

# BOARD OF DIRECTORS

October 7, 2019







**KELSO SCHOOL DISTRICT NO. 458**

**601 Crawford St. Kelso, Washington**

**October 7, 2019**

**5:00 p.m. Work Session—Mathematics**

**6:00 p.m. – Regular Meeting Followed by Executive Session**

**I 6:00 CALL TO ORDER OF REGULAR MEETING**

**II. 6:00 FLAG SALUTE**

**III. 6:01 COMMUNICATIONS, CORRESPONDENCE & INTRODUCTIONS**

**IV. 6:02 COMMENTS/QUESTIONS**

**V. 6:07 APPROVAL OF AGENDA**

**VI. 6:08 CONSENT AGENDA**

A. Minutes of Sept 9, 2019 Regular Board Meeting & Work Session

B. Certificated Employment Recommendations

C. Classified Employment Recommendations

D. Contracts and Agreements with Kelso School District

E. Vouchers

F. Annual District HiCap Plan

G. Sunday Activity Requests

**VII. 6:10 UNFINISHED BUSINESS**

A. Policy 3520 & 3520P Student Fees, Fines, Charges—Second Reading (Action).....Scott Westlund

B. Policy 4260 & 4260P Use of School Facilities—Second Reading (Action).....Scott Westlund

C. Policy 6100 Revenues From Local, State & Federal Sources-Second Reading (Action) Scott Westlund

D. Policy 6610 Video Surveillance—Second Reading (Action).....Scott Westlund

**VIII. 6:20 NEW BUSINESS**

A. Hungry Kids Presentation ..... Barb Clausen

B. 2018/19 Assessment Results .....Pam Bauman

C. Naming the Board Room (Discussion).....Mary Beth Tack

D. Acceptance of Traffic Management Plan (Action) .....Scott Westlund

E. Acceptance of Stadium Handrail , Elevator Project & KHS Boiler (Action).....Scott Westlund

F. Request for Qualification on Architect for Huntington Middle School (Action)..... Scott Westlund

G. Adoption of Boundary Review Guiding Principles (Action)..... Scott Westlund

H. Resolution 2019/20 –04 Schematic Design for Butler Acres & Carrols (Action) .....Scott Westlund

I. Procedure 3420P, Anaphylaxis Prevention & Response (Information).....Don Iverson

**IX. 7:00 FOR THE GOOD OF THE ORDER**

**X. 7:05 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~~

~~4 p.m. Work Session~~

~~6 p.m. Regular Meeting~~

February 10, 2020

5 p.m. Work Session

6 p.m. Regular Meeting

~~September 23, 2019~~

~~5 p.m. Work Session~~

~~6 p.m. Regular Meeting~~

February 24, 2020

5 p.m. Work Session

6 p.m. Regular Meeting

October 7, 2019

5 p.m. Work Session

6 p.m. Regular Meeting

March 9, 2020

6 p.m. Regular Meeting

October 21, 2019

5 p.m. Work Session

6 p.m. Regular Meeting

March 23, 2020

6 p.m. Regular Meeting

April 13, 2020

6 p.m. Regular Meeting

November 4, 2019

5 p.m. Work Session

6 p.m. Regular Meeting

April 27, 2020

5 p.m. Work Session

6 p.m. Regular Meeting

November 18, 2019

5 p.m. Work Session

6 p.m. Regular Meeting

May 11, 2020

6 p.m. Regular Meeting

December 16, 2019

6 p.m. Regular Meeting

June 1, 2020

4 p.m. Graduation Appeals – Not Op

5 p.m. Regular Meeting

January 13, 2020

5 p.m. Work Session

6 p.m. Regular Meeting

June 15, 2020

5 p.m. Regular Meeting

January 27, 2020

5 p.m. Work Session

6 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 language arts 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 and materials 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 Sept 9, 2019 Regular Board Meeting & Work Session
- B. Certificated Employment Recommendations
- C. Classified Employment Recommendations
- D. Contracts and Agreements with Kelso School District
- E. Vouchers
- F. Annual District HiCap Plan
- G. Sunday Activity Requests



**MINUTES**  
**KELSO SCHOOL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**09/23/19**

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The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 06:00 pm p.m. in the boardroom of the Ruth B. Clark Administration Building.

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

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**OTHERS PRESENT** – Sandy DeBruler, Ray Byers, Andrew Twyman, Kody Helms, Craig Collins, Marissa Heffernan, Jeane Conrad & Janell Wheatley

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**ABSENT** - Darr Kirk (Excused), Don Iverson, Holly Budge, Kim Yore & Lacey DeWeert

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**COMMENTS & QUESTIONS** – None

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**APPROVAL OF REVISED REGULAR MEETING AGENDA –**

<b>Motion to Approve:</b>	<b>Director Haas</b>
<b>Motion Seconded:</b>	<b>Director Sharples</b>

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**APPROVAL OF THE CONSENT AGENDA –**

**Minutes of the, Regular Board Meeting & Work Session from 9/9/19**

**Certificated Employment Recommendations:**

**Classified Employment Recommendations:**

**Contracts and Agreements:**

**Capital Fund vouchers:**

<b>September 23rd</b>				
<b>General Fund</b>	<b>Warrant Date</b>	<b>Amount</b>	<b>Warrant Number</b>	
AP- Benefits	9/5/2019	\$6,028.59	255501-255507	
AP	9/9/2019	\$42,432.14	255508-255511	
AP	9/9/2019	\$123.60	255512	

**American Sign Language Agreement with Longview Schools:**

**Motion to Approve:**

**Director Sharples**

**Motion Seconded:**

**Director Grafton**

**APPROVAL OF POLICY 3432 EMERGENCIES (PRESENTED BY CHIEF FINANCIAL OFFICER MR. SCOTT WESTLUND)**

Addition of \* 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 basic functional drill responsibilities. \*

Addition of \*Evacuations - due to threats, such as fires, oil train spills or tsunamis,\* & \*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.\*

Addition of \*Earthquakes - An earthquake drill using the state approved earthquake safety technique “drop, cover and hold” will be held annually.\*

**Motion to Approve:**  
**Motion Seconded:**

**Director Haas**  
**Director Sharples**

**APPROVAL OF POLICY 4500 UNMANNED AIRCRAFT (PRESENTED BY MR. SCOTT WESTLUND)**

This is a new policy to our district and includes verbiage regarding the use of what is commonly known as “drones” on school property and at school events. Prior approval MUST be obtained before any flight of a drone is allowed. Approval process and definitions are included in the body of the policy.

**Motion to Approve:**  
**Motion Seconded:**

**Director Sharples**  
**Director Grafton**

**APPROVAL OF POLICY 6020 SYSTEMS OF FUNDS & ACCOUNTS (PRESENTED BY MR. SCOTT WESTLUND)**

Updated verbiage under the Capital Projects Fund section. Extensive explanations for the use of CPF has been added. The Debt Service Fund has been redefined as well as the Transportation Vehicle Fund. There has been some minor changes to verbiage throughout as well. Expanded definitions

**Motion to Approve:**  
**Motion Seconded:**

**Director Grafton**  
**Director Sharples**

**APPROVAL OF POLICY 6570 PROPERTY, DATA & RECORDS MANAGEMENT (PRESENTED BY MR. SCOTT WESTLUND)**

The section on Records Management Retention has been removed. Slight verbiage changes throughout. Adding small attractive items. Other electronic devices.

**Motion to Approve:**  
**Motion Seconded:**

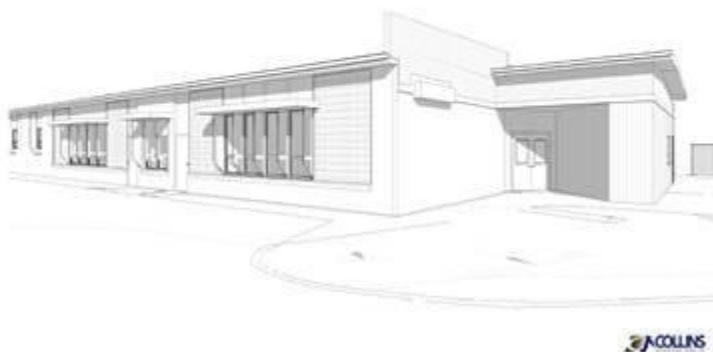
**Director Haas**  
**Director Sharples**

**SCHEMATIC DESIGN PRESENTATION FOR BUTLER ACRES & CARROLLS ELEMENTARY  
(PRESENTED BY MR. CRAIG COLLINS)**

Photos and schematic designs for both schools shared.

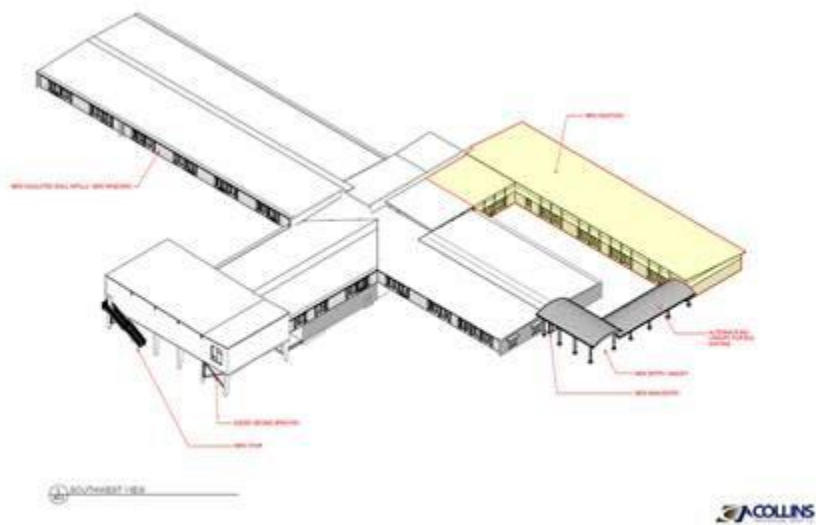
Carrolls Elementary will be getting minor updates that help with energy efficiency as well as security. Butler Acres will be getting major renovations that will include moving the office and main entrance to the school as well as adding an enclosed hallway eliminating the need for portables, improving security for staff and students. There will be many updates to the building as well that will improve energy efficiency and update old equipment. The parking lot will also be changed drastically to improve the flow of traffic during drop off and pick up. There is one residential property that remains and KSD will be working around that home.

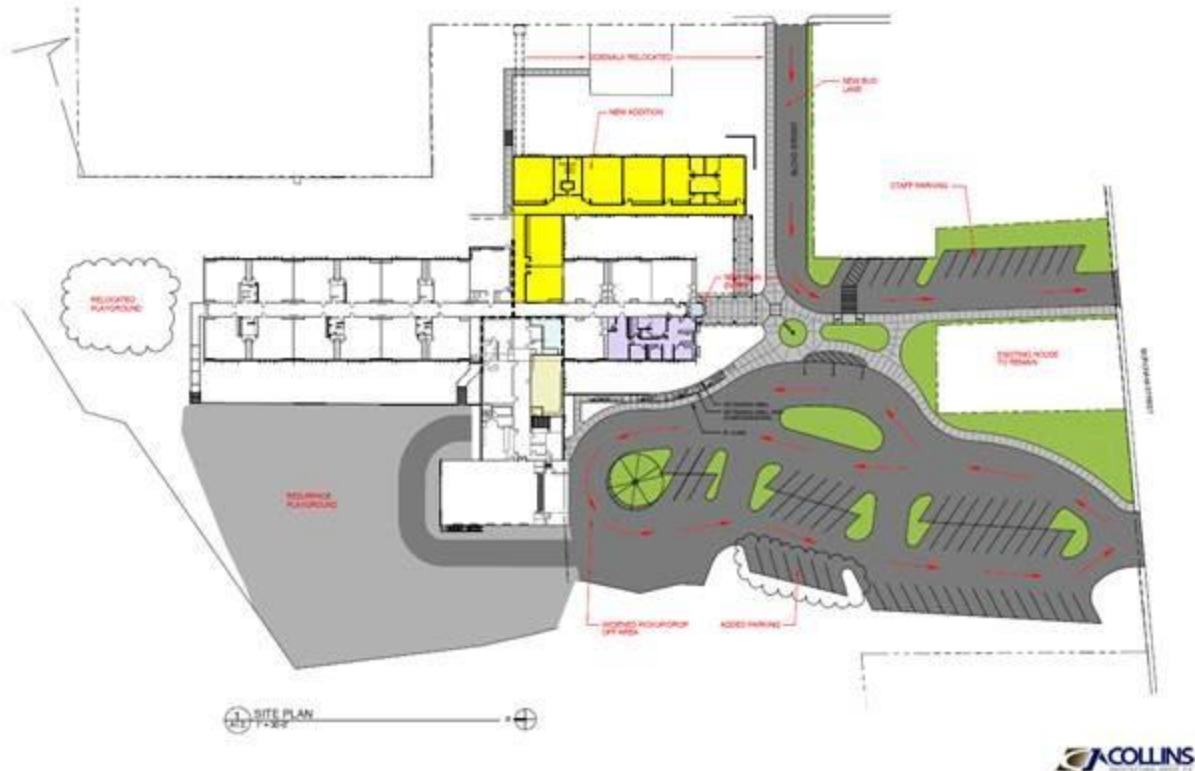
### CARROLLS ELEMENTARY SCHOOL MODERNIZATION





**BUTLER ACRES ELEMENTARY SCHOOL**  
MODERNIZATION AND ADDITIONS





#### **INFORMATIONAL UPDATE ON BUDGET STATUS (PRESENTED BY MR. SCOTT WESTLUND)**

Overall average annual District enrollment (excluding Running Start only) for the 2018/19 school year was budgeted at 5030 FTE. Current FTE enrollment through June, not including running start is 4793.

We are currently in the process of closing out the books for the fiscal year 2019 as of August 31, 2019. We will have a better picture of accruals for August at the end of September in order to adjust our ending fund balance.

Projected fund balance in the range of \$4.3-\$4.5 million, or 6.2%-6.5% of expected expenditures and transfers.

The 2019/20 school year enrollment continues to look encouraging.

#### **ACCEPTANCE OF PHONE SYSTEM REPLACEMENT (PRESENTED BY MR. SCOTT WESTLUND)**

The replacement for phone systems will be District-Wide and include all facilities in the district, including the 2 new elementary schools.

We received one qualified bid from Technology Integration Group (TIG). Their bid was for \$231,550.85 plus applicable taxes and fees.

**Motion to Approve:**

**Director Haas**

**Motion Seconded:**

**Director Sharples**

**APPROVAL OF PURCHASE OF COWEEMAN RIVER MITIGATION BANK CREDITS (PRESENTED BY MR. SCOTT WESTLUND)**

The Lexington site contains wetlands that must be either preserved or mitigated. For the Lexington site KSD will be utilizing both.

Mitigation allows KSD to purchase .49 acres of wetlands for the Lexington site so that we can develop the site on these areas. We are also preserving 1.02 acres of wetlands on the Lexington site.

We are required to purchase wetland mitigation credits before we can receive construction permits. We will be purchasing them from the Coweeman River Mitigation Bank for \$262,350.

This purchase allows the mitigation bank to continue to maintain and preserve the designated wetland area.

**Motion to Approve:**

**Director Sharples**

**Motion Seconded:**

**Director Haas**

**ACCEPTANCE OF RESOLUTION 2019/20-02 WALLACE ELEMENTARY SCHOOL PROJECT STATE FUNDING ASSISTANCE (PRESENTED BY MR. SCOTT WESTLUND)**

It has been determined that the Wallace Elementary School Replacement project is eligible for state funding assistance for new in lieu of construction of modernization, therefore the KSD Board of Directors does certify that the construction of Wallace Elementary School will be completed for the purposes for which state funding assistance is being provided as required by WAC 392.344.130.

**Motion to Approve:**

**Director Grafton**

**Motion Seconded:**

**Director Sharples**

**ACCEPTANCE OF RESOLUTION 2019/20-03 MAXIMUM ALLOWABLE CONSTRUCTION COST FOR WALLACE ELEMENTARY (PRESENTED BY MR. SCOTT WESTLUND)**

**BE IT RESOLVED** that for the purpose of compliance with WAC 392-344-110, the Kelso School District Board of Directors recommends approval of the negotiated Maximum Allowable Construction Cost from FORMA Construction for the construction of the Lexington Early Site Packages (Amendment 1. Amendment 2), and the Wallace Elementary School Replacement (N/L) project as follows:

MACC #1 (Amendment 1) Early Site Package	\$3,917,280
MACC #2 – (Amendment 2) Remainder of Base Bid with Accepted Alternates	<u>\$23,848,625</u>
<b>Total GMP Wallace</b>	<b>\$27,765,905</b>
MACC #1 (Amendment 1) Early Site Package Soils	\$4,645,720
MACC #2 – (Amendment 2) Early Site Package Civil	<u>\$1,582,826</u>
<b>Early Site Packages GMP Amendments 1 &amp; 2 Lexington</b>	<b>\$6,228,546</b>

**Motion to Approve:**

**Director Sharples**

**Motion Seconded:**

**Director Haas**

**MOVED TO SECOND READING POLICY 3530 & 3520P STUDENT FEES, FINES & CHARGES (PRESENTED BY MR. SCOTT WESTLUND)**

Policy changes include some slight verbiage changes of 'shall' to 'will'. As well as

Procedure has added a section regarding guidelines for establishing fees for classes. Nothing new in practice. Fees that cannot be levied. Pg 1, students not paid for 5 or more meals procedure. References meals not paid for.

