to safely transport students **or other safety devices such as safety belts for wheelchairs, changing tables, booster seats, and other ambulatory devices intended for the safety of the student.** This definition is consistent with RCW 28A.600.485(1)(c), and is not intended to endorse or encourage the use of such devices or techniques with district students.
- **School resource officer:** A commissioned law enforcement officer who provides law enforcement services and may perform other duties for the district, and is assigned by the employing police department or agency to work in collaboration with the district.
- **School security officer:** A classified or contracted school district employee other than a school resource officer who provides security services in the district under the direction of a school administrator.

General use of restraint or isolation, or other forms of reasonable force:

- Restraint or isolation may be used when reasonably necessary to control spontaneous behavior that poses an “imminent likelihood of serious harm” as defined above.
- An IEP or plan developed under Section 504 of the Rehabilitation Act of 1973 must not include the use of restraint or isolation as a planned behavior intervention unless a student’s individual needs require more specific advanced education planning and the student’s parent or guardian agrees. Nothing in these procedures is intended to limit the provision of a free appropriate public education (FAPE) under Part B of the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.
- Restraint, isolation, or other forms of reasonable physical force will not be used as a form of discipline or punishment.

- Restraint or isolation should not be used as an intervention if the school employee, school resource officer or school security officer knows that the student has a health condition or physical problem and the condition or problem would be exacerbated by the use of such techniques.

Conditions specific to use of isolation with students eligible for special education (consistent with WAC 392-172A-02110);

- The isolation enclosure will be ventilated, lighted and temperature controlled from inside or outside or purposes of human occupancy.
- The isolation enclosure will permit continuous visual monitoring of the student from outside the enclosure.
- An adult responsible for supervising the student will remain in visual or auditory range of the student at all times.
- Either the student shall be capable of releasing himself or herself from the enclosure, or the student shall continuously remain within view of an adult responsible for supervising the student.
- Any staff member or other adults using isolation must be trained and certified by a qualified provider in the use of isolation, unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.

Prohibited practices involving restraint, use of force, and discipline specifically for students eligible for special education (consistent with WAC 392-172A-02076):

The following practices are prohibited with students eligible for special education services:

- District personnel are prohibited from using aversive interventions with a student;
- District personnel are prohibited from physically restraining or isolating any student, except when the student's behavior poses an imminent likelihood of serious harm as defined above, or except as necessary to provide FAPE under the IDEA of Section 504 as referenced above;
- ~~District personnel are prohibited from using aversive interventions with a student;~~

- ~~● District personnel are prohibited from physically restraining or isolating any student, except when the student's behavior poses an imminent likelihood of serious harm as defined above, or except as necessary to provide FAPE under the IDEA of Section 504 as referenced above;~~
- No student may be stimulated by contact with electric current, including, but not limited to, tasers;
- A student may not be denied or subjected to an unreasonable delay in the provision of food or liquid from when the food or liquid is customarily served as a form of punishment;
- A student may not be the recipient of force or restraint that is either unreasonable under the circumstances or deemed to be an unreasonable form of corporal punishment as a matter of state law (see above, for example, for a list of practices presumed to be unreasonable when used in correction or restraining a child);
- A student must not be denied or subjected to an unreasonable delay in the provision of common hygiene care;
- A student must not be denied or subjected to an unreasonable delay in the provision of medication;
- A student may not be excluded from his or her regular instructional or service area and isolated within a room or any the form of enclosure, except under the conditions set forth n WAC 392-172A-02110;
- A student must not be forced to listen to noise or sound that the student finds painful;
- A student must not be forced to smell or be sprayed in the face with a noxious or potentially harmful substance;
- A student must not be forced to taste or ingest a substance which is not commonly consumed or which is not commonly consumed in its existing form or concentration;
- A student's head must not be partially or wholly submerged in water or any other liquid;
- A student must not be physically restrained or immobilized by binding or otherwise attaching the student's limbs together r by binding or otherwise

attaching any part of the student's body to an object, except under the conditions set forth in WAC 392-172A.02110.

Degree of force:

- Restraint or isolation will be discontinued as soon as a determination is made by the staff member administering the restraint or isolation or other forms of reasonable physical force that the likelihood of serious harm has dissipated.
- Restraint or isolation must be administered in such a way so as to prevent or minimize physical harm to the student. If, at any time during the use of restraint or isolation the student demonstrates significant physical distress, the technique must be reduced immediately and, if necessary, school staff must take immediate steps to seek medical assistance.

Monitoring:

An adult must continually monitor any student when restraint or isolation is used. The monitoring must be conducted by continuous visual monitoring of the student. Monitoring must include regularly evaluating the student for signs of physical distress.