Adding eligibility language for free/reduced. Notifying parents. Already a practice.

**MOVED TO SECOND READING POLICY 4260 & 4260P USE OF SCHOOL FACILITIES (PRESENTED BY MR. SCOTT WESTLUND)**

Policy Adopted 1974, new turf field will need to be maintained and replaced. Charges help with this projected cost. Expansion in use of our facilities, not just Kelso, we have many towns, and counties coming for free facility use. Nominal fees for Kelso organizations. Defines specific groups.

Procedure

**MOVED TO SECOND READING POLICY 6100 REVENUES FROM LOCAL, STATE & FEDERAL SOURCES (PRESENTED BY MR. SCOTT WESTLUND)**

Has been updated multiple times. Legislation requiring our uses for local revenue. Specifically put it in a sub fund, stating what the funds are used for. Enrichment levies will have to have approval from OSPI, expressly states what enrich levy dollars can be used for.

**MOVED TO SECOND READING POLICY 6610 VIDEO SURVEILLANCE (PRESENTED BY MR. SCOTT WESTLUND)**

Policy is new to district. It authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare and safety of students, staff and visitors, and to protect district equipment and facilities.

The district will notify staff and students through various means including, but not limited to association contracts, and staff and/or student handbooks. In some instances, video recordings may become part of a student's educational record or a staff member's personnel record. The district will comply with all applicable federal laws related to record maintenance, retention and disclosure.

**FOR THE GOOD OF THE ORDER**

Lexington groundbreaking was successful, thanks to the many who attended. It was a wonderful event. Kelso school district was voted best place to work in Cowlitz County in TDN. PR push for the change in football schedule this Friday against alumni football players. Leah to the legislative conference this weekend. She will have a full report when she returns. Director Sharples would like for her to bring to the table the fact that the state needs to fund SEBB and sped. Leah chaperoned 160-200+ on the first annual music retreat. It was beautiful, games, hikes, sitting there listening to the different programs in different areas. She thinks we have the most passionate and energetic music team. Alumni band played awesome while they were away! The ceremony honoring Justin and first responders was an incredible tribute.

**ADJOURNMENT TO EXECUTIVE SESSION FOR @ 7:05**

Employee Evaluation RCW 42.30.110(1)(h)

Sale of Property RCW 42.30.110(1)(c)

**PRESENT**

Leah Moore, Karen Grafton, Howard Sharples, Mike Haas &amp; Mary Beth Tack

**RECONVENED TO REGULAR BOARD MEETING AT**

7:25

## FINAL ADJOURNMENT

7:25

X

President

X

Secretary

**MINUTES**  
**KELSO SCHOOL DISTRICT**  
**WORK SESSION OF THE BOARD OF DIRECTORS**  
**09/23/19**

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The regular meeting of the Board of Directors of Kelso School District No. 458 was called to order at 05:00 pm p.m. in the boardroom of the Ruth B. Clark Administration Building.

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

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**OTHERS PRESENT** – Ray Byers, Marrissa Heffernan & Jeane Conrad

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**ABSENT** - Darr Kirk (excused), Holly Budge (excused), Kim Yore (excused) & Lacey DeWeert (excused)

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**WORK SESSION ON THREAT ASSESSMENTS-**

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Presented by Director of Student Services Don Iverson and Adam Scattergood ESD 112

KSD performing at a high level compared to larger districts.

There are different types of threat assessments.

Goals of the presentation. Review research principles regarding threat assessments and management, provide an overview of the ESD program, share numbers from Kelso.

Why Threat Assessments? Concerns on school violence and safety. Zero tolerance/expulsion are not effective interventions. To know when a threat is real. Know how to respond to a threat. Don't overreact or underreact. Improve the quality of safety in our schools.

#### 10 Key Findings:

Incidents of targeted violence at school are rarely sudden impulsive acts.

Prior to most incidents, other people knew the attackers idea or plan.

Most attackers did not threaten their targets directly prior to advancing

There is no accurate or useful profile of students who engage in targeted violence.

Most attackers engaged in some type of behavior prior to the incident that caused others concern or indicated a need for help.

Most attackers have difficulty coping with significant losses or personal failures, suicidal.

Many felt bullied by others.

Most had access to weapons prior to attack.

In many cases, other students were involved somehow.

Most attacks were stopped by means other than law enforcement intervention.

Code of silence is an issue:

People want to protect others parents, friends and even teachers.

Is this reactive violence or targeted?

Reactive - emotion driven, overstimulated, impulsive, lack of planning, unable to manage emotions, lack of coping skills, perpetrator feels threatened. 90% of KSD threat assessments are reactive.

Targeted - premeditated, predatory intent to harm, may be based on belief system, rehearsal/practicing, researching who/where/how, moving from planning to action, aggression immersion.

Grievance>violent ideation>research, planning attack>preattack prep>probing and breaches>attack

Intervene and implement support and strategies. Can be moved from that path.

Culture change necessary.



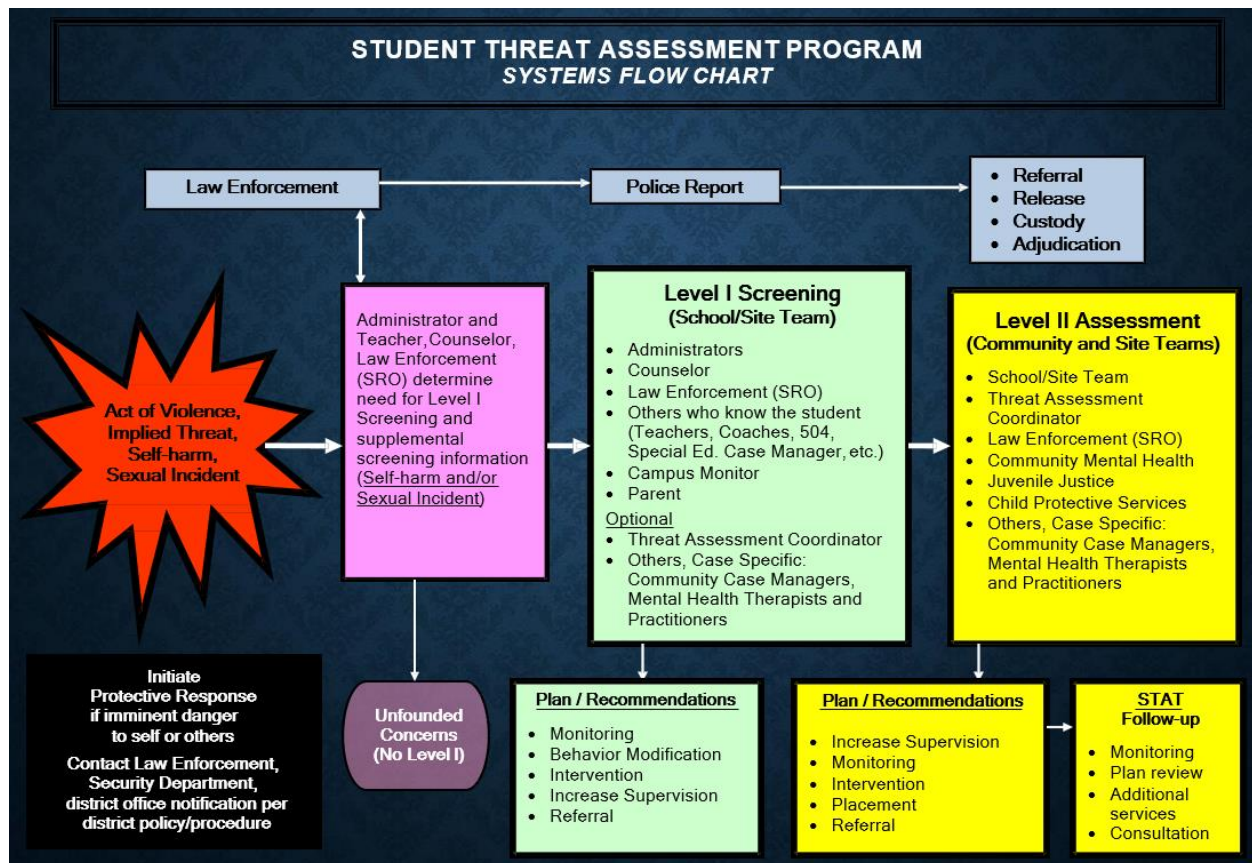
## 2 types of Threat Assessment (Level 1 & Level 2)

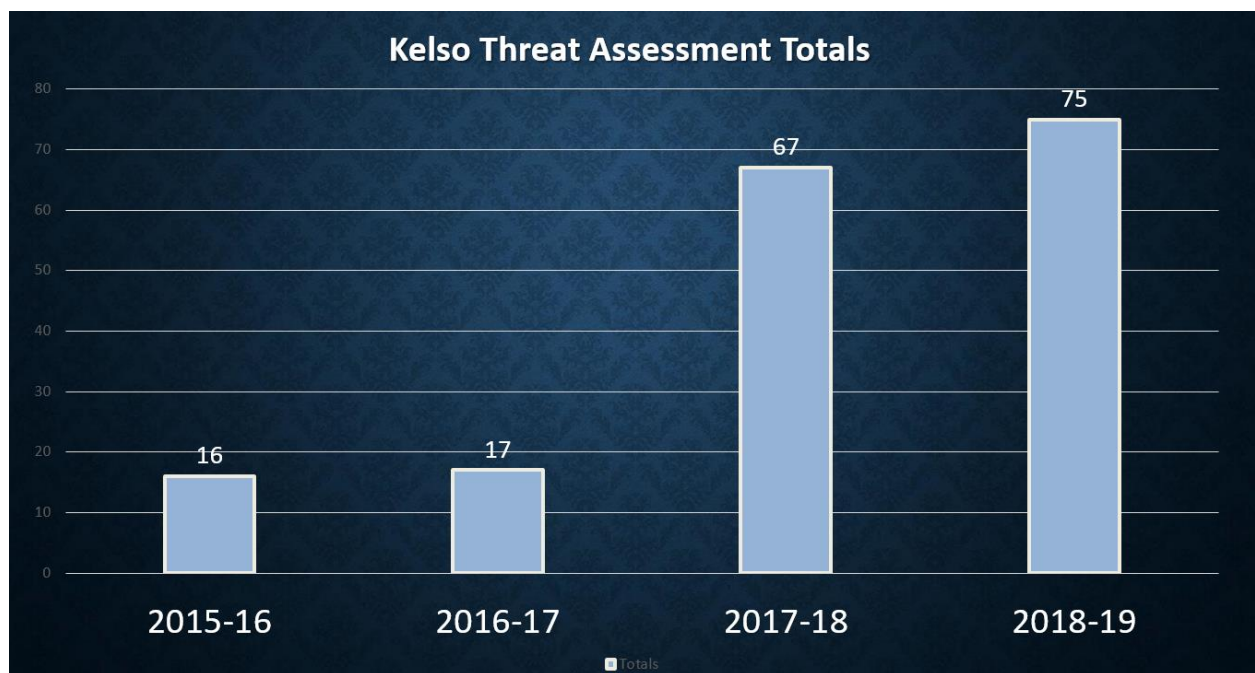
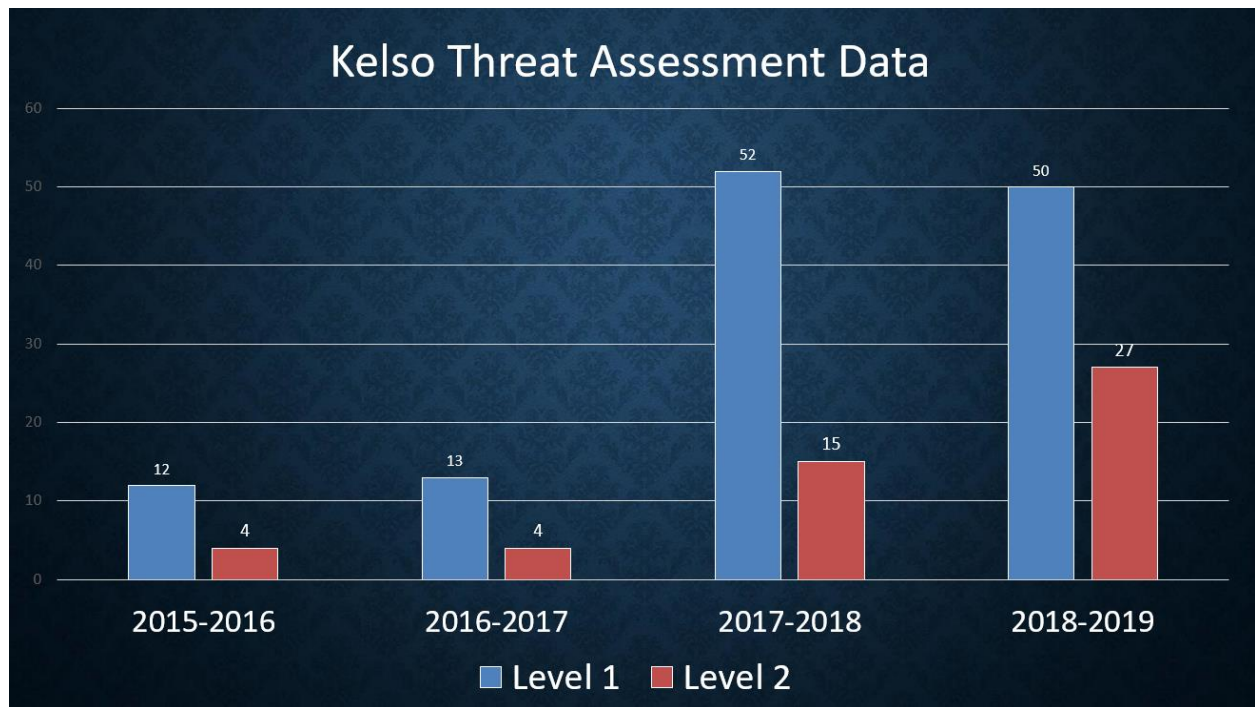
### Level 1

Conducted by identified school site team.

### Level 2

By site team and community partners





## ADJOURNMENT

5:53 p.m.

X

President

X

Secretary

**KELSO SCHOOL DISTRICT**  
**SUPPLEMENTAL CONTRACTS ISSUED:**  
**September 19, 2019 - September 30, 2019**

<b>Date Issued</b>	<b>Name</b>	<b>Position</b>	<b>School</b>
09/23/19	Booth, Stacey	Building Technology Coordinator	Beacon Hill
09/23/19	Boyer-Blum, Angela	Building Technology Coordinator	Carrolls
09/23/19	Caron, John	Add'l Period - 1st Trimester	KHS
09/23/19	Clement, Colette	Advisor - Diversity Club	HMS
09/23/19	Coburn, Jason	BEST/ICFFS TPEP Trainer	KHS
09/23/19	Coughran, Josiah	Add'l Period - 1st Trimester	KHS
09/23/19	Cowan, Brenda	Add'l Period - 1st Trimester	KHS
09/23/19	Hatfield, Tauni	Building Technology Coordinator	CMS
09/23/19	Houglum, Ann	Building Technology Coordinator	Rose Valley
09/23/19	Huhta, Rebecca	Building Technology Coordinator	Catlin
09/23/19	Hunter, Taylor	Add'l Period - 1st Trimester	KHS
09/23/19	Johnson, Debbie	Building Technology Coordinator	Wallace
09/23/19	Knowles, Angela	Test Coordinator	KHS
09/23/19	McWilliam, Joe	Add'l Period - 1st Trimester	KHS
09/23/19	Mitchell Isaacson, Amy	Building Technology Coordinator	Rose Valley
09/23/19	Phipps, Jennifer	Building Technology Coordinator	Beacon Hill
09/23/19	Roffler, Elizabeth	Building Technology Coordinator	HMS
09/23/19	Sarah Dahl	BEST/ICFFS TPEP Trainer	Catlin
09/23/19	Sargent, Brenda	Building Technology Coordinator	KHS
09/23/19	Scattergood, Sean	Building Technology Coordinator	Barnes
09/23/19	Strassner, Eric	Building Technology Coordinator	KHS
09/23/19	Thomas, Megan	Add'l Period - 1st Trimester	KHS
09/23/19	Webb, Jonathan	Building Technology Coordinator	Butler Acres
09/26/19	Beck, Taylor	Extended Days	KHS
09/26/19	Bennett, Tangi	Excess Student Options - 1st Tri	Wallace