Post-incident notification and review with parent/guardian:

Within twenty-four (24) hours following the use of restraint or isolation with a student, the principal or designee must make a reasonable effort to verbally inform the student's parent or guardian of the incident. The principal or designee must also send written notification as soon as practical, but postmarked no later than five (5) business days after restraint or isolation has been used with a student. If the school or district customarily provides the parent or guardian with school-related information in a language or mode of communication other than English, the written report must be provided to the parent or guardian in that language or mode of communication.

The principal or designee will review the incident with the student and the parent or guardian (though not necessarily at the same time) to address the behavior that precipitated the use of the technique and the appropriateness of the response. The

principal or designee will review the incident with the staff person(s) who administered the restraint, isolation, or other forms of reasonable physical force to discuss whether proper procedures were followed and what staff training or support is needed to help the student avoid similar incidents.

IEPs and 504 plans will include the above procedures for notification of parents/guardians regarding the use of isolation and restraint.

Incident report

Any school employee, school resource officer or school security officer who uses restraint or isolation as defined in this procedure, on any student during school-sponsored instruction or activities, will inform the principal or a designee as soon as possible and within two (2) business days submit a written report of the incident to the district office. The written report will contain, at a minimum:

- The date and time of the incident;
- The name and job title of the staff member who administered the restraint, isolation, or other form of reasonable physical force;
- A description of the activity that led to the restraint or isolation;
- The type of restraint or isolation used on the student and the duration;
- Whether the student or staff was physically injured during the restraint or isolation incident;
- Any medical care provided to the student or staff; and
- Any recommendations for changing the nature or amount of resources available to the student and staff members in order to avoid similar incidents.

Resolution of concerns about the use of force incident

A student or his/her parent or guardian who has concerns regarding a specific incident involving restraint or isolation may seek to resolve the concern by using the district's complaint process which is set forth in Policy 4220, Complaints Concerning Staff or Programs.

Providing parents/guardians with Restraint and Isolation policy;

The district will make available to all parents/guardians of students the district's policy on Restraint and Isolation. If the student has an IEP or 504 plan, the District will provide the parents/guardians a copy of the policy each time an initial or annual when the IEP or 504 plan is developed.

Staff training requirements

Any staff member or other adults using isolation or restraint must be trained and certified by a qualified provider in the use of isolation and restraint, unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.

Submission of incident reports to the Office of Superintendent of Public Instruction;

Annually by January, the district will summarize the written incident reports described above and submit those summaries to OSPI. The summaries will include:

- The number of individual incidents of restraint and isolation;
- The number of students involved in the incidents;
- The number of injuries to students and staff; and
- The types of restraint or isolation used.

Annual Report:

The building administrator or a designee will maintain a data base of all instances of use of force as defined by this procedure, which will be presented to the superintendent annually.

- Adopted: January 27, 2014
- Revised: December 7, 2015
- Revised: August 13, 2018
- Revised: August 12, 2019

Section: **MANAGEMENT SUPPORT**

Policy Title: **Nutrition, Health and Physical Fitness**

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the District's increased emphasis on nutrition, health and physical education, and physical activity at all grade levels to enhance the well-being of the District's students. Therefore, it is the policy of the Board of Directors to provide to students with access to nutritious food; emphasize health education and physical education; and provide students with opportunities for physical activity.

Wellness Policy

The District, through a wellness committee, will develop and implement a comprehensive wellness policy in compliance with state and federal requirements for districts participating in the National School Lunch Program, the School Breakfast Program and the United States Department of Agriculture (USDA) Smart Snacks in School nutrition standards.

Nutrition and Food Services Program

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast programs and will provide wholesome and nutritious meals for children in the District's schools. The board authorizes the Superintendent, or designee, to administer the food services program, provided that any decision to enter into a contract with a ~~private~~ food service agency shall require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The Superintendent is responsible for:

- Distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices *and submitting them to the board for approval* annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy;
- Accommodating children with special dietary needs;

- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School standards.

Health and Fitness Program

The District's K-12 health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, to eat nutritiously, to access reliable health information and services, to communicate effectively, and to set health-enhancing goals.

The District will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All high school students are required to complete a minimum of .5 credits of health and 2.0 credits of physical education.
- The district will offer a one credit course or its equivalent in physical education for each grade in the high school program (grades 9-12).
- All students will have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.
- OSPI-developed assessments, WelNet Focused Fitness Performance Assessments, or other strategies will be used in health and physical education, formerly known as classroom-based assessments (CBAs).

Additionally, School districts must conduct an annual review of their PE programs. The review must consist of numerous provisions, including:

- *The number of individual students completing a PE class during the school year;*
- *The average number of minutes per week of PE received by student in grades 1 through 8, expressed in appropriate reporting ranges;*
- *The number of students granted waivers from PE requirements;*
- *An indication of whether all PE classes are taught by instructors who possess a valid health and fitness endorsement;*
- *The PE class sizes, expressed in appropriate reporting ranges;*
- *An indication of whether, as a matter of policy or procedure, the district routinely modifies and adapts its PE curriculum for students with disabilities; and*

- *An indication of whether the district routinely excludes students from PE classes for disciplinary reasons.*

As a best practice and subject to available funding, the District will strive to ensure;

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All schools will have certificated physical education teachers providing instruction.
- All schools will have appropriate class sizes, facilities, equipment, and supplies needed to deliver quality health and physical education consistent with state standards.
- All physical education teachers will be encouraged to participate in professional development in physical education at least once a year.

Physical Activity

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will strive to provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Family and community engagement;
- Staff wellness and health promotion;
- Active transportation; and
- School district facilities.

Cross References:	Policy 2150	Co-Curricular Program
	Policy 2151	Interscholastic Activities
	Policy 2161	Special Education and Related Services for Eligible Students
	Policy 2162	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973
	Policy 2410	High School Graduation Requirements
	Policy 3210	Nondiscrimination
	Policy 3422	Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest
	Policy 4260	Use of School Facilities

Policy 6700 Continued

Legal References:	RCS 28A.210.365	Food choice, physical activity, childhood fitness – Minimum Standards – District waiver or exemption policy.
	RCW 28A.230.040	Physical Education – Grades 1-8
	RCW 28A.230.050	Physical Education in High Schools
	RCW 28A.230.095	Essential academic learning requirements and assessments – Verification reports.
	RCW 28A.235.120	Meal Programs, Establishment and Operation, Personnel Agreements
	RCW 28A. 235. 130	Milk for children at school expense
	RCW 28A.235.140	School breakfast programs
	RCW 28A.235.145	School breakfast and lunch programs – use of state funds
	RCW 28A.235.150	School breakfast and lunch programs – Grants to increase participation – Increased state support
	RCW 28A.235.160	Requirements to implement school breakfast, lunch and summer food service programs – Exemptions
	RCW 28A.235.170	Washington grown fresh fruit and vegetable grant program
	RCW 28A. 623.020	Nonprofit program for elderly – Authorized – Restrictions
	RCW 69.04	Intrastate Commerce in Food, Drugs and Cosmetics
	RCW 69.06.010	Food and beverage service worker’s permit – Filing, duration – Minimum training requirements
	RCW 69.06.020	Permit exclusive and valid throughout state – Fee
	RCW 69.06.030	Disease persons – May not work – Employer may not hire
	RCW 69.060.050	Permit to be secured within fourteen days from time of employment.
	RCW 69.06.070	Limited duty permit
	WAC 180-51-068	State subject and credit requirements for high school graduation – Students entering the ninth grade on or after July 1, 2015.
	WAC 392-157-125	Time for meals
	WAC 392-410-135	Physical Education – Grade school and high school requirement.

Policy 6700 Continued

WAC 392-410-136
2 CFR Part 200

Physical Education Requirement - Excuse
Procurement

7 CFR, Parts 210 and 220
7 CFR, Part 245.5

Management Resources:

Policy News, July 2017

Policy and Legal News, April 2017

Policy News, June 2015

Policy and Legal News, February 2014

Policy News, February 2005

Policy News, December 2004

Wellness School Assessment Tool

Wellness Policy Tool

Alliance for a Healthier Generation

Wellness Policies

OSPI Child Nutrition School

Wellness Policy Best Practices for
Policy Development, Implementation
and Evaluation

Comprehensive School Physical Activity
Program

Healthy and Hunger Free Kids Act
regulations on school snacks go into effect
July 1, 2014

Nutrition and Physical Fitness Policy

Nutrition and Physical Fitness Update

Adopted: July 18, 2005

Revised: September 19, 2016

Revised: December 5, 2016

Revised: June 12, 2017

Revised:

New Business

- A. Lexington/Wallace PresentationIntegrus & Construction Services Group (CSG)
- B. Superintendent Evaluation/Salary..... Leah Moore
- C. Preliminary EnrollmentScott Westlund
- D. Stadium Sound ProjectScott Westlund
- E. Phone Bid RejectionScott Westlund
- F. Resolution 2019/20-1 Credit Card NamesScott Westlund
- G. Policy 3432 Emergencies – First ReadingScott Westlund
- H. Policy 4500 Unmanned Aircraft System & Model Aircraft – First Reading.....
Scott Westlund
- I. Policy 6020 System of Funds and Accounts - First Reading..... ..Scott Westlund

Lexington/Wallace Presentation

Annual Superintendent Evaluation
Mary Beth Tack
June 10, 2019

Attendees: Mary Beth Tack, Karen Grafton, Mike Haas, Darr Kirk, Leah Moore, Howard Sharples

At our board advance in June 2018 the board and Mary Beth agreed to narrow the focus of the evaluation for the 2018-19 school year to WSSDA/WASA Washington Standards-Based Superintendent Framework Standards Three, Seven and Eight. We also agreed to a review of paid holiday and salary in June 2019.