**KELSO SCHOOL DISTRICT**  
**SUPPLEMENTAL CONTRACTS ISSUED:**  
**September 19, 2019 - September 30, 2019**

<b>Date Issued</b>	<b>Name</b>	<b>Position</b>	<b>School</b>
09/26/19	Breeden, Nancy	Excess Student Options - 1st Tri	Rose Valley
09/26/19	Burke, Nick	Extended Days	KHS
09/26/19	Bush, Lynn	Excess Student Options - 1st Tri	Rose Valley
09/26/19	Caron, John	Extended Days	KHS
09/26/19	Ganieany, Lance	Extended Days	KHS
09/26/19	Gribskov, Deb	Extended Days	KHS
09/26/19	Gustafson, Kevin	Extended Days	KHS
09/26/19	Hyde, Tamara	Excess Student Options - 1st Tri	KHS
09/26/19	Lamb, Megan	Extended Days	KHS
09/26/19	McWilliam, Joe	Extended Days	KHS
09/26/19	Moon, Megan	Extended Days	KHS
09/26/19	Roberts, Justin	Excess Student Options - 1st Tri	KHS
09/26/19	Sherrell, Cynthia	Excess Student Options - 1st Tri	Carrolls
09/26/19	Smale, Jack	Excess Student Options - 1st Tri	KHS
09/26/19	Smith, Carri	Extended Days	KHS
09/26/19	Thomas, Megan	Extended Days	KHS
09/26/19	Wheatley, Janell	Excess Student Options - 1st Tri	Rose Valley
09/26/19	White, Brad	Extended Days	KHS
09/27/19	Bennett, Tangi	Intramural: Math Intervention	Wallace
09/27/19	Boyer-Blum, Angela	Intramural: Choir Fall	Carrolls
09/27/19	Bridges, Jeri	Intramural: Wallace Choir	Wallace
09/27/19	Caddel, Lisa	Intramural: Photography Club	HMS
09/27/19	Despain, Penelope	Intramural: ELA Support	HMS
09/27/19	Fanning, Rhiannon	Intramural: Choir	Butler Acres
09/27/19	Fanning, Rhiannon	Intramural: Band	Butler Acres
09/27/19	Flynn, Carolyn	Intramural: Fine Arts	Carrolls

**KELSO SCHOOL DISTRICT**  
**SUPPLEMENTAL CONTRACTS ISSUED:**  
**September 19, 2019 - September 30, 2019**

<b>Date Issued</b>	<b>Name</b>	<b>Position</b>	<b>School</b>
09/27/19	Freund, Denise	Head Start Special Education Support	Catlin
09/27/19	Hadaller, Jamaica	Intramural: Kindness Club 1	Carrolls
09/27/19	Keatley, Kimberly	Intramural: Science / Amplify Support	HMS
09/27/19	Keatley, Kimberly	Intramural: Science Club	HMS
09/27/19	Keatley, Kimberly	Intramural: Dram Club	HMS
09/27/19	Keller, Joann	Intramural: Academic Support	HMS
09/27/19	Keller, Joann	Intramural: Dram Club	HMS
09/27/19	Larsen, George	Intramural: Jazz Band	HMS
09/27/19	Milligan, Shelley	Intramural: Kindness Club 1	Carrolls
09/27/19	Pavey, Tiffany	Intramural: Coding	Carrolls
09/27/19	Phillips, Sarah	Intramural: Fine Arts	Carrolls
09/27/19	Roffler, Elizabeth	Intramural: Robotics Club	HMS
09/27/19	Stewart, Kelli	Head Start Special Education Support	Barnes
09/27/19	Webb, Beth	Intramural: For the Love of Literacy	Butler Acres
09/27/19	Webb, Jonathan	Intramural: Athletic Activities	Butler Acres
09/27/19	Webb, Jonathan	Intramural: 3:03 News, Boot Camp	Butler Acres
09/27/19	Wiltfong, Heath	Intramural: Science Support	HMS

**CLASSIFIED PERSONNEL**

**October 7, 2019**

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**New Hires:**

Mason, Tobias - Paraeducator Sped EBD, Barnes  
6.25hrs/day, 190days/year  
Effective: 9/20/2019

Ross, Aquilia - Custodian - Beacon Hill/Huntington  
5.75hrs/day, 188days/year  
Effective: 10/1/2019

**Resignations:**

Bouchard, Timothy - Maintenance Assistant, Maintenance  
8.0hrs/day, 260days/year  
Effective: 9/18/2019

**Leave of Absence:**

McDouqall, Angela - Food Service Helper - Butler Acres  
2.25hrs/day, 190days/year  
Effective: 9/23/2019 through 3/23/2020

Worthington (Engebretson), Rachael - Paraeducator Sped Resource - Beacon Hill  
6.25hrs/day, 190days/year  
Effective: 10/7/2019 through 6/30/2020

\* = 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: October 7, 2019**

**SUMMARY OF CONTRACTS / AGREEMENTS WITH KELSO SCHOOL DISTRICT**

<b>Company/Provider</b>	<b>Sponsor</b>	<b>Description of Services</b>	<b>Amount</b>
Apptegy	Mary Beth Tack	To provide software and services for Thrillshare which allows KSD to manage communication channels from a single place	Cost is \$30,900.00
Bloodworks Northwest	Robert Birdsell	To organize blood drive at Kelso High 9/26/2019	Non financial
Forma Construction	Scott Westlund	To establish maximum allowable construction cost for Wallace and Lexington Elementary School replacements	Wallace Amendment #2 \$27,765,905.00 Lexington Amendment #2 \$ 6,228,546.00
Forma Constr / Integrus Architecture	Scott Westlund	Construction Change Directive-001 (CCD-001) for Wallace	TBD as provided by article 7.3 & 7.5 of the General Conditions
Forma Const / Integrus Architecture	Scott Westlund	Construction Change Directive-002 (CCD-002) for Wallace	TBD as provided by article 7.3 & 7.5 of the General Conditions
Kelso School District	Scott Westlund	Declaration of Covenants and Restrictions and Access Easement for Lexington Elementary	Cost is \$106.50
Longview School District MOU	Don Iverson	To provide academic support/tutoring to McKinney Vento eligible Kelso students K-12 residing within the Community House on Broadway during 2019/2020	Cost is \$3,471.57
Miller, Angela	Angie Hansen	To provide Math P.D. for 4 full days at Barnes Elementary	Cost is \$4,800.00 plus hotel reimbursement
Nutrislice, Inc	Kaydee Harris	To provide software services for Nutrislice Menus for 1 year 12/1/2019 to November 20, 2020	Cost is \$2,499.00



## 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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,035.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255513 through 255513, totaling \$7,035.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
255513	ACH-AP COWLITZ COUNTY TREASURE	09/30/2019	7,035.71

1	Computer	Check(s) For a Total of	7,035.71
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,035.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF ACCOUNTS PAYABLE ACH:  
ACH Numbers 192000004 through 192000053, totaling \$7,035.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
192000004	Andrechak, Rachel Dee	09/30/2019	100.00
192000005	Baros, Jillane Nicole	09/30/2019	146.54
192000006	Beard, Deanna L	09/30/2019	256.72
192000007	Booterbaugh, Kristy Marie	09/30/2019	76.79
192000008	Boucher, Carrie A	09/30/2019	75.00
192000009	Boudreau, Melissa Mae	09/30/2019	43.57
192000010	Brand, Colleen Diane	09/30/2019	67.86
192000011	Brogan, Cody Ann	09/30/2019	28.19
192000012	Broschat, Claudia Francine	09/30/2019	296.70
192000013	Budge, Holly Dawn	09/30/2019	29.12
192000014	Cantwell, Scott Alan	09/30/2019	52.20
192000015	Cardenas, Sonja Lee	09/30/2019	16.99
192000016	Cattin, Ray Allen	09/30/2019	49.51
192000017	Crawford, Pennie Sue	09/30/2019	99.00
192000018	DeRosier, Lauren Sue	09/30/2019	21.34
192000019	Farnham, Kerry Lynn	09/30/2019	69.62
192000020	Ferrell, Daelynn Andrea	09/30/2019	52.20
192000021	Ford, Ian M	09/30/2019	79.52
192000022	Freund, Robert C	09/30/2019	46.40
192000023	Frey, Tj Taylor	09/30/2019	73.20
192000024	Gemar, Elizabeth L	09/30/2019	11.16
192000025	Green, Marla Ann	09/30/2019	104.40
192000026	Guttormsen, Gunnar R	09/30/2019	2,135.26
192000027	Hansen, Angela Dea	09/30/2019	347.36
192000028	Hansen, Kristine Lynn	09/30/2019	104.40
192000029	Iverson II, Donald John	09/30/2019	33.12
192000030	Johanson, Robert D	09/30/2019	46.05

Check Nbr	Vendor Name	Check Date	Check Amount
192000031	Johnson, Debra J	09/30/2019	129.83
192000032	Le Baron, Sarah M	09/30/2019	75.00
192000033	Lundberg, Andrew James	09/30/2019	63.91
192000034	Meeker, Amy Joleen	09/30/2019	75.00
192000035	Mirenta, Kimberley K	09/30/2019	9.22
192000036	Mooney, Ashley Marie	09/30/2019	37.91
192000037	Mulcahy, Constance M	09/30/2019	19.49
192000038	Musgrove, Kolene L	09/30/2019	75.00
192000039	Paul, Lori Lynn	09/30/2019	28.11
192000040	Peterson, Tim James	09/30/2019	104.40
192000041	Pettit, Brittany Mary Margaret	09/30/2019	94.86
192000042	Phillips, Sarah Rochelle	09/30/2019	98.91
192000043	Prescott, Denise Anne	09/30/2019	887.67
192000044	Roller, Anna Marie	09/30/2019	54.52
192000045	Sholtys-Cromwell, Cindy May	09/30/2019	155.99
192000046	Shuttleworth, Colleen S	09/30/2019	48.69
192000047	Sims, Carly Richelle	09/30/2019	200.00
192000048	Sims, Kelly Ann	09/30/2019	75.00
192000049	Sims, Scott R	09/30/2019	21.59
192000050	Spellmeyer, Jesse Earl	09/30/2019	75.00
192000051	Tatum, Andrew Atticus	09/30/2019	29.19
192000052	Toms, Stephanie A	09/30/2019	139.20
192000053	Toney, Julie Christine	09/30/2019	75.00

50 ACH

Check(s) For a Total of

7,035.71

## 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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,931.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255514 through 255514, totaling \$1,931.34

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

Check Nbr	Vendor Name	Check Date	Check Amount
255514	ACH-AP COWLITZ COUNTY TREASURE	09/30/2019	1,931.34

1	Computer	Check(s) For a Total of	1,931.34
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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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,931.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF ACCOUNTS PAYABLE ACH:  
ACH Numbers 192000054 through 192000061, totaling \$1,931.34

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

Check Nbr	Vendor Name	Check Date	Check Amount
192000054	Burke, Nicholas Thomas	09/30/2019	218.08
192000055	Ford, Ian M	09/30/2019	48.20
192000056	Hayden, Jennifer Marie	09/30/2019	334.66
192000057	Marlow, Sarah L	09/30/2019	261.21
192000058	McWilliam, Joseph P	09/30/2019	291.10
192000059	Toftemark, Kelly Ann	09/30/2019	117.88
192000060	Westlund, Scott W	09/30/2019	214.25
192000061	Yore, Kim Michelle	09/30/2019	445.96

8	ACH	Check(s) For a Total of	1,931.34
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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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$963,482.22. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255515 through 255680, totaling \$963,482.22

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

Check Nbr	Vendor Name	Check Date	Check Amount
255515	ACCOUNTABLE HEALTHCARE STAFFIN	09/30/2019	2,619.90
255516	ADVANCE SEWER & DRAIN SOLUTION	09/30/2019	5,628.54
255517	ADVANCED MEDICAL PERSONNEL SER	09/30/2019	3,710.00
255518	ALVAH M. SQUIBB CO, INC.	09/30/2019	99.94
255519	Vendor Continued Check	09/30/2019	0.00
255520	Vendor Continued Check	09/30/2019	0.00
255521	AMAZON	09/30/2019	10,484.56
255522	AMERICAN DIABETES ASSOCIATION	09/30/2019	100.00
255523	APPLE INC	09/30/2019	323.22
255524	ARAMARK	09/30/2019	596.82
255525	ASSOC FOR SUPERVISION & CURRIC	09/30/2019	59.00
255526	ASSOC OF WA SCHOOL PRINCIPALS	09/30/2019	15,408.00
255527	AVID CENTER	09/30/2019	6,081.96
255528	BAKER LUMBER CO.	09/30/2019	997.57
255529	Vendor Continued Check	09/30/2019	0.00
255530	Vendor Continued Check	09/30/2019	0.00
255531	BANK OF AMERICA	09/30/2019	14,228.76
255532	BARGREEN ELLINGSON	09/30/2019	794.64
255533	BAXTER & FLAMING INDUSTRIES IN	09/30/2019	1,155.59
255534	BAXTER AUTO PARTS #23	09/30/2019	417.94
255535	BEACOCK VANCOUVER MUSIC CO, IN	09/30/2019	7,301.55
255536	BEARY SPECIAL WORKSHOP, INC.	09/30/2019	1,500.00
255537	BLICK ART MATERIALS	09/30/2019	567.84
255538	BOUND TO STAY BOUND BOOKS, INC	09/30/2019	1,167.10
255539	BUILDERS HARDWARE & SUPPLY CO	09/30/2019	65.83
255540	BUSINESS OFFICE-REV FUND	09/30/2019	6,048.97
255541	C & H INDUSTRIAL TOOL & SUPPLY	09/30/2019	60.13

Check Nbr	Vendor Name	Check Date	Check Amount
255542	CAMFIL USA INC	09/30/2019	8,411.20
255543	CAPTEK ALARM	09/30/2019	5,331.49
255544	CAREERSTAFF UNLIMITED	09/30/2019	1,095.00
255545	CASCADE NETWORKS	09/30/2019	7,977.16
255546	CDW GOVERNMENT, INC.	09/30/2019	20,364.63
255547	CENTRAL WELDING SUPPLY	09/30/2019	18.66
255548	CHOWN HARDWARE & MACHINERY	09/30/2019	310.72
255549	CITY FIRE	09/30/2019	248.63
255550	CITY OF KELSO	09/30/2019	7,708.00
255551	COAST TO COAST COMPUTER PRODUC	09/30/2019	407.05
255552	COLUMBIA SECURITY SERV & SYSTE	09/30/2019	5,720.00
255553	CONREY ELECTRIC, INC.	09/30/2019	155.99
255554	CONSOLIDATED ELECTRICAL DIST	09/30/2019	134.54
255555	CONVERGINT TECHNOLOGIES	09/30/2019	989.12
255556	COPIES TODAY SPEEDY LITHO	09/30/2019	724.41
255557	CORWIN BEVERAGE CO.	09/30/2019	1,164.64
255558	COST LESS AUTO PARTS	09/30/2019	13.82
255559	COWLITZ WAHAKIUM COUNCIL OF G	09/30/2019	750.00
255560	CUTRIGHT SUPPLY	09/30/2019	844.78
255561	DAILY NEWS - LEGAL	09/30/2019	565.50
255562	Vendor Continued Check	09/30/2019	0.00
255563	DAIRY FRESH FARMS	09/30/2019	8,771.11
255564	DELL	09/30/2019	974.53
255565	DEMCO, INC.	09/30/2019	489.85
255566	DEPT OF LABOR & IND - BOILER/P	09/30/2019	543.53
255567	Vendor Continued Check	09/30/2019	0.00
255568	DUCK DELIVERY PRODUCE, INC.	09/30/2019	17,580.32
255569	EDUCATIONAL SERVICE DIST #112	09/30/2019	6,256.61
255570	EDUCATIONAL & COMMUNITY SUPPOR	09/30/2019	460.00
255571	ENTEK CORPORATION	09/30/2019	2,693.15
255572	ENVIRONMENTAL CONTROL CORP	09/30/2019	1,791.76
255573	ERF COMPANY, INC.	09/30/2019	310.00
255574	ESD 112/RISK	09/30/2019	440,363.00
255575	ESGI, LLC	09/30/2019	1,288.00
255576	EVERGREEN PAINT, INC.	09/30/2019	91.60

Check Nbr	Vendor Name	Check Date	Check Amount
255577	EXPRESS EMPLOYMENT PROFESSIONA	09/30/2019	2,236.82
255578	FASTENAL COMPANY	09/30/2019	56.31
255579	FERGUSON ENTER. INC #3007	09/30/2019	3,054.08
255580	Vendor Continued Check	09/30/2019	0.00
255581	FOOD SERVICES OF AMERICA	09/30/2019	34,066.53
255582	FOXHIRE LLC	09/30/2019	5,779.20
255583	FRANZ FAMILY BAKERIES	09/30/2019	2,879.70
255584	GANE BROTHERS & LANE	09/30/2019	213.51
255585	GATEWAY EDUCATIONAL SERVICES	09/30/2019	296.00
255586	GLOBAL EQUIPMENT COMPANY	09/30/2019	726.27
255587	GRAINGER	09/30/2019	227.60
255588	GROTH MUSIC	09/30/2019	12.86
255589	GUNNAR'S AUTO SUPPLY	09/30/2019	64.81
255590	H & N SHEETMETAL, INC.	09/30/2019	202.25
255591	HEARTLAND SCHOOL SOLUTIONS	09/30/2019	323.22
255592	J.L. STOREDAHL & SONS, INC.	09/30/2019	92.97
255593	J.W. PEPPER & SON, INC.	09/30/2019	90.81
255594	JUBITZ CORP	09/30/2019	136.74
255595	JUNIOR LIBRARY GUILD	09/30/2019	509.26
255596	K-D-L HARDWARE SUPPLY INC	09/30/2019	30.73
255597	KELSO LONGVIEW CHAMBER OF COMM	09/30/2019	500.00
255598	KENNEDY VIOLINS INC	09/30/2019	69.37
255599	KEYS PLUS LOCKSMITHS	09/30/2019	20.47
255600	Vendor Continued Check	09/30/2019	0.00
255601	Vendor Continued Check	09/30/2019	0.00
255602	Vendor Continued Check	09/30/2019	0.00
255603	KING COUNTY DIRECTORS	09/30/2019	41,736.49
255604	L.G. ISAACSON CO. INC	09/30/2019	38.21
255605	LAMINATOR.COM INC.	09/30/2019	263.40
255606	LENOVO (UNITED STATES) INC	09/30/2019	9,430.67
255607	LIFEWORCS	09/30/2019	55,650.00
255608	LOCATES DOWN UNDER	09/30/2019	375.00
255609	Longbell Security Resources	09/30/2019	369.70
255610	LOWE'S	09/30/2019	828.22
255611	LOWER COLUMBIA COLLEGE	09/30/2019	130.80



Check Nbr	Vendor Name	Check Date	Check Amount
255612	LOWER COLUMBIA OCCUPATIONAL HE	09/30/2019	500.00
255613	MALLORY SAFETY AND SUPPLY LLC	09/30/2019	50.58
255614	MARSHALL MEMO LLC	09/30/2019	50.00
255615	MCDONALD CREATIVE FLOORS INC	09/30/2019	164.26
255616	MCDONALD WHOLESALE CO, INC	09/30/2019	2,758.71
255617	MCMASTER-CARR SUPPLY COMPANY	09/30/2019	495.25
255618	Miller, ANGELA C	09/30/2019	171.60
255619	MONOPRICE INC	09/30/2019	23.00
255620	MYSTERY SCIENCE INC	09/30/2019	999.00
255621	N2Y LLC	09/30/2019	1,722.00
255622	NORTH COAST ELECTRIC CO.	09/30/2019	966.47
255623	NuCO2	09/30/2019	268.86
255624	NW TEXTBOOK DEPOSITORY	09/30/2019	31,863.55
255625	OETC	09/30/2019	1,286.44
255626	OFFENDER SERVICES	09/30/2019	3,375.00
255627	OFFICE DEPOT	09/30/2019	3,922.62
255628	OFFICE EXPRESS, INC	09/30/2019	8,094.35
255629	PACIFIC OFFICE AUTOMATION	09/30/2019	1,234.08
255630	PACIFIC OFFICE AUTOMATION	09/30/2019	2,617.01
255631	PACIFIC COAST SIGN SUPPLY	09/30/2019	23.50
255632	PALMERS GLASS COMPANY	09/30/2019	118.03
255633	PAPE KENWORTH	09/30/2019	57.82
255634	PAPERBACKS GALORE	09/30/2019	99.45
255635	PEARSON / NCS PEARSON INC	09/30/2019	344.90
255636	PITSCO, INC	09/30/2019	651.74
255637	PLATT ELECTRIC SUPPLY	09/30/2019	505.47
255638	PRO LINE NW, INC.	09/30/2019	200.00
255639	RAINBOW PRINTING	09/30/2019	474.00
255640	READ NATURALLY	09/30/2019	2,127.80
255641	RMT EQUIPMENT	09/30/2019	115.60
255642	SCHETKY NORTHWEST SALES, INC	09/30/2019	1,750.40
255643	SCHOLASTIC	09/30/2019	5,506.50
255644	SECURITY PROFESSIONALS, LLC	09/30/2019	189.07
255645	SHERWIN WILLIAMS	09/30/2019	77.32
255646	SOCIAL THINKING	09/30/2019	166.24

Check Nbr	Vendor Name	Check Date	Check Amount
255647	SOLIANT HEALTH	09/30/2019	2,070.00
255648	SRI / SIGNING RESOURCES & INTE	09/30/2019	390.00
255649	SUPERINTENDENT OF PUBLIC INSTR	09/30/2019	18,150.38
255650	SUPPLIESOUTLET.COM INC	09/30/2019	854.31
255651	T & T TIRE LLC	09/30/2019	594.49
255652	THAT'S GREAT NEWS, LLC	09/30/2019	240.90
255653	Vendor Continued Check	09/30/2019	0.00
255654	THE HOME DEPOT PRO-SUPPLYWORKS	09/30/2019	13,659.02
255655	THE PART WORKS, INC.	09/30/2019	165.54
255656	THYSSENKRUPP ELEVATOR CORPORAT	09/30/2019	3,859.76
255657	TORNOW, JANICE ANN	09/30/2019	5,182.08
255658	TROXELL COMMUNICATIONS, INC.	09/30/2019	3,572.70
255659	TWIN CITY SERVICE CO. INC.	09/30/2019	2,498.74
255660	ULINE	09/30/2019	11,632.34
255661	UNITED GROCERS	09/30/2019	368.90
255662	US BANK EQUIPMENT FINANCE	09/30/2019	3,812.56
255663	VALLEY ATHLETIC FIELD SOLUTION	09/30/2019	1,835.86
255664	VANCOUVER BOLT AND SUPPLY INC	09/30/2019	11.15
255665	VERNIE'S	09/30/2019	355.81
255666	VIKING AUTOMATIC SPRINKLER COM	09/30/2019	3,681.89
255667	VOYAGER SOPRIS LEARNING, INC	09/30/2019	6,046.35
255668	W.H. CRESS COMPANY	09/30/2019	112.42
255669	WA ASSOC OF MAINTENANCE & OPER	09/30/2019	560.00
255670	WALTER E. NELSON CO.	09/30/2019	785.43
255671	WATKINS TRACTOR & SUPPLY CO.	09/30/2019	6.33
255672	WEATHERGUARD, INC	09/30/2019	2,292.15
255673	WENGER CORPORATION	09/30/2019	1,697.17
255674	Vendor Continued Check	09/30/2019	0.00
255675	WILCO	09/30/2019	1,026.55
255676	WILCOX & FLEGEL FUEL OIL CO.	09/30/2019	15,787.18
255677	WOIS/THE CAREER INFORMATION SY	09/30/2019	2,075.52
255678	WOOD'S LOGGING SUPPLY, INC	09/30/2019	104.91
255679	WOODS, BARBARA SUE	09/30/2019	62.50
255680	WSCA	09/30/2019	2,640.00

Check Nbr	Vendor Name	Check Date	Check Amount
166	Computer	Check(s) For a Total of	963,482.22

## 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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$244,938.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255681 through 255723, totaling \$244,938.49

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

Check Nbr	Vendor Name	Check Date	Check Amount
255681	AMAZON	09/30/2019	379.49
255682	BAKER LUMBER CO.	09/30/2019	3.66
255683	BANK OF AMERICA	09/30/2019	7,196.00
255684	BEACOCK VANCOUVER MUSIC CO, IN	09/30/2019	5,870.27
255685	BEACON HILL SEWER	09/30/2019	184.06
255686	BUSINESS OFFICE-REV FUND	09/30/2019	395.25
255687	CARLEX	09/30/2019	257.60
255688	CARROLLS WATER ASSOCIATION	09/30/2019	226.36
255689	CASCADE NATURAL GAS	09/30/2019	1,955.70
255690	CDW GOVERNMENT, INC.	09/30/2019	51,084.90
255691	CEDENO, ANN M	09/30/2019	1,000.00
255692	CENTRAL WELDING SUPPLY	09/30/2019	1,279.44
255693	CHENG & TSUI COMPANY	09/30/2019	7,472.26
255694	CITY OF KELSO	09/30/2019	4,875.00
255695	CITY OF KELSO - UTILITY DEPT	09/30/2019	19,256.64
255696	COMMITTEE FOR CHILDREN	09/30/2019	25,245.79
255697	COPIES TODAY SPEEDY LITHO	09/30/2019	1,576.10
255698	COWLITZ COUNTY PUBLIC WORKS DE	09/30/2019	669.94
255699	COWLITZ PUD	09/30/2019	34,500.96
255700	EASTBAY INC.	09/30/2019	1,556.64
255701	FLUENCY MATTERS	09/30/2019	8,032.00
255702	GB MANCHESTER CORPORATION	09/30/2019	1,897.16
255703	INTEGRATED REGISTER SYSTEM INC	09/30/2019	1,008.35
255704	J.W. PEPPER & SON, INC.	09/30/2019	598.43
255705	Jenkins, Jennifer	09/30/2019	307.18
255706	KING COUNTY DIRECTORS	09/30/2019	19,461.11
255707	LENOVO (UNITED STATES) INC	09/30/2019	5,313.12

Check Nbr	Vendor Name	Check Date	Check Amount
255708	MCGRAW-HILL	09/30/2019	1,365.96
255709	OETC	09/30/2019	1,370.63
255710	OFFICE DEPOT	09/30/2019	711.47
255711	PACIFIC OFFICE AUTOMATION	09/30/2019	1,742.54
255712	PAPERBACKS GALORE	09/30/2019	1,281.15
255713	PERMA BOUND - DIV OF HERTZBERG	09/30/2019	5,495.80
255714	PORTER FOSTER RORICK LLP	09/30/2019	1,317.50
255715	PRECISION EXAMS	09/30/2019	4,269.95
255716	SCHOOL OUTFITTERS	09/30/2019	3,545.52
255717	THYSSENKRUPP ELEVATOR CORPORAT	09/30/2019	5,194.16
255718	TPRS BOOKS	09/30/2019	4,108.00
255719	U.S. CELLULAR	09/30/2019	1,436.74
255720	VIRCO INC	09/30/2019	4,365.00
255721	WASTE CONTROL/KELSO	09/30/2019	2,545.40
255722	WINDSTREAM	09/30/2019	1,999.62
255723	WORTHINGTON DIRECT	09/30/2019	2,585.64
43	Computer	Check(s) For a Total of	244,938.49

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

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,560.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255724 through 255724, totaling \$1,560.26

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

Check Nbr	Vendor Name	Check Date	Check Amount
255724	ACH- COWLITZ COUNTY TREASURER	09/30/2019	1,560.26

1	Computer	Check(s) For a Total of	1,560.26
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**GENERAL FUND  
SEPTEMBER 30<sup>TH</sup>, 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) 255725-255734 HAS BEEN APPROVED FOR PAYMENT IN THE AMOUNT OF \$3,995.93 ON SEPTEMBER 30<sup>TH</sup>, 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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$4,565,005.46. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255735 through 255771, totaling \$4,565,005.46

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

Check Nbr	Vendor Name	Check Date	Check Amount
255735	ACH Cowlitz County Treasurer	09/30/2019	2,258,687.06
255736	AMERICAN FIDELITY	09/30/2019	5,293.00
255737	AMERICAN FIDELITY	09/30/2019	16,496.76
255738	AMERICAN FIDELITY	09/30/2019	2,210.83
255739	CGLIC-PHOENIX EASC	09/30/2019	41,233.39
255740	COWLITZ COUNTY TREASURER	09/30/2019	277,662.67
255741	COWLITZ COUNTY TREASURER	09/30/2019	480,106.98
255742	DEPT OF RETIREMENT SYSTEMS	09/30/2019	3,245.85
255743	DEPT OF RETIREMENT SYSTEMS	09/30/2019	171,897.13
255744	DEPT OF RETIREMENT SYSTEMS	09/30/2019	521,955.10
255745	DEPT OF RETIREMENT SYSTEMS	09/30/2019	9,467.66
255746	ESD 112 WORK/COMP	09/30/2019	61,141.90
255747	ESD 112 UNEMPLOYMENT COOP	09/30/2019	6,370.64
255748	HEALTH CARE AUTHORITY	09/30/2019	35,023.86
255749	KAISER PERMANENTE (MEDICAL)	09/30/2019	185,856.17
255750	KELSO SCHOOLS FOUNDATION	09/30/2019	442.00
255751	KELSO TRANS CHAPTE	09/30/2019	92.50
255752	LEGAL SHIELD	09/30/2019	191.50
255753	MALAIER, TRUSTEE, Michael G	09/30/2019	730.00
255754	NATIONWIDE	09/30/2019	197.44
255755	Oregon Dept. of Revenue	09/30/2019	2,173.80
255756	PREMERA BLUE CROSS	09/30/2019	291,881.69
255757	PSE KELSO LOCAL	09/30/2019	548.00
255758	PUBLIC SCHOOL EMPLOYEES OF WA	09/30/2019	1,510.97
255759	PUBLIC SCHOOL EMPLOYEES OF WA	09/30/2019	10,301.78
255760	SCHOOL EMPL CREDIT UNION OF WA	09/30/2019	1,500.00
255761	SUN LIFE FINANCIAL	09/30/2019	24,687.08



Check Nbr	Vendor Name	Check Date	Check Amount
255762	THE OMNI GROUP	09/30/2019	37,025.00
255763	UNITED WAY OF COWLITZ CO	09/30/2019	565.50
255764	US DEPARTMENT OF EDUCATION	09/30/2019	657.47
255765	VEBA TRUST	09/30/2019	19,266.15
255766	W.S.P.L.E.A.	09/30/2019	10.00
255767	WA ST SCHOOL RETIREES ASSOC	09/30/2019	147.00
255768	WEA	09/30/2019	29.47
255769	WEA PAYROLL DEDUCTIONS	09/30/2019	34,951.27
255770	WEA/VSP	09/30/2019	21,036.40
255771	WEA/WDS	09/30/2019	40,411.44
37	Computer	Check(s) For a Total of	4,565,005.46

## 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 September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,104.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, GF CCT:  
Warrant Numbers 255772 through 255773, totaling \$1,104.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
255772	HEALTH CARE AUTHORITY	10/01/2019	438.38
255773	J.W. PEPPER & SON, INC.	10/01/2019	665.71

2	Computer	Check(s) For a Total of	1,104.09
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## Capital Projects Fund

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

As of September 9, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$262,350.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:  
Warrant Numbers 3140 through 3140, totaling \$262,350.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3140	COWLITZ MITIGATION PARTNERS LL	09/18/2019	262,350.00

1	Computer	Check(s) For a Total of	262,350.00
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**Capital Projects  
Fund**

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

As of September 9, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$800.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:  
Warrant Numbers 3141 through 3141, totaling \$800.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
3141	COLUMBIA APPRAISAL SERVICE	09/18/2019	800.00

1	Computer	Check(s) For a Total of	800.00
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$161,189.97. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:  
Warrant Numbers 3142 through 3145, totaling \$161,189.97

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

Check Nbr	Vendor Name	Check Date	Check Amount
3142	ANDERSON APPRAISAL INC	09/30/2019	9,000.00
3143	CAPITAL PROJECTS REVOLVING FUN	09/30/2019	10,155.56
3144	CITY OF KELSO-COMM DEVL-BLDG &	09/30/2019	81,815.00
3145	COWLITZ COUNTY BUILDING & PLAN	09/30/2019	60,219.41

4	Computer	Check(s) For a Total of	161,189.97
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,194,878.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, CP CCT:  
Warrant Numbers 3146 through 3158, totaling \$1,194,878.08

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

Check Nbr	Vendor Name	Check Date	Check Amount
3146	AINW	09/30/2019	24,143.38
3147	CAPITAL PROJECTS REVOLVING FUN	09/30/2019	2,165.36
3148	CBRE INC - VALUATION & ADVISOR	09/30/2019	11,000.00
3149	COWLITZ COUNTY HEALTH DEPT	09/30/2019	584.00
3150	ECOLOGICAL LAND SERVICES INC	09/30/2019	346.25
3151	EDUCATIONAL SERVICE DIST #112	09/30/2019	41,065.92
3152	FORMA CONSTRUCTION CO	09/30/2019	3,924.22
3153	GIBBS & OLSON INC	09/30/2019	2,495.61
3154	INTEGRUS ARCHITECTURE PS	09/30/2019	341,189.18
3155	J.H. KELLY, INC.	09/30/2019	690,726.34
3156	KING COUNTY DIRECTORS	09/30/2019	68,676.07
3157	NOW ENVIRONMENTAL SERVICES, IN	09/30/2019	4,775.00
3158	PERKINS COIE LLP	09/30/2019	3,786.75

13	Computer	Check(s) For a Total of	1,194,878.08
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$206.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB CCT:  
Warrant Numbers 30430 through 30430, totaling \$206.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
30430	ACH-AP COWLITZ COUNTY TREASURE	09/30/2019	206.09

1	Computer	Check(s) For a Total of	206.09
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$206.09. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB ACCOUNTS PAYABLE ACH:  
ACH Numbers 192000001 through 192000003, totaling \$206.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
192000001	Amrine, Steve F	09/30/2019	103.57
192000002	Beck, Taylor Daniel	09/30/2019	37.79
192000003	D'Aboy, Thomas John	09/30/2019	64.73

3	ACH	Check(s) For a Total of	206.09
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## ASB Fund

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

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$40,474.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB CCT:  
Warrant Numbers 30431 through 30464, totaling \$40,474.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
30431	A.S.B. IMPREST FUND	09/30/2019	95.00
30432	ALOHA HIGH SCHOOL	09/30/2019	260.00
30433	ATHLETES CORNER	09/30/2019	2,223.62
30434	AWSP	09/30/2019	6,786.00
30435	BANK OF AMERICA	09/30/2019	2,360.90
30436	BIGFOOT SCREEN PRINTING	09/30/2019	901.55
30437	CONTINENTAL ATHLETIC SUPPLY	09/30/2019	7,995.66
30438	COPIES TODAY SPEEDY LITHO	09/30/2019	605.37
30439	CORWIN BEVERAGE CO.	09/30/2019	2,342.23
30440	COWLITZ CONTAINER & DIECUTTING	09/30/2019	113.51
30441	EASTBAY INC.	09/30/2019	131.07
30442	Educational Theatre Associatio	09/30/2019	100.00
30443	FOOD SERVICES OF AMERICA	09/30/2019	957.35
30444	GEAR UP SPORTS, LLC	09/30/2019	1,714.45
30445	HOCKINSON HIGH SCHOOL	09/30/2019	450.00
30446	HOME DEPOT CREDIT SERVICES	09/30/2019	166.27
30447	HUDL	09/30/2019	3,241.92
30448	KING COUNTY DIRECTORS	09/30/2019	442.07
30449	LAKES HIGH SCHOOL	09/30/2019	140.00
30450	LAKEWOOD HIGH SCHOOL	09/30/2019	180.00
30451	MINT VALLEY GOLF COURSE	09/30/2019	659.44
30452	NASSP	09/30/2019	770.00
30453	NW DELI DISTRIBUTING, INC.	09/30/2019	3,172.57
30454	PIONEER DRAMA	09/30/2019	227.00
30455	PLAQUES & SUCH	09/30/2019	901.73
30456	PRO GRAPHYX	09/30/2019	324.08
30457	SAFEWAY INC	09/30/2019	197.79

Check Nbr	Vendor Name	Check Date	Check Amount
30458	SIGNMASTERS AWARDS N' MORE, IN	09/30/2019	882.10
30459	SW WA ACTIVITIES ASSOCIATION	09/30/2019	500.00
30460	TILLAMOOK HIGH SCHOOL	09/30/2019	200.00
30461	UNITED GROCERS	09/30/2019	280.48
30462	VERNIE'S	09/30/2019	652.20
30463	WASBO	09/30/2019	200.00
30464	WELLER, DOLLIE K	09/30/2019	300.00
34	Computer	Check(s) For a Total of	40,474.36

## ASB Fund

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

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$350.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB CCT:  
Warrant Numbers 30465 through 30465, totaling \$350.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
30465	SANDY HIGH SCHOOL	09/30/2019	350.00

1	Computer	Check(s) For a Total of	350.00
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The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of September 23, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$79.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, ASB CCT:  
Warrant Numbers 30466 through 30466, totaling \$79.87

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

Check Nbr	Vendor Name	Check Date	Check Amount
30466	ACH- COWLITZ COUNTY TREASURER	09/30/2019	79.87

1	Computer	Check(s) For a Total of	79.87
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## 217 Highly Capable Program Plan

Fiscal Year: 19-20

Milestone: Requested OSPI Approval (Printed 10/3/2019)

District: Kelso School District

Organization Code: 08458

ESD: Educational Service District 112

Page 1

### Directions

**All Local Education Agencies (LEAs) must complete this application for the 2019-20 school year.**

- **Page 1 must be updated annually:** District indicates if accepting Highly Capable funds, signs and dates assurances to comply with Highly Capable Program requirements.
- **Pages 2 through 7:** LEA information entered on pages 2-6 of FP 217 will roll over from the LEA's last approved Highly Capable Comprehensive Plan. If changes were made on any Page (2-6) check the box on this page, then make changes on the appropriate page.