Overall the board expressed pleasure and satisfaction with Superintendent Tack's performance during a challenging first year. As a whole we felt that she had performed in the "Proficient" or "Distinguished" category across all standards.

In regards to **Standard 3- Curriculum, Instruction and Assessment**: Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction and assessment to promote each student's academic success and well-being.

Theme A: Advocates for student learning as the district's highest priority.

Rating: Proficient/Distinguished

Justification/Discussion: Continual focus on equity. Demonstrated desire to engage stakeholders in continuous improvement.

Theme B: Promotes the systematic improvement of coherent curriculum, instruction and assessment.

Rating: Proficient/Distinguished

Justification: Strong focus on data analysis. Led a superior implementation of a rigorous ELA curriculum adoption.

Theme C: Ensures that district policies, practices, and resources support learning for each student.

Rating: Distinguished.

Justification: Continual focus on equity. Engagement of cabinet and staff in developing district practices.

Theme D: Promotes values, beliefs and behaviours that create an organizational culture devoted to student learning.

Rating: Proficient

Justification: Superintendent Tack has done a great deal of work in creating a culture that addresses opportunity gaps for students. We hope that in time that culture will become a sustaining shared moral imperative across the district.

In regards to **Standard 7- Operations and Management**: Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.

Theme A: Uses a continuous improvement process for implementing, monitoring, evaluating and improving district operations.

Rating: Distinguished

Justification: Collaboration with Board and Cabinet to support district roadmap. Data driven decision making.

Theme B: Effectively manages fiscal resources in accord with board priorities and instructional improvement.

Rating: Distinguished

Justification: Staff, Community and Board collaboration to deliver on bond promises. Superintendent Tack demonstrated exceptional leadership during the difficult 2019-20 budget process.

Theme C: Strategically manages human resources to support instructional improvements and other district goals.

Rating: Proficient

Justification: Superintendent Tack has demonstrated leadership in hiring and induction of staff. She has also shown a strong aptitude in developing leadership candidates.

Theme D: Effectively manages key elements of district operations.

Rating: Proficient

Justification: None given

Theme E: Develops systems for ensuring that employee performance meets district expectations.

Rating: Proficient

Justification: Superintendent Tack has taken an active role in resolving difficult employee performance issues.

In regards to **Standard 8- Collaboration with the Board**: Effective educational leaders develop positive working relationships and procedures that help the board of directors to promote each student's academic success and well-being.

Theme A: Respects and advocates mutual understanding of the roles and responsibilities of superintendents and board

Rating: Distinguished.

Justification: Encourages open and candid discussion. Willing to spend time to educate and understand with a relatively new board.

Theme B: Honors board policy

Rating: Distinguished

Justification: Continued standing procedure of review of policy making process.

Theme C: Provides the board with timely information

Rating: Distinguished

Justification: Excellent communication via Friday notes and text/phone as appropriate. Seeks continual feedback about communication needs.

Theme D: Treats all board members fairly, respectfully and responsibly.

Rating: Distinguished

Justification: None given

Theme E: Provides necessary support for effective board decision-making

Rating: Distinguished.

Justification: Strong collaboration. Provides needed information in a timely manner.

Theme F: Builds strong team relationships with the board.

Rating: Distinguished

Justification: Schedules retreats and reviews to engage board in collaboration and shared decision making.

Paid Holiday and Salary Review

The Board asked that Superintendent Tack's current contract be honored with the following amendments.

- 1- Inclusion of 12 paid holidays in alignment with other Washington Superintendents.
- 2- Pass through of any Washington State Legislature Salary Inflationary Increase.

Future Evaluations

The Board would like to schedule a board retreat in Winter 2019 after the election of new board members. At that time the board will discuss potential focus areas and method for the 2019-20 evaluation. The board desires greater fidelity to the WSBSE (Washington Standards Based Superintendent Evaluation)

August 12, 2019

Kelso School District No. 458
Cowlitz County, Washington

Superintendent Employment Contract (Addendum)
2019-2020 Year two of a three year agreement

Terms of this Agreement are subject to change through Statewide Legislative Action and District Negotiations

#2 Compensation - Statewide pass through monies - Implicit Price Deflator (IPD)
Two (2) percent will be added to compensation

#10 Technology Allowance – District-wide for administration through negotiations
Eighteen (1800) dollars

Accepted this 12th day of August, 2019



Mary Beth Tack

Board of Directors
Kelso School District




Leah Moore, President



Karen Grafton, Vice President



Mike Hass, Director
6/12/19

Darr Kirk, Director


Howard Sharples, Director

Preliminary Enrollment Report



September 3, 2019

TO: Mary Beth Tack, Superintendent

FROM: Scott W. Westlund, Chief Financial and Operations Officer

RE: Acceptance of Stadium Sound System Replacement Bid.