**REMINDER:** The Highly Capable funding formula is 5.0 percent of each LEA's population. **This is a funding formula and does *not* mean a certain percentage of students must be identified.**

**LEAs must also submit for OSPI approval the FY 2019-20 end-of-year report (SY 2018-19), iGrant Form Package 250, before receiving funding for the 2019-20 school year.**

**Your school board must approve the information and data you enter in this form package annually.** In iGrants form Package 217 (fiscal year 2019-20), click **Print All**, to the right of Save. ([WAC 392.170.025](#)).

### Program Monitoring and Review

OSPI staff will review District Highly Capable plans during the Consolidated Program Review (CPR) process. Districts will be reviewed during Consolidated Program Review cycle, even if they are not accepting funds, as Highly Capable is part of the program of basic education under [RCW 28A.150.220\(3\)\(g\)\(3\)](#).

### Updated Pages

Updates have been made to the following pages:

- ☐ Page 2
- ☒ Page 3
- ☒ Page 4
- ☒ Page 5
- ☒ Page 6
- ☐ Page 7

**NOTE:** As part of RCW 28A.150.220(3)(g), the instructional program of basic education provided by each LEA shall include programs for Highly Capable students. Consistent with OSPI's approach to the Learning Assistance Program and the Transitional Bilingual Instructional Program, an LEA does not have to accept funds. It does need to ensure services are provided to students who qualify. Under the law, LEAs are to identify their most Highly Capable students and serve them. See RCW 28A.185.020 (1) and (2).

**Please check only one box below:**

☒ **LEA accepts Highly Capable allocation for 2019-20 school year. LEA agrees to the comply with:**

- a. RCW 28A.150.220(3)(g)(3).  
*The instructional program of basic education provided by each LEA shall include: (g) Programs for highly Capable students under RCW 28A.185.010 through 28A.185.030.*
- b. RCW 28A.185.020  
*Highly Capable program requirements provided in state law.*
- c. WAC 392-170-012  
*Highly Capable program requirements provided under OSPI rules. WAC 392-170*
- d. *Annually report the students served in the LEA's Highly Capable program in CEDARS.*
- e. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*
- f. *Annually complete the End-of-Year Report (iGrants Form Package 250).*
- g. *Follow RCW 28A.185.020 District practices for identifying the most Highly Capable student must prioritize equitable identification of low-income students.*
- h. *Follow RCW 28A.300.770 Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

☐ **LEA DOES NOT accept Highly Capable allocation for the 2019-20 school year.** LEA understands that under the Basic Education Act, it must offer a Highly Capable program that complies with RCW 28A.150.220(3)(g). This includes a responsibility to identify and serve their most Highly Capable students. LEA agrees that it will:

- a. *Annually report the students served in the district's Highly Capable program in CEDARS.*
- b. *Annually complete applicable portions of the End-of-Year Report (iGrants Form Package 250). This includes annually reviewing and validating CEDARS data.*
- c. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*
- d. *Follow RCW 28A.185.020 District practices for identifying the most Highly Capable student must prioritize equitable identification of low-income students.*
- e. *Follow RCW 28A.300.770 Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

☒ **District officials have read, and the district complies with, the laws and regulations above.**



<b>Name of Authorized Representative:</b>	Kim Yore
<b>Position/Title of Authorized Representative:</b>	Director of Teaching & Learning
<b>Date:</b> (MM/DD/YY)	9/6/2019

<b>Highly Capable Program Coordinator</b>	
<b>Contact Name:</b>	Kim Yore
<b>Organization:</b>	Kelso School District 458
<b>Email:</b>	kim.yore@kelsosd.org
<b>Phone:</b>	360-501-1926
<b>Contact Name:</b>	
<b>Organization:</b>	

<b>Highly Capable Program Parent Organization</b>	
<b>Is there a parent organization in your area?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b>Contact Name:</b>	Deena McGhee
<b>Organization:</b>	SENG Parent Support Group
<b>Email:</b>	deena.mcghee@kelsosd.org
<b>Phone:</b>	360-501-1715

**District's Highly Capable Student Definition and Learning Characteristics**  
**RCW 28A-185-030, WAC 392-170.035, .036**

**Instructions**

1. Select one check box.
2. If you check the second box, provide the district's unique definition of a Highly Capable student and learning characteristics.

- ☒ District uses the state's definition for students who are Highly Capable, and to define the learning characteristics that could be evident in students identified as Highly Capable.
- ☐ District uses a unique definition that integrates elements of the state's definitions.

**Highly Capable Student: Unique District Definition and Learning Characteristics.**

**Statement of Purpose (OPTIONAL)**

District has a statement of purpose for the Highly Capable program.

- ☒ Yes ☐ No



## Instructions

Identification procedures must occur at all grade levels in the district. The demographics that characterize your district's Highly Capable students should reflect the demographics of the district's population. Once a student is identified, the district provides services across all grade levels — for as long as he or she remains in the district.

### Every Item is Mandatory

1. Mark each check box in sections A, B, C, D and E to affirm that these WAC requirements are in place.
2. Write your response where indicated.

## A. Annual Notification [WAC 392-170-042](#)

### Assurances

- ☒ Public notification for parents and students before any major identification activity.

### Public Notification

- ☒ Translated into languages spoken by the communities whose students attend the schools in your district, as necessary to reach the families whose children attend schools in your district.
- ☒ Published across multiple communication channels with circulation adequate to notify parents and students throughout the district.

## B. Referral Process [WAC 392-170-045](#) | [055](#)

### Assurances

- ☒ District uses a specific process to refer students for the Highly Capable program
- ☒ Referral process permits referrals from teachers, other staff, parents, students and community members.

## C. Parental/Legal Guardian Permission [WAC 392-170-047](#)

District must have on file **written or electronic signature permission to assess and start HCP services**. Every item listed below is required by WAC 392-170-047.

### Assurances

- ☒ District gets permission to assess.
- ☒ District gets permission to start services.

Every assurance in the table below is mandatory.

Permission to Test Includes		Permission to Start HCP Services Includes	
Explanation of the <b>procedures for identification</b> of a student for entrance into the HCP.	<input checked="" type="checkbox"/>	Explanation of the <b>procedures for identification</b> of a student for entrance into the HCP.	<input checked="" type="checkbox"/>
Explanation of the <b>process for appealing the selection decision</b> of the multidisciplinary selection committee.	<input checked="" type="checkbox"/>	Explanation of the <b>process for appealing the selection decision</b> of the multidisciplinary selection committee.	<input checked="" type="checkbox"/>
Explanation of the <b>procedures to exit a student</b> from the program.	<input checked="" type="checkbox"/>	Explanation of the <b>procedures to exit a student</b> from the program.	<input checked="" type="checkbox"/>
Information on the <b>district's program and the options</b> that will be available to identified students.	<input checked="" type="checkbox"/>	Information on the district's <b>program and the options</b> that will be available to identified students.	<input checked="" type="checkbox"/>

#### D. Screening Procedures **OPTIONAL** WAC 392-170-045 | 055 | 060 | 075

##### Instructions

The referral process could include a method to screen out students who do not qualify for the HCP, based on clear current evidence.

The district uses a screening process. Yes ☒ No ☐

**If yes**, click the **NEW** button and complete the tables to document the type of screener by grade level.

**If no**, continue to **Part E**.

**Do Not Lose Your Data - Click Save!**  
Click **Save** at the top of the page after you complete each table.

Screening Procedures

**Assurances**  
Mark both check boxes to affirm that WAC requirements detailed in 392-170-055 and 392-170-060 are in place.

☒ District has a clearly defined and documented screening process.
☒ All tests and other evaluation materials used in the screening meet requirements of WAS 392-170-060 *Nondiscrimination in the use of tests.*

**Instructions**  
**MSC Considers Screening and Assessment Data**  
Make sure your multidisciplinary selection committee reviews all the data you collect through your screening procedures and your assessment process.

**WAC 392-170-075 Selection of Most Highly Capable**  
[selection] "(3) Shall be based on a selection system that determines which students are the most highly capable as defined under WAC 392-170-055, and other data collected in the assessment process."

If you checked the **K12 box**, do NOT check the boxes below individual grades.

[illegible]

Academic Achievement	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MAP for Primary Grades (MPG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measures of Academic Progress (MAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iowa Test of Basic Skills (ITBS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iowa Test of Educational Development (ITED)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stanford Achievement Test Series, 10th Edition (SAT 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Woodcock-Johnson IV (WJIV)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s) K-8 STAR Enterprise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

Research-based Rating Scale	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scales for Identifying Gifted Students, 2004 (SIGS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WaKIDS (Washington Kindergarten Inventory of Developing Skills)		<input type="checkbox"/>												
Other: Name(s) CLED	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Informal Measures	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Kingore Observation Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio-Work Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s) KinderScreen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REMEMBER:** Allow **SAVE** to complete before hitting the **NEW** button again.

## E. Assessment Process WAC 392-170-055 | 060

### Assurances

Mark each check box to affirm that WAC requirements detailed in 392-170-055 and 392-170-060 are in place.

☒ District has a clearly defined and documented assessment process.

☒ All tests and other evaluation materials used in the assessment meet requirements of WAC 392-170-060 *Nondiscrimination in the use of Tests*.

### Instructions

Use **up-to-date assessment tools**. Contact individual publishing companies for more information on each assessment.

**ALERT:** Districts that screen must use different instruments in the assessment process.

## Assessment Measures

[illegible][illegible]

Creativity	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Torrance Test of Creative Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s) Scales for Rating the Behavioral Characteristics of Superior Students - Creative Subtest (Renzulli Scales)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Research-Based Rating Scale	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Gifted Rating Scales, 2003 (GRS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scales for Identifying Gifted Students, 2004 (SIGS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WaKIDS (Washington Kindergarten Inventory of Developing Skills)		<input type="checkbox"/>												
Other: Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Informal Measures	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Kingore Observation Inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teacher Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Rating Scale-locally developed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portfolio-Work Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Name(s) KinderScreen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### F. Selection WAC 392-170- 075

##### **Multidisciplinary Selection Committee (MSC) Considers Screening and Assessment Data**

If you screen, make sure your multidisciplinary selection committee reviews all the data you collect — through your screening procedures and your assessment process.

**WAC 392-170-075 Selection of Most Highly Capable**

Shall be based on a selection system that determines which students are the most Highly Capable as defined under WAC 392-170-055, and other data collected in the assessment process."

**Assurances**

- ☒ District has documented procedure and board-approved policy that govern selection of the most Highly Capable students by the MSC. This policy and its procedures meet the requirements listed in WAC 392-170-075.
- ☒ Board Policy and Procedure Number **2190**
- ☐ If not, 2190: Board Policy and Procedure Name or Number

**G. Multidisciplinary Selection Committee (MSC) WAC 392-170- 070 | 075 | 038****Assurances**

MSC members must meet the minimum professional requirements listed in WAC 392-170-070.

- ☒ The district's MSC composition and the role of the committee members comply with WAC 392-170-070 and 075.
- ☒ Each committee member commits to the strictest level of confidentiality related to the process, documentation, student information and selection.

**HCP Services: Continuum and Variety**  
**RCW 28A-185-030, WAC 392-170-030**

**A. Program Services Management** WAC 392-170-078 | **080**

## Assurances

- ☒ District provides educational opportunities that take into account each student's needs and capabilities.
- ☒ District reviews services for each student periodically to ensure services meet each student's needs and capabilities.

## B. Variety and Continuum of Program Services WAC 392-170-078 | 080

## Instructions

CEDARS gifted values identifies **four primary structures** for HCP service delivery:

- **General education** classroom-based services and programs, CEDARS Gifted Value 32
- **Unique HCP Services/Programs**, CEDARS Gifted Value 33
- **Acceleration** Services/Programs, CEDARS Gifted Value 34
- **Non-Traditional** Services/Programs, CEDARS Gifted Value 35

For each service delivery option or options you provide identify the **instructional strategies and curricular modifications** teachers integrate to meet the needs of their Highly Capable students.

**ALERT:** Instructional programming and the delivery of HCP services must be **in place at every grade level** in your district. Highly Capable students remain in the program until their enrollment in your district ends.

### Complete the Gifted Value Tables

For each Gifted Value identify:

1. Program options by grade level. If K12 is marked, do not check any of the individual grade level boxes for the measure.
2. Instructional strategies and curricular modifications.

CEDARS Gifted Value 32 General Education classroom-based services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Instructional Strategies and Curricula Modification</b>														
<input checked="" type="checkbox"/> Differentiation					<input checked="" type="checkbox"/> Curriculum Compacting									
<input checked="" type="checkbox"/> Flexible grouping					<input checked="" type="checkbox"/> Enrichment									
<input type="checkbox"/> Independent study					<input checked="" type="checkbox"/> Independent projects									



<input checked="" type="checkbox"/> Pacing	<input checked="" type="checkbox"/> Content acceleration
<input checked="" type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input checked="" type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

<b>CEDARS Gifted Value 33</b> Unique HCP services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Self-Contained classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplemental</b> pull-out program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty online course or courses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Instructional Strategies and Curricula Modification</b>	
<input type="checkbox"/> Differentiation	<input checked="" type="checkbox"/> Curriculum Compacting
<input type="checkbox"/> Flexible grouping	<input type="checkbox"/> Enrichment
<input checked="" type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input checked="" type="checkbox"/> Pacing	<input checked="" type="checkbox"/> Content acceleration
<input type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

<b>CEDARS Gifted Value 34</b> Acceleration services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Advance Placement (AP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cambridge AICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concurrent or dual enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Credit by examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early entrance middle school, high school or college	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grade level advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Honors/Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
International Baccalaureate (IB)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online course(s) for subject acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Running Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Subject-based acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Instructional Strategies and Curricula Modification</b>	
<input checked="" type="checkbox"/> Differentiation	<input checked="" type="checkbox"/> Curriculum Compacting

<input checked="" type="checkbox"/> Flexible grouping	<input type="checkbox"/> Enrichment
<input checked="" type="checkbox"/> Independent study	<input checked="" type="checkbox"/> Independent projects
<input checked="" type="checkbox"/> Pacing	<input checked="" type="checkbox"/> Content acceleration
<input type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

<b>CEDARS Gifted Value 35</b> <b>Non-traditional services and programs</b>	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Mentorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative partnership with industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative arrangement with ESD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative arrangement with other district(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplemental</b> academic competitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplemental</b> summer enrichment or acceleration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supplemental</b> before or after school services and extra-curricular academic activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Name(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Instructional Strategies and Curricula Modification

<input type="checkbox"/> Differentiation	<input type="checkbox"/> Curriculum Compacting
<input type="checkbox"/> Flexible grouping	<input type="checkbox"/> Enrichment
<input type="checkbox"/> Independent study	<input type="checkbox"/> Independent projects
<input type="checkbox"/> Pacing	<input type="checkbox"/> Content acceleration
<input type="checkbox"/> Supplemental instruction in area of interest	<input type="checkbox"/> Supplemental materials in area of interest
<input type="checkbox"/> Cluster grouping	<input type="checkbox"/> Other Name(s)

**Program Goals, Monitoring and Evaluation**    [WAC 392-170-030](#) | [RCW 28A.185.050](#) | [RCW 28A.150.220](#)

**A. District Program Goals**    [WAC 392-170-030](#)

**Assurance**

☒ District has defined goals for the Highly Capable program and works toward meeting those goals.

**ALERT:** Keep documentation related to HCP goals on file at the district. District staff make these records available to authorized personnel during the state Consolidated Program Review cycle and on request.

**B. Monitoring: District Records That Demonstrate Compliance**    [WAC 392-170-095](#) | [RCW 28A.185.050](#) | [RCW 28A.150.220](#)

**Instructions**

Keep those records that evidence compliance with state law at the district. Here are some examples of the HCP documents districts must keep on file:

- School board policy and district procedure that govern the district's Highly Capable program
- Assurances
- Annual public notification
- Parent/legal guardian permission notices and letters
- Description/documentation related to processes of identification, selection, appeal and program evaluation
- Description/documentation related to program exit
- Documentation related to program options and services
- Records related to individual educational programs for Highly Capable students

**Assurance**

☒ District maintains records that evidence compliance with the laws and regulations related to the Highly Capable program. District staff makes these records available to authorized personnel during the Consolidated Program Review cycle and on request.

**ALERT:** Do not upload HCP documentation; keep on file at the district.

**C1. Evaluation**    [WAC 392-170-030](#) | [RCW 28A.185.050](#) | [RCW 28A.150.220](#)

**Instructions**

The evaluation of your HCP should return data that measure:

1. The annual efficacy of the district's HCP administration and operations
2. Compliance with state laws and regulations related to the highly capable program

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the timeframes for review and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April
Program Administration / Operations	Reviewed	Review and Analysis
<b>Program Administration/Operation</b>		
District Policy	<input checked="" type="checkbox"/>	June
Program Expenditures	<input checked="" type="checkbox"/>	Monthly
Compliance to WAC 392-170	<input checked="" type="checkbox"/>	June
District Procedures	<input checked="" type="checkbox"/>	June
Goals for District Program	<input checked="" type="checkbox"/>	June
Academic Goals for HCP Students	<input checked="" type="checkbox"/>	June
Communications	<input checked="" type="checkbox"/>	June
Variety of Services at Grade Levels	<input checked="" type="checkbox"/>	June
Continuum of Services	<input checked="" type="checkbox"/>	June
Other: Name(s)	<input type="checkbox"/>	

**C2. Evaluation**    WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

**Instructions**

The evaluation of your HCP should return data that measure:

1. How well you HCP met its program goals
2. Academic achievement of your Highly Capable students
3. How well your HCP addressed the needs and capabilities of Highly Capable students

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the grade level, and timeframes for collection/administration and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April	
Evaluation Methods and Activities	Grades	Collect or Administer	Review
<b>Grades and Tests</b>			
AP Tests	<input type="checkbox"/> Elementary		

	<input checked="" type="checkbox"/> Secondary	Collect	Spring
Cambridge AICE Tests	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Classroom-based Assessments	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
District Assessments	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	Collect Collect	Fall, Winter, Spring Fall, Winter, Spring
IB Tests	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Performance Assessment	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Progress Reports	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Report Cards	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
State Assessments	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	Collect Collect	Summer/Fall Summer/Fall
Student Growth Percentiles (SGP) comparing academic peers	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		

### Qualitative Data

Staff Anecdotal Observation	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	Collect Collect	Fall, Winter, Spring Fall, Winter, Spring
Student Reflection	<input checked="" type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary	Collect Collect	Fall, Winter, Spring Winter, Spring
Student Interviews	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		
Other: Name(s)	<input type="checkbox"/> Elementary <input type="checkbox"/> Secondary		

### Surveys

Administrator	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Parent	<input checked="" type="checkbox"/> Elementary	Collect	Spring
	<input checked="" type="checkbox"/> Secondary	Collect	Spring
Student	<input checked="" type="checkbox"/> Elementary	Collect	Spring
	<input checked="" type="checkbox"/> Secondary	Collect	Spring
Teacher	<input checked="" type="checkbox"/> Elementary	Collect	Spring
	<input checked="" type="checkbox"/> Secondary	Collect	Spring
Other: Name(s)	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		

#### Other Data Sources

Attendance	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Competition Performance and Outcomes for supplemental programs such as Destination Imagination, Future Problem Solvers, History Day, debate, chess	<input type="checkbox"/> Elementary		
	<input type="checkbox"/> Secondary		
Program Participation	<input checked="" type="checkbox"/> Elementary	Collect	Fall, Winter, Spring
	<input checked="" type="checkbox"/> Secondary	Collect	Fall, Winter, Spring
Other: Name(s) Symposiums & Expo, Student Socials	<input checked="" type="checkbox"/> Elementary	Administer	Fall, Spring
	<input checked="" type="checkbox"/> Secondary	Administer	Fall, Spring

## School Board Annual Approval of District Comprehensive Plan: iGrants 217

WAC 392-170-020 | 025 | 030

### A. Estimate of Students Expected to Serve [WAC 392-170-030](#)

#### Instructions

Estimate the number of students your district expects to serve at each grade — across the district's total grade span.

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
0	0	6	11	26	36	46	27	42	43	47	28	38	350

### B. iGrants 217 Highly Capable Program Comprehensive Plan: School Board Annual Approval

[WAC 392-170-020](#) | [025](#)

#### Instructions

This iGrants form package - 217 - is your district's Comprehensive plan.

1. Complete, print out all pages and take it to your school board for annual review and approval. Click **Print All**, to the right of Save.
2. Enter the date your school board approved this Comprehensive plan, iGrants 217. If it is not yet approved, please enter date when it will be on board agenda for approval.
3. Upload the board meeting minutes that document approval. Contact us to open this page when minutes are available.

#### Date of Annual Board Approval:

Upload meeting minutes that show **annual board approval of iGrants FP 217**.

**File names:** do not use symbols or special characters.

Uploaded Files

Uploaded By

Uploaded At

Files have not been uploaded



## **Equitable Identification of Low-Income Students RCW 28A.185.020**

**Update as needed how you address equitable identification of low-income students as required by law RCW 28A.185.020.**

1. Identify person(s) responsible for developing and implementing LEA equitable identification plan to address low-income students.

Hi-Cap Program Coordinators: Misa Reardon & J'aime Graff

2. LEAs may find systemic barriers to identifying low-income students, such as: limited communication about referral process, testing outside school day, reliance on standardized testing only, no routine review of existing data, communication in English only, "cut off" scores on standardized tests, lack of information by school front office staff, and others.

OSPI suggests the following possible actions to reduce barriers to identifying low-income students: screen all students at certain grade level(s) to "screen in" students who may be overlooked, look for above-grade-level WaKIDS indicators, assess rapid growth over time with WaKIDS or ELPA21, test during school day in home school, review IEPs for students with disabilities for indicators of giftedness (twice exceptional), inform staff of gifted indicators and solicit referrals by staff, use alternative assessments for English learners, routinely review all relevant data for any new student, include referral information in enrollment packets, reach out to families by native language speaker.

**Please update actions your LEA takes to prioritize equitable identification of low-income students, and the LEA's process to implement during the 2019-20 identification cycle.**

We will continue to screen all students at certain grade levels to "screen in" students who may be overlooked, test during school day in home school, and inform staff of gifted indicators and solicit referrals by staff.

## **Criteria for Identification RCW 28A.300.770**

**Explain how you address criteria for identification as required by RCW 28A.300.770.**

3. **Update actions your LEA takes to address these criteria in your identification policy and procedures, and the LEA's process to implement during 2019-20 identification cycle.**

LEAs must have identification procedures for Highly Capable programs that are clearly stated and implemented using the following criteria:

- a. Districts must use **multiple objective criteria** to identify students who are among the most Highly Capable. Multiple pathways for qualifications must be available and **no single criterion may disqualify a student from identification**.
- b. Highly Capable selection decisions must be based on consideration of **criteria benchmarked on local norms**, but local norms may not be used as a more restrictive criterion than national norms.
- c. **Subjective measures such as teacher recommendations or report card grades may not be used to screen out a student from assessment**. These data points may



be used alongside other criteria during selection to support identification, but may not be used to disqualify a student from being identified.

- d. To the extent practicable, **screening and assessments must be given in the native language** of the student. If native language screening and assessments are not available, a **nonverbal screening and assessment** must be used.

We will continue to utilize a portfolio of evidence with no single criterion of disqualification along with CLED rating scales to determine eligibility. Non-verbal assessment and screening are considered more heavily by the Multi-Disciplinary Review Committee when testing does not exist in a student's native language.



**KELSO HIGH SCHOOL**  
**FIELD TRIP REQUEST**  
 Form A

Organization involved: DECA Date of trip: Nov 3-5 Date Requested: 08/28/19  
 Reason for trip: DECA competition preparation  
 Destination: Bellevue, WA Departure Time: 9:00 Return Time: 17:00

☐ If this is out-of-state travel, Form B request for administration and school board approval is attached. (Allow four weeks from the date to submit this form).

<b>Supervision</b>	Teacher in charge: <u>Taylor Beck</u> Adult chaperones: <u>Angela Knowles</u> <u>Denise Prescott</u> _____ _____ _____	Number of students involved: <u>20</u> ♦ A typed list of preliminary students attending is <b>required before</b> approval will be made. ♦ Final list is to be turned into the Attendance Office <b>before</b> departure.
If travel is overnight or out of state – chaperones must be 10-fingerprinted approved. See form B.		
<b>Travel</b>	<input checked="" type="checkbox"/> <b>School Bus.</b> ..... <input type="checkbox"/> Attached is a KSD bus trip ticket to reserve school bus(es). <input type="checkbox"/> <b>KHS Van.</b> ..... <input type="checkbox"/> The school van has been reserved... <input type="checkbox"/> I am certified to drive the van. <input type="checkbox"/> <b>Charter Bus.</b> ..... <input type="checkbox"/> Charter bus has been approved by transportation. <input type="checkbox"/> The activities coordinator has signed a contract. <input type="checkbox"/> <b>Air</b> ..... <input type="checkbox"/> Tickets have been arranged & form B for overnight/out of state travel is attached.	
<b>Paperwork</b>	<input checked="" type="checkbox"/> <b>Parent Permission forms</b> with emergency information are on file for each student. <input checked="" type="checkbox"/> <b>Student conduct and expectations</b> have been <b>discussed</b> and provided in <b>written form</b> <input checked="" type="checkbox"/> <b>Chaperone conduct and expectations</b> have been <b>discussed</b> and provided in <b>written form</b> <input checked="" type="checkbox"/> <b>Itinerary</b> has been given to parents, secretaries, administrators and attached to this form.	
<b>Funding</b>	Substitute .. <input type="checkbox"/> ASB <input type="checkbox"/> Vocational <input type="checkbox"/> Building    Account Number: _____ Transportation... <input type="checkbox"/> ASB <input type="checkbox"/> Vocational <input type="checkbox"/> Building    Account Number: _____ Lodging... <input type="checkbox"/> ASB <input type="checkbox"/> Vocational <input type="checkbox"/> Building    Account Number: _____ Food... <input type="checkbox"/> ASB <input type="checkbox"/> Vocational <input type="checkbox"/> Building    Account Number: _____	
<b>Safety</b>	<p><b>Does this field trip involve any of the following (please check all that apply):</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Swimming, boats, or in/around water  <input type="checkbox"/> Remote locations/hiking  <input type="checkbox"/> Outdoor education         </div> <div style="width: 45%;"> <input type="checkbox"/> Animals  <input type="checkbox"/> Air Travel  <input type="checkbox"/> Motorized Activities         </div> </div>	

<b>Office Use Only</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<div style="text-align: center;">         _____          Activities Coordinator       </div> <div style="text-align: right; padding-top: 10px;"> <input type="checkbox"/> Placed on Calendar       </div>

Distribution: Give copy to Advisor

Housing	Name of motel(s)/hotel(s) on trip: <u>Hyatt Regency Bellevue</u>
	Phone number(s) of motel(s)/hotel(s): <u>(425) 462-1234</u>
Chaperones	Name of Administrator/Appointee on trip: <u>Taylor Beck</u>
	Chaperones: (Must be 10-fingerprinted approved and must be a ratio of no more than 20 students to each chaperone.)
	Male: _____ Female: _____
	<u>Taylor Beck</u> <u>Denise Prescott</u>
	<u>Angela Knowles</u>
	Special Needs Chaperones: _____
	_____
Student Care	Food accommodations: <u>Restaurants</u>
	Who is paying: <u>Student</u>
	Amount per student: <u>\$100</u>
Administrative	<b>Office Use Only</b>
	<input type="checkbox"/> Appropriateness <input type="checkbox"/> Risk Management Approval
	<input type="checkbox"/> Instruction of Participants <input type="checkbox"/> Instruction of Chaperones
	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____
	Activities Coordinator

Distribution: White-Activities Coordinator; Yellow-Club/Activity Advisor/Teacher



# KELSO SCHOOL DISTRICT - TRANSPORTATION DEPARTMENT

## 2019/2020 TRIP REQUEST FORM

One request form is required for each trip requested.

Requests should be submitted at least **10 business days** in advance of trip date.

Transportation cannot guarantee a specific bus or driver.

Current Date 9-10-19 Date of Trip 11/3/19 No. of Regular Buses Requested 1

Seating Guidelines: Please call Dispatch at 501-1352 to determine number of buses required for safety.

Requested Leave Time 11:00am Leave Destination Drop off Return to School

Pickup Location KHS Other Location

Destination Hyatt Regency

Physical Address of Destination **MUST** be provided

Physical Address 900 Bellevue Way, NE, Bellevue, WA 98004

Number of Student Passengers 30 Grade 9-12 Adults / Coaches 2

Do you require an additional wheelchair bus? No If Yes - Name of Student

Special Accommodations

Have you notified the school health care specialist? (Yes/No) YES - List to be provided at a later date.

Other Accommodations

Requested By Taylor Beck Extension # 1827 Cell # (360) 747-2329

Type of Trip Field Trip Specify Group or Team DECA

WAC 392-145-021 When a teacher, coach, or other certificated staff member is assigned to accompany students on a school bus, such person shall be responsible for the behavior of the students in his or her charge, and shall ensure that passengers comply with state rules, district policies and district procedures for student transportation. **However, the school bus driver shall have final authority and responsibility.**

Authorized By Denise Prescott Account Code 3162.27.0850.1500.0000.0000

### THIS SPACE COMPLETED BY THE TRANSPORTATION OFFICE

MILES		REGULAR		OVERTIME		TIME	
TTL Miles	<u></u>	Driver Time	<u></u>	OT	<u></u>	TTL Time	<u></u>
MILES \$	<u></u>	Driver Cost	<u></u>	OT	<u></u>	DRIVER \$	<u></u>
TOTAL TRIP COST \$							<u></u>
Driver(s) <u></u>							
Bus(s) <u></u>							Student d/o & p/u <u></u>
Trip #(s) <u></u>							Meals \$ <u></u>
Print Form to CUTE PDF Writer							

In conjunction with RT?	FUEL - GAL=	x \$	=	HOURS - REG=	/ OT=	TOTAL =
	FUEL - GAL=	x \$	=	HOURS - REG=	/ OT=	TOTAL =
NO AM MID PM OTHER	FUEL - GAL=	x \$	=	HOURS - REG=	/ OT=	TOTAL =
	FUEL - GAL=	x \$	=	HOURS - REG=	/ OT=	TOTAL =

**Request for Sunday Activity**  
**School Board Policy 2152**  
**Request must go before School Board for approval**  
**Please attach conference schedule if applicable**

1. What sport/club/class/activity is this request related to? \_\_\_\_\_  
DECA
2. What is the title of the activity/event? \_\_\_\_\_  
DECA Fall Leadership Conference
3. Date and times (start and finish) of activity being requested? \_\_\_\_\_  
11/3-11/5, 2019
4. Where is the activity/event being held? \_\_\_\_\_  
Washington D.C.
5. Please be detailed and specific as to the extenuating circumstances prompting the request: \_\_\_\_\_  
We will be traveling to the DECA conference on a Sunday
6. Can accommodations be made for students who cannot participate on Sunday? No

*(I recognize that Sunday travel/activities are exceptional and only requested under special circumstances.  
By signing this form, I understand that students must be informed this Sunday activity is optional, and  
no sanctions will apply against them if they choose not to participate.)*

  
Signature of Coach/Staff Member Making Request

Date: 9-9-19

**Board of Directors**

☐ Approved      Date \_\_\_\_\_

☐ Denied      Date \_\_\_\_\_

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**Day 1 - Sunday, November 3****Day 2 - Monday, November 4****Day 3 - Tuesday, November 5**

Time	Event	Location
3:00 – 5:00 pm	Washington DECA Check-In	Evergreen Ballroom
4:00 pm	Hotel Check-In	Hyatt
6:00 – 9:00 pm	DECA Distracted Driving Summit	Evergreen Ballroom
6:15 – 8:00 pm	DECA Inc Meeting and Advisor Reception	Cedar Ballroom
10:30 – 11:00 pm	Chapter Meeting	Chapter's Hotel
11:00 pm	Curfew	Chapter's Hotel

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**Day 1 - Sunday, November 3****Day 2 - Monday, November 4****Day 3 - Tuesday, November 5**

Time	Event	Location
8:30 – 10:00 am	"DECATalks" General Session	Grand Ballroom
8:30 am – Noon	Administrator Day	TBD
10:00 am – 1:00 pm	Chapter Leadership Academy*	Cedar
10:00 am – 3:00 pm	Marketing Exhibitor Fair	Floor 1 & 2, Foyer
10:00 am – 4:15 pm	Workshops and Breakout Sessions	Hyatt
4:30 – 6:00 pm	Keynote Speaker General Session	Grand Ballroom
6:00 – 10:30 pm	Chapter Time	
10:30 – 11:00 pm	Chapter Meetings	Chapter's Hotel
11:00 pm	Curfew	Chapter's Hotel

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**Day 1 - Sunday, November 3****Day 2 - Monday, November 4****Day 3 - Tuesday, November 5**

Time	Event	Location
8:00 – 11:30 am	Mock Competition	Grand Ballroom
9:00 – 11:00 am	Competition Programming Sessions	Hyatt
11:00 am – Noon	Advisor Clock Hours and Check-Out	Hyatt



Name of Delegate \_\_\_\_\_ Date \_\_\_\_\_  
Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_  
Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_  
Name of High School Kelso High School Phone 360-501-1800  
Advisor(s) in Charge Taylor Beck

I, the above-named Parent/Guardian, certify that I am the parent/legally-authorized guardian of the above-named Delegate. I hereby give my permission for Delegate to attend and participate in DECA activities for the 2019–2020 school year.