We have completed our Request for Bids for the Stadium Sound System Replacement Project.

The project will entail the complete replacement of new audio components at the stadium.

We received two bids from Pacific Tech Construction and Three Rivers Audio Visual.

I would recommend that the Board approve both the base bid for a total of \$49,000 plus applicable taxes/fees from Three Rivers Audio/Visual. Funds will come from the Capital Projects Fund as part of the 2018 voter approved bond program.



August 29, 2019

TO: Mary Beth Tack, Superintendent

FROM: Scott Westlund, Chief Financial & Operations Officer

RE: Reject District Phone Replacement Bid and Re-Issue RFP.

I would like to request that the School Board reject the District Phone Bids submitted August 27, 2019, as non-responsive.

Two bids were received on August 27th, but both failed to acknowledge receipt of both Addendums issued following the issue of the RFP. Therefore, both bids are considered non-responsive.

We have already re-issued the RFP and appropriate legal notices, included a mandatory pre-bid conference, and will have submittal of bids received September 10th, 2019 at 4:00pm. We anticipate that both bidders will resubmit bids.

KELSO SCHOOL DISTRICT NO. 458
RESOLUTION NO. 19/20-01

WHEREAS, Kelso School District No. 458 has a need to provide a service of convenience for travel and other District related expenses, and

WHEREAS, one way to provide said service is to allow designated school personnel to utilize a bankcard in order to pay for authorized travel and lodging expenses, conference registrations and District business related expenses,

WHEREAS, said use of a bankcard by authorized personnel of a municipality is allowable under RCW.42.24.115, and

THEREFORE, BE IT RESOLVED, that Kelso School District be authorized and empowered to apply for and receive Bank of America Mastercards for Kelso School District No. 458 in the names of:

Mary Beth Tack – Superintendent	\$ 7,500
Scott Westlund – Chief Financial and Operations Officer	\$ 7,500
Christine McDaniel – Kelso High School Principal	\$ 10,000
Kim Yore – Director of Teaching & Learning	\$ 25,000
Don Iverson – Director of Programs & Assessment	\$ 15,000
District Card – Title and LAP Programs	\$ 15,000
Greg Gardner – Principal Coweeman Middle School	\$ 5,000
Laura Hiatt – Principal Huntington Middle School	\$ 5,000
Rob Birdsall – Assistant Principal / ASB Advisor	\$ 10,000
Tim Peterson – Director of Human Resources	\$ 5,000
Molly Guler – Executive Assistant to Superintendent	\$ 5,000
District Card – Fiscal Office	\$ 15,000
Gary Schimmel – Facilities/Maintenance Supervisor	\$ 5,000
Holly Budge – Director of Special Education	\$ 5,000
David McDaniel – Transportation Supervisor	\$ 5,000
Kaydee Harris – Food Services Supervisor	\$ 5,000
District Card – Maintenance Department	\$ 5,000
Melissa Boudreau, CTE Administrator	\$ 7,500
Jason Coburn , Athletic Director	\$ 7,500

DATED this 9th day of September, 2019.

BOARD OF DIRECTORS
KELSO SCHOOL DISTRICT NO. 458

President

ATTEST:

Mary Beth Tack, Secretary

Section: **STUDENTS**

Policy Title: **Emergencies**

Drills:

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following ~~three~~ basic functional drill responses.

Shelter-in-Place

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard. A shelter-in-place drill will be held at least once each school year.

Lockdowns

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosure. Lockdown drills will be held at least three times each school year.

Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, *due to threats, such as fires, oil train spills, or tsunamis*, they will be able to leave the building in the shortest time possible and take the safest route possible to another school, ~~or~~ facility, or other designated location.

Fire Evacuation

~~Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills shall be held three times each year, preferably one each trimester.~~

The above safety-related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and*
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.*

The superintendent/designee is directed to develop emergency evacuation procedures for each building.

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. ~~These safety-related drills may also incorporate~~ *An earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold" will be held annually.* Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent will establish guidelines and action taken by building principals

should an earthquake occur while school is in session.

Bomb Threats

The superintendent will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency

Lockout

Students will receive instruction so that in an event which may be considered a threat or hazard outside of the school building, staff, students, and visitors will be secured inside the building perimeter. In the event of criminal activity or dangerous events in the surrounding area, doors to the outside of the building will be locked. Lockout does allow for educational practices to continue with little classroom interruption or distraction depending on the situation.

Additional Safety Related Drill

~~One additional safety related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis or other high risk local events.~~

~~At least one drill annually will use the school mapping information system.~~

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent/designee will establish procedures for the emergency closure of a building or department.