I hereby agree to **RELEASE**, **HOLD HARMLESS**, and **INDEMNIFY** Washington DECA and its officers, directors, employees, volunteers, agents, consultants, contractors, and affiliates (collectively, "DECA Affiliates") from all claims for any injury or damages resulting from any known or unknown cause, including but not limited to negligence, which arise out of Delegate's travel to or from, attendance, or participation in, DECA activities. I also agree to **HOLD HARMLESS** and **INDEMNIFY** Washington DECA and DECA Affiliates for any claims brought by or on behalf of Delegate. I further understand that, unless otherwise allowed by law, I do not release Washington DECA and DECA Affiliates from claims resulting from gross negligence or willful misconduct.

I hereby give the above-named Advisor(s), the Washington DECA Executive Director, and their respective designee(s) permission to authorize medical treatment for Delegate, as they deem reasonable or necessary, without additional permission from me. I agree to assume responsibility for all costs, including but not limited to all costs advanced by Washington DECA, to obtain medical care for Delegate.

If the above-named Advisor(s), the Washington DECA Executive Director, or their respective designee(s) question Delegate's use of alcohol and/or drugs at a DECA activity, they have my permission to: (a) mandate that Delegate take a breathalyzer test to determine Delegate's blood alcohol level, and (b) search Delegate's person, possessions, and room for alcohol and drugs.

I consent to the use of Delegate's name and/or photographs in brochures, advertisements, web pages, and other publications. I also consent to the distribution of Delegate's state competitive event score(s) to the marketing teachers of the state of Washington.

Delegate and I have read and agree to abide by the supplied Washington DECA Code of Conduct (see page 4 of this Form A). Should a Code of Conduct violation occur, law enforcement personnel and/or security may be called to assist, and a Code of Conduct committee may be called to determine the appropriate consequences. Consequences for a Delegate involved in a Code of Conduct violation may include but are not limited to: disqualification from membership in DECA and DECA activities attendance and participation; being removed from office if of officer status with DECA or Washington DECA; and being sent home. In the event that, as a result of a Code of Conduct violation, Delegate is sent home: (a) reasonable care shall be exercised to insure a safe, expedient, and financially feasible mode of transportation back to Delegate's home community, and (b) I agree to be responsible for any costs related to Delegate's trip.

I understand that I am signing this Permission, Release, and Code of Conduct Form on behalf of myself and on behalf of Delegate and I recognize that I may not release any claims Delegate may have.

This Permission, Release, and Code of Conduct Form is governed by the laws of the State of Washington, without regard to conflicts of law's provisions thereof. If any provision of this Permission, Release, and Code of Conduct Form is held by a court of competent jurisdiction to be contrary to law, the provision will be modified by the court and interpreted to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Permission, Release, and Code of Conduct Form will remain in effect To the extent permissible by law, this



Permission, Release, and Code of Conduct Form is also binding as to any other persons, including family members, heirs, and executors.

I, the above-named Parent/Guardian, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

I, the above-named Delegate, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Delegate Signature \_\_\_\_\_

Date \_\_\_\_\_

I, the below-named Chapter Advisor, have read, understand, and agree to the conditions and responsibilities as outlined in this Washington DECA Delegate Permission, Release, and Code of Conduct Form. I have signed this permission and release of liability voluntarily.

Chapter Advisor Signature \_\_\_\_\_

Date 8/29/19

Printed Name Taylor Beck



**Form A**  
**Washington DECA Delegate Permission,**  
**Release, and Code of Conduct Form**  
**Medical Information**

Known allergies (drug or natural)

Special medication being taken

Date of last tetanus shot

History of heart condition, diabetes, asthma, epilepsy, or rheumatic fever

Any physical restrictions

Other conditions

Family doctor  Phone

Parent/guardian phone: Work  Mobile  Home

**Form A**  
**Washington DECA Delegate Permission,**  
**Release, and Code of Conduct Form**  
**Insurance Information**

Company name  Policy #

**For legal protection, Form A must be in the chapter advisor's possession at each conference or activity.**

➡ **Your signature on the Form A Washington DECA Delegate Permission, Release, and Code of Conduct acknowledges compliance with the following policies:**

- 1) Attendance at any DECA or Washington DECA conference, activity, or event (interchangeably, "Conference") is a privilege. The following conduct policies will apply to delegates, defined as all state officers, students, DECA advisors, chaperones, and any other authorized persons attending the activity. Delegates shall abide by the rules and practices of Washington DECA and school district policies at all times, including but not limited to travel to, from, and during a Conference. Delegates shall respect and abide by the authority vested in the Washington DECA organization. The school district/school assumes responsibility for any property damage, accidental or otherwise, that is caused by a member of their school/district delegation at a DECA or Washington DECA conference, activity, or event. Chapter Advisor represents and warrants to Washington DECA that Chapter Advisor has the express authority to bind Delegate's school district and school to this provision, and such school district and school are hereby bound.

**The following shall be regarded as severe violations of the Washington DECA Code of Conduct:**

Should a Code of Conduct violation occur for items 1 through 7 below, regardless of when discovered by Washington DECA, the violating delegate(s) will be sent home and will not be eligible to attend state, regional, or international conference during the school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and Board of Directors.

1. **Alcohol and Drugs:** A delegate shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other drugs or substances capable of or intended, purported, or presumed capable of altering a delegate's mood, perception, behavior, or judgment; other than properly used, over-the-counter pain relievers and other medications prescribed by a physician for an individual delegate, which must be on record with the advisor. Nor shall the delegate possess, use, sell, or transmit paraphernalia associated with drugs, alcohol, or chemical substances in any form (this includes but is not limited to e-cigarettes, marijuana, and consumables), at any time, or under any circumstances, on public or private properties;
2. **Curfew:** Committing serious violations of curfew regulations outlined in item 9 below;
3. **Willful Companionship:** Being in the willful companionship of someone who violates any portion of the Code of Conduct, or failing to report any direct knowledge (other than hearsay) of the Code of Conduct violations;
4. **Personal Conduct:** Participating in social activities other than those with conference participants; conducting acts and/or possession of weapons capable of causing bodily harm or fear of life; defacing, damaging, or stealing public or private property (for which financial responsibility will rest solely with the involved delegates and their respective parent(s)/legally-authorized guardian(s) or the involved delegates' school district(s)/school(s); other serious violations of personal conduct regulations outlined in item 11 below;
5. **School Code Violations:** Serious violations of the conduct code of the school district or school that the delegate represents;
6. **Public or Private Transportation:** Driving or riding in a private automobile or using public transportation during the conference, unless accompanied by an authorized advisor or parent/legally-authorized guardian. Delegates are to be housed at the conference site and are not allowed to drive or ride in a private automobile or use public transportation unless they live within close proximity (20 miles) of the conference site and are not staying overnight. Delegates living within close proximity (20 miles) of the conference site that are not staying overnight are required to submit Form D Permission to Use Public or Private Transportation ("Form D") to the chapter advisor prior to the conference. Permission to drive/ride applies to transportation of the delegate named on the Form D only, to and from the conference site. Once a driving/riding delegate has arrived at the conference site, she/he shall not be in a private automobile again until leaving the site for that day;
7. **Abusive Behavior and Lewd Conduct:** A delegate shall not engage in any lewd, indecent, sexual, or obscene act or expression. A delegate shall not engage in verbal, physical or sexual harassment, hazing, or

name-calling. The use of slurs against any person, including but not limited to slurs used against a person on the basis of race, color, creed, national origin, ancestry, age, sex, sexual orientation, or disability is prohibited. This includes harassment or abusive conduct using a mobile device;

Should a Code of Conduct violation occur for items 8 through 15 below, regardless of when discovered by Washington DECA, the violating delegate(s) may be subject to disciplinary action, including being sent home from the Conference and/or being declared ineligible for attendance at any other state, regional, or international Conference during that school year and possibly in future years. Determination of penalties for violations will be at the discretion of the Washington DECA Executive Director and/or Board of Directors.

8. **Conference Conduct:** Failing to wear the supplied Conference ID badge at all times, from arrival at the Conference until departure at the end of the Conference; leaving sessions prior to their conclusion (except in the case of a personal, medical, chapter, or family emergency); failing to attend all general sessions and assigned activities (including workshops, competitive events, committee meetings, etc.) for which a participant is registered (unless engaged in a specific assignment taking place at the same time);
9. **Curfew:** Failing to be in your assigned hotel room from the curfew time designated in the Conference program until 6 a.m.; causing any noise or other disturbance audible by anyone in the hallway after the designated curfew time; making room-to-room telephone calls after the designated curfew time; ordering or having delivered any food after the designated curfew time; causing any other unnecessary disturbance or participating in any other inappropriate activity after the designated curfew time;
10. **Dress:** Failing to abide by the dress regulations established for the Conference, as outlined in the Dress Code;
11. **Personal Conduct:** Failing to keep adult advisors informed of activities and whereabouts at all times; using tobacco products; invading another delegate, volunteer, or staff member's personal space without consent of the individual;
12. **Social Media:** As a member of Washington DECA, delegates represent their school, state, and DECA Inc. organizations. As delegates create, post, share, like, and link to content through social media sites (such as Facebook, Twitter, Instagram, YouTube, Pinterest, Tumblr, etc.), it is important that they keep in mind that people they do not know (including DECA advisors, sponsors, and potential employers) have the ability to review and archive the delegates' social media profile and activities. Washington DECA will remove any delegate social media activity that breaks the Washington DECA Code of Conduct or is otherwise derogatory or inappropriate, as determined by Washington DECA in its sole discretion. This includes, but is not limited to, posts, photos, shares, and retweets that:
  - Use foul language
  - Portray the delegate, their school, or DECA chapters, members, and/or the DECA organization in a bad light
  - Violate trademark law
  - Portray or insinuate illegal behavior (such as underage drinking, texting while driving, etc.). In the event a photo, video, message, tweet, or other post portrays or insinuates illegal behavior, the delegate's parent/legally-appointed guardian, DECA Advisor, and law enforcement may be contacted by Washington DECA.
13. **Hotel Conduct:** Failing to meet the professional standards of housing facilities. This includes but is not limited to:
  - Accruing incidental room charges (i.e., phone calls, room service, pay-per-view movies, etc.) without settling the account prior to check-out
  - Throwing objects out the window or into the hallway
  - Moving hotel furniture from rooms (e.g., onto the balcony)
  - Failing to follow hotel rules and regulations
  - Having a member of the opposite sex in a room where no DECA appointed adult chaperone is present
  - Being out on a hotel room balcony
  - Causing a disturbance to other guests or behaving in an irresponsible manner in the hotel pool or fitness center.
14. **Pools and Fitness Centers:** Washington DECA reserves the right to deny pool and fitness center usage to delegates without adult supervision;

**15. Additional Conduct Requirements for State Officers:** Failing to represent Washington DECA and the DECA brand, including any conduct that, as determined by Washington DECA Executive Director or the Executive Director's designee in their sole discretion, demonstrates unprofessional and/or unethical behavior, or misrepresents the organization in any way. Failing to follow through on state officer commitments and directives, including meeting attendance, conference attendance, and fulfilling the Program of Leadership and related responsibilities, shall also constitute a violation of this Section 14.

**Delegates:** By signing the Washington DECA Delegate Permission, Release, and Code of Conduct Form A, I confirm that I have read and agree to abide by the Washington DECA Code of Conduct.

**State Officers:** I understand that as a Washington DECA state officer, violation of the Code of Conduct will result in resignation from office and the penalty of reimbursing Washington DECA for the money spent on training and other officer activities throughout the year.

10/10/19

Dear DECA Parent/Guardian,

Congratulations, your son/daughter has been selected to represent Kelso High School DECA at this year's Fall Leadership Conference in Bellevue, WA. This conference will provide a professional learning environment for your student. The conference will take place from Thursday, November 3rd to November 5<sup>th</sup>. We will leave from Kelso High School on the morning of Sunday the 3rd and will return in the afternoon on Tuesday November 5<sup>th</sup>. We have 20 students from Kelso attending the conference, with Angela Knowles (school counselor), Denise Prescott, and myself chaperoning the trip.

In your packet I have included a "Conference Schedule," "Conduct Code," "Student Rules" "Dress Code," and two "Student Release Forms." There is also information on the conference activities. Please spend some time with your son/daughter talking through the "Conduct Code" as well as your personal expectations for their behavior. Any major violations of the conduct code will result in immediate removal from the conference and the student being sent home at your expense. The "Student Release Form" is very important in emergency situations. Please fill out all of the insurance information and have it returned prior to our departure for the conference. You may also want to spend time with the "Dress Code" as the expectation is that they will be dressed appropriately at all times. I will also spend time with them in class defining what "appropriate" means.

There is a \$50 conference fee that will need to be paid prior to departure. Kelso High DECA will pay all additional expenses for the conference registration, lodging (Hyatt Regency) travel costs. Your student is responsible for the cost of their meals and entertainment as well (suggested \$100 minimum). I will do everything possible to ensure a safe, professional learning experience for your student. If you would like more information or just have concerns, do not hesitate to call me at school (501-1827) or on my cell (360-747-2329). Your student has a great opportunity to grow and mature as a young leader in our school and community. If you would like some extra information please visit the conference website @ [wafllc.org](http://wafllc.org)

Thank you and Go Hilanders!

**Taylor Beck**

**Taylor.beck@kelsosd.org**  
Marketing Education &  
DECA Advisor

**Request for Sunday Activity School Board Policy  
2152 Request must go before School Board for  
approval Please attach conference schedule if  
applicable**

1. What sport/club/class/activity is this request related to?

Kelso H.S. Cheer

2. What is the title of the activity/event?

Youth Cheer Camp

3. Date and times (start and finish) of activity being requested?

October 6, 2019. 2-5pm

4. Where is the activity/event being held?

High school South Gym

5. Please be detailed and specific as to the extenuating circumstances prompting the request:

This is the best day of the week to work around youth sports so as more children can attend the camp. The camp is a good fundraiser for the high school cheerleaders to pay off uniforms and also to build relationships with young athletes and community.

6. Can accommodations be made for students who cannot participate on Sunday?

The high school cheerleaders who would not be able to attend would have to do some other service to earn their portion of the funds raised.

*(I recognize that Sunday travel/activities are exceptional and only requested under special circumstances. By signing this form, I understand that students must be informed this Sunday activity is*

*optional, and no sanctions will apply against them if they choose not to participate.)*

*Morgan Lamb*

Signature of Coach/Staff Member Making Request

Date: 9/23/19

**Board of Directors**

Approved Date

Denied Date



# Unfinished Business

- A. Policy 3520 & 3520P Student Fees, Fines, Charges—Second Reading (Action).....Scott Westlund
- B. Policy 4260 & 4260P Use of School Facilities—Second Reading (Action).....Scott Westlund
- C. Policy 6100 Revenues From Local, State & Federal Sources-Second Reading (Action) Scott Westlund
- D. Policy 6610 Video Surveillance—Second Reading (Action).....Scott Westlund



## Student Fees, Fines and Charges

### Policy 3520

The district shall provide an educational program for the students as free of costs as possible. The superintendent may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and a proper accounting is made of all moneys received by staff for supplies and materials.

The board delegates authority to the superintendent to establish appropriate fees and procedures governing the collection of fees and to make annual reports to the board regarding fee schedules. Arrangements ~~shall~~ *will* be made for the waiver or reduction of fees for students whose families, by reason of their low income, would have difficulty paying the full fee. *For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines shall will be used to determine qualification for waiver. The superintendent shall will establish a procedure for notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduced-price meals.*

A student ~~shall~~ *will* be responsible for the cost of replacing materials or property which are lost or damaged due to negligence. A student's grades, transcripts or diploma may be withheld until restitution is made by payment or the equivalency through voluntary work. The student or his/her parents may appeal the imposition of a charge for damages to the superintendent and board of directors.

The student and his/her parents ~~shall~~ *will* be notified regarding the nature of the violation or damage, how restitution may be made, and how an appeal may be instituted. When the damages or fines do not exceed \$100, the student or his/her parents shall have the right to an informal conference with the principal. As is the case for appealing a short-term suspension (3241), the principal's decision may be appealed to the superintendent and to the board of directors. When damages are in excess of \$100, the appeal process for long-term suspension (3241) shall apply.