Legal References: RCW 19.27.110

 RCW 28A.320.125

International Fire Code – Administration and Enforcement by Counties, other political subdivisions and municipal counties
Safe school plans – Requirements – Duties of school districts, schools, and educational

Management Resources:

- Policy and Legal News, July 2017*
- Policy and Legal News, June 2013* - Emergencies Policy Updated
- Policy News, August 2008* School Safety Plans
- June 2008 OSPI School Safety Planning Manual
- Policy News, October 2006* Pandemic Flu Planning for School Districts
- Policy News, February 1999* Fire drills required monthly

Adopted: May 8, 2006
Revised: February 23, 2015
Revised: December 5, 2016
Revised:

Section: COMMUNITY RELATIONS

Policy Title: Unmanned Aircraft System and Model Aircraft

The unapproved use or possession of an unmanned aircraft system (UAS) (commonly referred to as “drone”) or model aircraft on district property or at a district-sponsored event is prohibited. This means, individuals and entities shall not, at any time, without prior district approval, use or possess a UAS or model aircraft on, in, above, or upon any district property or premises, including those owned, leased, maintained, or used by the district.

The district reserves the right to remove or refuse entry or admission to any individual or entity who violates this policy. The district further reserves the right to exclude any individual or entity who violates this policy from future entry upon district property or entry to district-sponsored events. Students and employees violating this policy may be subject to disciplinary action or discharge. Any violator may also be reported to authorities, including local law enforcement and the Federal Aviation Administration (FAA).

Definitions

1. Unmanned Aircraft System:

Unmanned aircraft system means an unmanned aircraft and associated elements (including communication links and the components that control the unmanned aircraft) that are required for the pilot in command to operate safely and efficiently in the national airspace system.

2. Unmanned Aircraft:

Unmanned aircraft means an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

3. Model Aircraft:

A model aircraft means an aircraft that is:

- A. Capable of sustained flight in the atmosphere;
- B. Flown within visual line of sight of the person operating the aircraft; and
- C. Flown for hobby or recreational purposes.

Approval Process

Any individual or entity wishing to use or possess a UAS or model aircraft on district property or at a district-sponsored event must receive pre-approval. Individuals and entities must seek pre-approval from the superintendent or designee.

Any individual or entity who receives pre-approval to use or possess a UAS or model

aircraft on district property or at a district-sponsored event must abide by district policies and procedures, any special restrictions put in place by the person granting pre-approval, the laws set forth in the FAA Modernization and Reform Act of 2012, and any laws adopted by state and local authorities.

The superintendent or designee may require those using or possessing a UAS or model aircraft to: (a) provide proof of insurance; (b) enter into an agreement which holds the district harmless from any resultant claims or harms to individuals and damage to property; and (c) any additional requirements as determined appropriate by the district.

Cross References: 3240 - Student Conduct Expectations and Reasonable Sanctions
 4200 - Safe and Orderly Learning Environment
 4260 - Use of School Facilities
 4310 - District Relationships with Law Enforcement and other Government Agencies
 5281 - Disciplinary Action and Discharge

Legal References: FAA Modernization and Reform Act of 2012, Pub. L. No. 112-95, Sections 331, 336, 126 Stat. 11

Management Resources: 2018 - August Issue

Adopted:

Section: **MANAGEMENT SUPPORT**

Policy Title: **System of Funds and Accounts**

Funds

The district ~~shall~~ *will* maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the state superintendent of public instruction. The funds are:

General Fund

The *General* Fund (*GF*) is financed primarily from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The fund includes moneys which have been segregated for the purpose of carrying on specific activities such as the basic education program, the program for the handicapped and so on. The fund is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.

Capital Projects Fund

The Capital Projects Fund (CPF) contains:

- *Proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds);*
- *State of Washington financing assistance (state matching money);*
- *Transfers from the districts basic education allotment;*
- *The proceeds of special levies earmarked for building purposes;*
- *Earnings from capital projects fund investments;*
- *Growth management impact fees;*
- *State environmental protection act mitigation payments;*
- *Rental or lease proceeds; and*
- *Proceeds from the sale of property.*

Permissible expenditures from the proceeds derived from the sale of voted bonds, including the investment earnings thereon, is governed expressly by state law and, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment; provided that, the bond election resolution and ballot proposition approved by the voters authorizing the bonds includes these items. The Washington Constitution prohibits the use of voted bond proceeds to replace equipment.

Proceeds from other sources are also governed by state law and may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; energy audits, capital improvements and major

Policy 6020

items of equipment, furniture and implementing technology systems, facilities and projects, including acquiring hardware, licensing software and on-line applications that are an integral part of the district's technology systems.

Any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed may be used to: (a) acquire, construct, install, equip and make other capital improvements to the district's facilities; or (b) retire and/or defease a portion of voted bonds, all as the school board may determine by resolution after holding a public hearing pursuant to RCW 28A.530.020.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

~~The fund contains the proceeds from the sale of bonds, state school construction matching moneys, transfers from the district's basic education allotment, the proceeds of special levies earmarked for building purposes, earnings from capital projects fund investments, rental or lease proceeds, and proceeds from the sale of property. Permissible expenditures from the sale of bonds, including the interest earnings, thereof, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment, provided the proposition approved by the voters authorizing the raising of such moneys includes these items. Proceeds from other sources may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; and energy audits and capital improvements and major items of equipment and furniture. Any residue within the fund left over exclusively from an excess levy for a specific purpose must be transferred to the general fund and subsequent tax collections shall be credited to the general fund by the county treasurer. Any residue from the sale of bonds and interest on investments must be transferred to the debt service fund when no longer needed for the purpose for which it was raised.~~

Debt Service Fund

The Debt Service Fund (DSF) is for the payment of principal of and interest on outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution

Policy 6020

authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Non-voted bonds are required to be repaid from the school district's DSF, rather than the fund that actually received the non-voted bond proceeds. As a result, to pay principal of and interest on the non-voted bond, an operating transfer must be used from the CPF (or other fund) to the DSF. The school district should create a separate account within the DSF to repay the non-voted bond. The district should internally segregate the money pledged to repay the non-voted bond from any excess property taxes deposited in the DSF for the repayment of voted bonds.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

~~The fund is for the redemption of outstanding bonds and the payment of bond interest. The fund is not a warrant fund. Disbursements are made by the county treasurer by means of treasurer's checks. Provision shall be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The proceeds from the sale of real property may be placed in this fund or in the capital projects fund, except for the amount required to be expended for the costs associated with the sale of such property.~~

Associated Student Body Program Fund

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the *Associated Student Body Program Fund (ASB Fund)* are for the benefit of students. Student involvement in the decision-making processes related to the use of these funds is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six.

Money in the ASB funds are public funds money and may not be used to support or oppose any political candidate or ballot measure. Moneys raised by students through recognized student body organizations ~~shall~~ *will* be deposited in and disbursed from the fund which is maintained by the county treasurer. The *ASB* Fund is subject to management and accounting procedures that are similar to those required for all other district moneys. ASB constitutions shall provide for participation by ASB representatives in the decisions to budget for and disburse ASB moneys. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes shall be held in trust by the district.

Transportation Vehicle Fund

The transportation vehicle fund (TVF) includes:

- *The proceeds from the sale of transportation vehicles;*
- *Lease, rental, or occasional use of surplus buses;*
- *Depreciation reimbursement for district-owned buses;*

- *Proceeds of TVF levies;*
- *Optional transfers from the GF;*
- *And investment funds coming from the TVF*

~~The transportation vehicle fund includes the proceeds from the sale of transportation vehicles; lease, rental, or occasional use of surplus buses; depreciation reimbursement for district owned buses; proceeds of transportation vehicle fund levies; optional transfers from the general fund; and investment funds coming from the transportation vehicle fund. The TVF transportation vehicle fund may be used to purchase and/or rebuild buses on a contract or cash basis. Money may be transferred from the transportation vehicle fund TVF to the DSF debt service fund exclusively for the payment of principal of debt and interest on non-voted debt incurred by the TVF. transportation vehicle fund. Such a transfer does not constitute a transfer of moneys from the TVF transportation vehicle fund within the meaning of RCW 28A.160.130.~~

Skill Center Minor Repair and Maintenance Capital Account

A host district of a cooperative skill center must maintain a separate minor repair and maintenance capital account for facilities constructed or renovated with state funding. Participating districts must make annual deposits into the account to pay for future minor repair and maintenance costs of those facilities. The host district has authority to collect those deposits by charging participating districts an annual per-pupil facility fee.

Bank Accounts

The district ~~shall~~ *will* maintain a system of bank accounts as follows:

- A district depository and/or transmittal bank account,
- An associated student body imprest bank account for each school having an associated student body organization approved by the board, and
- Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district.

The board may authorize the establishment of such accounts. Each petty cash account shall be approved by the board. A custodian shall be appointed for these accounts that shall be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions shall be responsible for reviewing the management of each account.

Cross References: Policy 6030 Financial Reports

Policy 3510 Associated Student Bodies

Legal References: Wash. Const., Article VII, 2 Voted bond proceeds and capital levy proceeds – Uses

Policy 6020

RCW 28A.320.320 Investment of funds of district – Service fee

RCW 28A.320.330 School funds enumerated – Deposits – Uses

RCW 28A.325.010 Fees for optional noncredit extracurricular events – Disposition

RCW 28A.325.020 Associated student bodies – Powers and responsibilities affecting

RCW 28A.325.030 Associated student body program fund – Fund raising activities – Nonassociated student body program fund moneys

RCW 28A.335.060 Surplus school property – Rental, lease, or use of – Disposition of moneys received from

RCW 28A.505.140 Rules for budgetary procedures – Review by superintendent – Notice of irregularity – Budget revisions

RCW 28A.530.010 Directors may borrow money, issue bonds

RCW 28A.530.020 Bond issuance – Election – Resolution to specify purposes

RCW 28A.530.080 Additional authority to contract indebtedness--Notice

RCW 42.17A.555 Use of public office or agency facilities in campaigns – Prohibition – Exceptions

RCW 43.09.200 Local government accounting – Uniform system of accounting

RCW 43.09.210 Local government accounting – Separate accounts for each fund or activity – Exemption for agency surplus personal property

RCW 84.52.053 Levies by school districts authorized – When – Procedure

RCW 84.52.056 Excess levies for capital purposes authorized

WAC 392-123 Finance – School District Budgeting

WAC 392-138 Finance – Associated Student Body Moneys

State Auditor Bulletin #301, III(E), Petty Cash, (PT 3, Ch 3, Pg 8)

SSB 5644 Cooperative Skill Centers – Facility Maintenance – Accounting

Adopted: February 12, 2007

Section: **MANAGEMENT SUPPORT**

Policy Title: **Property, Data and Records Management**

Data Management

The District is authorized to enter into a contract with the Washington School Information Processing Cooperative (*WSIPC*), ~~or other appropriate agency,~~ to purchase a student information system, equipment, networking and software to expand the current K-12 education statewide network.

~~Records Management And Retention~~

~~The district recognizes the importance of public records as the record of the acts of the district and the repository of such information. The public has the right under law to inspect and procure copies of such records with certain exceptions. The public records of the district shall mean any account, voucher or contract dealing with the receipt or disbursement of funds; with acquisition, use or disposal of services or of supplies, materials, equipment or other property; or with any minutes, orders or decisions fixing the personal or property rights, privileges, immunities, duties or obligations of any person or group.~~

~~The superintendent, or his/her designee, shall develop procedures to implement this policy which shall conform to law; require as a minimum the permanent safeguarding of board minutes, annual audit reports and permanent student records; and require retention of all fiscal records required for audits. The superintendent, or his/her designee, shall designate a staff member to serve as district records officer.~~

~~Records may be destroyed when authorized by the General Records Retention Schedule and Destruction Authorization provided by the Office of Secretary of State, Division of Archives and Records Management.~~

Property Records

Property records and inventory records ~~shall~~ *will* be maintained on all land, buildings and personal property under the control of the district.

Property purchased in whole or in part with federal funds ~~shall~~ *will* be inventoried at least every two years. The inventory ~~shall~~ *will* include the serial number of the item, its cost and the percentage of federal funds used to purchase it.

Small attractive items (computers, printers, projectors, ~~video-cassette recorders,~~ tools, *or other electronic devices* etc.) ~~shall~~ *will* be inventoried annually and ~~shall~~ *will* be signed out to staff. Sign-out records ~~shall~~ also be maintained.

At the end of each school year each teacher ~~shall~~ *will* inventory the property items in his or her classroom. ~~*A randomly selected ten percent of those inventories will be double checked by an employee of the business office.*~~

For purposes of this policy, "equipment" ~~shall~~ *will* mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. Property records of facilities ~~shall~~ *will* be

maintained on an ongoing basis.

No equipment ~~shall~~ *will* be removed for personal or non-school use. Property records ~~shall~~ *will* show, as appropriate to the item recorded, the:

- A. Description of the property;
- B. A serial number or other identification number (Equipment may be identified with a permanent tag that provides appropriate district and equipment identification.);
- C. Source of property;
- D. Who holds title;
- E. Manufacturer;
- F. Year of purchase;
- G. Initial cost;
- H. Percentage of federal participation in the cost of the property;
- I. Location;
- J. Condition and depreciation;
- K. Current valuation in conformity with insurance requirements; and
- L. Disposition data including date of disposal and sale price of the property

Cross Reference:	Policy 3231	Student Records
	Policy 4040	Public Access to School District Records
	Policy 6955	Maintenance of Records

Legal References:	Chapter 40.14 RCW	Preservation and Destruction of Public Records
	RCW 40.14.010	Definition of public records
	RCW 42.56.070-080	Public Records
	34 C.F.R. § 80.32	Uniform Administrative requirements for grants and cooperative agreements to state and local governments – Equipment

Management Resources:	<i>Policy News</i> , April 2006	Fixed Assets
	<i>Policy News</i> , April 2005	Records Retention Schedule Updated
	<i>Policy News</i> , February 2010	

Adopted: February 12, 2007