If a student has transferred to another school district that has requested the student's records, but that student has an outstanding fee or fine, only records pertaining to the student's academic performance, special placement, immunization history, attendance, history of violent behavior, violent offenses, sex offenses, inhaling toxic fumes, drug offenses, liquor violations, assault, kidnapping, harassment, stalking or arson, and discipline actions shall be sent to the enrolling school. The content of those records ~~shall be communicated to the enrolling district within two school days and copies of the records shall~~ *will* be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school shall be notified that the official transcript is being withheld due to an unpaid fee or fine. *However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.*

Legal References: *42 U.S.C. 11431 et seq. McKinney-Vento Homeless Assistance Act*

RCW 28A.220.040 Fiscal support – Reimbursement to school districts – Enrollment fees – Deposit

RCW 28A.225.330 Enrolling students from other districts – Requests for information and permanent records – Withheld transcripts – Immunity from liability – Notification to teachers and security personnel – Rules

RCW 28A.320.230(f) Instructional materials – Instructional materials committee

RCW 28A.330.100 Additional powers of board

RCW 28A.635.060 Defacing or injuring school property – Liability of pupil, parent or guardian – Withholding grades, diplomas or transcripts – Suspension and restitution – Voluntary work program as alternative – Rights protected

AGO 1965-66, #113 Districts – Schools – Fees – Tuition – Supplies – Authority of school districts to charge tuition fees or textbooks fees

AGO 1973, No. 11 Districts – Schools – Tuition & Fees – Authority of school districts to charge various fees

Management Resources: *2018 – May Issue*

Policy News, June 1999 School Safety Bills Impact Policy

ADOPTED: 5.8.06

REVISED:

## Student Fees, Fines, and Charges

### Procedure 3520P

*Student fee schedules for individual buildings must be approved on an annual basis. Each building will submit an annual report which includes a report indicating the fees collected by each department. In establishing fees for classes, the following guidelines will be used:*

- 1. Class registration literature will describe fees for each class or activity and the process for obtaining a waiver or fee reduction;*
- 2. A fee may be collected for any program in which the resultant product is in excess of minimum requirements and, at the student's option, becomes the personal property of the student. Fees may not exceed the cost of the materials. The district will furnish materials for those introductory units of instruction where a student is acquiring the fundamental skills for the course. A student must be able to obtain the highest grade offered for the course without being required to purchase extra materials;*
- 3. A fee may be collected for personal physical education and athletic equipment, apparel and towels or towel service. However, any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety;*
- 4. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the district may be collected;*
- 5. Students may be required to furnish personal or consumable items including pencils, paper, erasers and notebooks;*
- 6. Security deposits for the return of materials or equipment may be collected. Provisions will be made to return the deposit when the student returns the item at the conclusion of the school term; and*
- 7. A fee may be collected for a unit of instruction where the activity necessitates the use of facilities not available on the school premises, and participation in the course is optional on the part of the student. A waiver or fee reduction need not be offered for such activities.*

*Fees will not be levied for:*

- 1. Field trips required as part of a basic educational program or course;*
  - 2. Textbooks (non-consumable) that are designated as basic instructional material for a course of study; or*
  - 3. Instructional costs for necessary staff employed in any course or educational program.*
- Fee waivers and reductions will be granted to students whose families would have difficulty paying by reason of their low income. For students and families participating in the national school lunch program, the school breakfast program, or both, the USDA Child Nutrition Program guidelines will be used to determine qualification for a fee waiver or reduction. The District will annually distribute and collect information and an application for all households of children in kindergarten through grade twelve to determine student eligibility for free or reduce-price meals in compliance with chapter 28A.235 RCW, Policy 6700, and procedure 6700P.*

*If a student has not paid for five or more previous meals, the school shall follow the procedures and requirements contained in Policy 6700 and Procedure 6700P.*

*Fines or damage charges may be levied for lost textbooks, library books or equipment. In the event the student does not make proper restitution, grades, transcripts, and/or diplomas will be withheld. A student may make restitution through a voluntary work program. If a student has transferred to another school that has requested the student's records without paying an outstanding fine or fee, only records pertaining*

*to the student's academic performance, special placement, immunization history and discipline actions will be sent to the enrolling school. This information will be communicated to the enrolling district within two school days and the confirming records will be sent as soon as possible. The official transcript will not be sent until the outstanding fee or fine is discharged. The enrolling school will be notified that the official transcript is being withheld due to an unpaid fee or fine. However, for students who meet the definition of homeless, the district will make all the student's records readily available to the enrolling school regardless of outstanding fees or fines.*

*A charge for lost or damaged materials or equipment may be appealed to the superintendent. The superintendent's decision may be appealed to the board. Care will be exercised by advising students and their parents, in writing, regarding the nature of the damages, how restitution may be made, and how a student or his/her parents may request a hearing. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension.*

*All fees will be deposited with the business office on a regular basis. The respective departments and schools will be credited by the amount of their deposit.*

Fees collected from students shall be limited to those listed in this regulation and/or those authorized in writing by the Superintendent.

No one other than persons designated by the building principal of each school may collect any student fees.

#### **REQUIRED FEES AND CHARGES**

A. Outdoor School	
B. Lost School Property	Estimated Current Value
C. Damaged School Property	Estimated Damage
D. Library Fines	(see school handbook)
E. Damaged textbooks/library books/instructional material	Estimated Damage
F. Early Entrance Screening Fee	\$75
G. Musical Instrument	\$20

Students are required to provide basic materials, i.e. pencils, paper, crayons, physical education clothing, football shoes and socks, rally squad uniforms. Employees may require students to provide only those materials authorized by the building principals.

#### **WAIVER OF REQUIRED FEES**

A waiver of required fees may be allowed for those students whose families meet the USDA Child Nutrition Program Income Guidelines. These guidelines are based on the federal income poverty guidelines and are revised annually. The eligibility criteria is 130% of the income poverty guidelines for free and 185% for reduced-price meals. An application for waiver of student fees is available in each school office.

## **OPTIONAL FEES AND CHARGES**

An optional fee is one that may or may not be paid according to the discretion of the student and one that does not represent payment for a portion of the student's basic educational program.

### **ELEMENTARY SCHOOLS**

A.	Breakfast	
1.	Student	1.70
2.	Student – Reduced	Free
3.	Adults	2.10
B.	Lunches	
1.	Type “A” Lunch	2.90
2.	Type “A” Lunch – Reduced K-3	Free
3.	Type “A” Lunch – Reduced 4-5	.40
4.	Adult Lunch w/o Milk	3.70
5.	Milk	.35
C.	Student Insurance	As Per Vendor Charge
D.	Paperback/School Book Club	As Per Vendor Charge
E.	School Pictures	As Per Photographer Charge

### **MIDDLE SCHOOLS**

A.	Breakfast	
1.	Student	1.70
2.	Student – Reduced	Free
3.	Adults	2.10
B.	Lunches	
1.	Type “A” Lunch	3.15
2.	Type “A” Lunch – Reduced	.40
3.	Adult Lunch w/o Milk	3.70
4.	Milk	.35
C.	Student Insurance	As Per Vendor Charge
D.	Student Pictures	As Per Photographer Charge
E.	ASB Card	
	Middle School Event Only	15.00
	All District Card	25.00
F.	Athletic Events	No Charge
G.	Yearbook	
1.	With ASB Card	20.00 (25.00 After Winter Break)
2.	Without ASB Card	24.00 (29.00 After Winter Break)
H.	Student Newspaper	No Charge
I.	Student Organization Dues	Varies w/Club or Activity
J.	Football Mouthpieces	No Charge
K.	Class Material	Designated in Course Catalog
L.	Athletic/Activity Participation Fee	20.00 per sport/activity

**KELSO HIGH SCHOOL**

A.	Cap, Gown & Tassel	As Per Vendor Charge
B.	Graduation Announcements & Name Cards	As Per Vendor Charge
C.	ASB Card	45.00
D.	Varsity Athletic Events	
	1. Visiting Students w/ASB Card	4.00
	2. KHS Student w/o ASB Card	6.00
	3. Adult	6.00
	4. Students, K-8	4.00
	5. Family Pass (Fall Season)	70.00
	6. Family Pass (Winter Season)	70.00
	7. Employee Pass (Annual)	30.00
E.	Breakfast	
	1. Student	1.70
	2. Student – Reduced	.40
	3. Adults	2.10
F.	Lunches	
	1. Type “A” Lunch	3.15
	2. Type “A” Lunch – Reduced	.40
	3. Adult Lunch w/o Milk	3.70
	4. Milk	.35
G.	Student Insurance	
H.	Student Pictures	
	1. Graduation Pictures	As Per Photographer Charge
	2. Other	As Per Photographer Charge
I.	Yearbook	50.00 w/ASB: 55.00 w/o ASB
J.	Student Newspaper	No Charge
K.	Student Organization Dues	Varies w/Club Activity
L.	Football Mouthpieces	No Charge
M.	Class Material	Designated in Course Catalog
N.	Transcripts	2.00 (First 2 are free)
O.	Athletic/Activity Participation Fee	50.00 per sport/activity

ADOPTED: 11.4.73

REVISED: 1983 | 1986 | 1988 | 1989 | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 | 2002 | 2002 | 2003 | 2004 | 2005 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2018 | 2019



APPLICATION FOR STUDENT FEE WAIVER

Name of Student: \_\_\_\_\_

School: \_\_\_\_\_ Type of Fee: \_\_\_\_\_

Regular Fee Charge: \_\_\_\_\_ No. in Family: \_\_\_\_\_

Reason for requested fee relief: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Reference: Procedure 3520

KELSO SCHOOL DISTRICT NO. 458

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

Dear \_\_\_\_\_,

This is to verify that your application for a student fee waiver on behalf of

\_\_\_\_\_ in regard to the \_\_\_\_\_  
(Name of student)

fee has been received and ☐ approved ☐ disapproved.

Therefore, the fee to be charged shall be. \$ \_\_\_\_\_

If you have any questions, please inquire at the school office.

Sincerely,

Comments: \_\_\_\_\_

Reference: Procedure 3520

White: Parent/Guardian

Pink: Office

Yellow: District Office

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## Use of School Facilities

### Policy 4260

*The board believes that public schools are owned and operated by and for the community. The public is encouraged to use school facilities, but will be expected to reimburse the district for such use to ensure that funds intended for education are not used for other purposes. On recommendation of the superintendent, the board will set the rental rates schedule. Procedure 4260P outlines all fees.*

*The superintendent is authorized to establish procedures for use of school facilities, including rental rates, supervisory requirements, restrictions, and security. Those using school facilities will maintain insurance for accident and liability covering persons using the district's facilities under the sponsorship of the organization.*

*The district does not discriminate based on race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability and provides equal access to Boy Scouts of America and other designated youth groups.*

*Community athletics programs that use district facilities will not discriminate against any person on the basis of sex in the operation, conduct or administration of their programs. The district will provide copies of the district's nondiscrimination policy to all third parties using district facilities.*

*When facilities are used outside of regular school hours, or when the district incurs extra utility, cleaning or supervision costs, a fee, established by the superintendent, will be charged to recoup those costs. Additionally, youth organizations engaged in sports activities and using school facilities must provide a statement of compliance with the policies for the management of concussion and head injury in youth sports as required by RCW 28A.600.*

*Professional fund raisers representing charities must provide evidence that they are registered and bonded by the state of Washington. Such fund-raisers must provide evidence that the charity will receive at least sixty (60) percent of the gross revenues received from the public prior to approval to use the facilities.*

*District-sponsored activities, including curricular and co-curricular functions, retain first priority in use of facilities. Authorization for use of school facilities will not be considered as endorsement or approval of the activity, group or organization.*

*For rental rate purposes, organizations seeking the use of school facilities have been divided into four categories:*

~~It shall be the policy of the Board to grant and encourage maximum use of school facilities to responsible and properly organized groups for non-commercial purposes where such use does not conflict with school district activities, and when such rental will not be in competition with local facilities operated for profit.~~

~~The Board discourages use of school facilities by commercial, private or political groups who charge admission, raise funds or seek to make a profit. A use permit will be granted only if no other suitable facility is available.~~

The authorization for use of Kelso School District facilities shall be based on the following assumptions:

1. ~~School facilities are primarily provided for the education of school students.~~
2. ~~\_\_\_\_\_~~
3. ~~Schools belong to the community and shall be available for maximum community use provided:~~
  - A. ~~The activity shall not interfere with normal operations.~~
  - B. ~~The use shall not reflect adversely upon the District.~~
  - C. ~~A recognized local organization shall assume responsibility for rental fees and liability for property damage and personal injury.~~

~~Eligibility Shall Be as Follows:~~

~~Class I – PTA, faculty and other groups definitely connected with or a part of the school organization.~~

~~Class II – Child oriented activities such as Scouts, 4H, Campfire, Red Cross, YMCA sponsored, and City of Kelso sponsored activities when facilities use entails only a nominal expense to the District. Class II users are not sponsored or endorsed by the District and the District will not discriminate against the political or religious viewpoint of groups conducting activities; provided the District shall require Category II users to certify that youth of school ages Kindergarten through Ninth Grade have parental permission to participate in the group's activities if the activity commences within an hour or less of regular school hours. In the event facilities are unavailable to accommodate all user requests, the District shall prioritize users by considering (1) the date upon which permission for use was filed, and (2) the number of children the District reasonably anticipates will participate. If greater than a nominal expense is involved, use by this classification shall be charged as Class III.~~

~~Class III – For community service use by responsible groups not included in Class I or Class II such as fraternal organizations, church groups, service clubs, when meetings are open to the public where no admission is charged and no collection of any kind is taken.~~

~~Class IV – For profit or political use by responsible groups not included in Class I or Class II, or where an admission is charged or a collection of any kind is taken.~~

#### **CLASSIFICATION 1 – SCHOOL & SCHOOL DISTRICT RELATED GROUPS:**

*Classification 1 consists of co-curricular and extra-curricular groups, employee groups, and other Kelso School District sponsored student groups.*

#### **CLASSIFICATION 2 – KELSO COMMUNITY YOUTH RELATED NON-PROFITS AND YOUTH GROUPS:**

*Classification 2 consists of youth sport and activity groups where membership consists of at least 75% Kelso students, and are organized within the Kelso School District boundaries. Category 2 includes school related PTA's and booster clubs.*

**CLASSIFICATION 3 – OTHER EXTERNAL NON PROFIT AND COMMUNITY GROUPS:**

*Classification 3 consists of other Kelso/Longview community groups and non-profits, church groups, service clubs, fraternal organizations, and youth sport clubs/teams not included in Classification 2. Requests from organizations outside the Kelso/Longview area, and within Cowlitz County, will be made on a case by case basis.*

**CLASSIFICATION 4 – COMMERCIAL FOR PROFIT AND POLITICAL GROUPS**

*Classification 4 consists of for profit businesses and political parties wishing to use Kelso School District facilities, as well as groups, and private parties not included in other classifications.*

- All category classifications will be determined by the Kelso School District Facilities Department at time of application, and may be revised accordingly. The superintendent, or designee shall determine final classification decisions.*
- The Kelso School District reserves the right to charge all categories specific fees and rental items in order to meet requests and minimize costs to the school district's operational budget.*

**Rental Charges**

~~Class I and Class II~~ **Classification 1 & 2** may use school facilities without rental charge. However, a charge will be made for labor required.

~~Class III and Class IV~~ **Classification 3 & 4** shall be on separate rate schedules. **Classification 3** shall reflect direct costs to the District, and in some cases indirect costs; **Classification 4** shall reflect direct and indirect costs to the District.

Cross Reference:	<b>Policy 3422</b>	<b>Student Sports – Concussion, Head Injury and Sudden Cardiac Arrest</b>
Legal References:	<b>RCW 28A.230.180</b>	<b>Access to campus and student information directories by official recruiting representatives informing students of educational and career opportunities</b>
	<b>RCW 4.24.660</b>	<b>Liability of school districts under contracts with youth programs</b>
	RCW 28A.320.510	Night schools, summer schools, meetings, use of facilities for
	RCW 28A.335.150	Permitting use and rental of playgrounds, athletic fields, or athletic facilities
	RCW 28A.335.155	Use of buildings for youth programs – Limited immunity
	<b>20 USC Sec. 7905</b>	<b>Boy Scouts of America Equal Access Act</b>
	34 CRFR Sec. 108.6	Equal Access to Public School Facilities for the Boy Scouts of American and Other Designated Youth groups
	AGO 1973	No. 26, Initiative No. 276 – School districts – Use of school facilities for presentation or programs – Legislature - Elections

Adopted: 3.13.06  
Revised: 10.7.19

## Use of School Facilities Procedure 4260P

### PROCEDURE

- ~~1. Application for use of school facilities is to originate with the building principal.~~
- ~~2. Upon his/her approval, the Facility Use Application is to be forwarded to the Director of Business Services.~~
- ~~3. After approval by the Director of Business Services, one (1) copy (gold) will be forwarded to the applicant; one (1) copy (yellow) will be forwarded to the building principal; and two (2) copies (white and blue) will be retained by the business office.~~
- ~~4. Other than routine uses require special board approval.~~

~~An application is to be submitted whenever a non-school affiliated organization uses school facilities regardless of whether a fee is charged.~~

~~Rental fees are to be paid in person or mailed to the district business office prior to the scheduled event unless other arrangements have been made. No fees or wages are to be paid to the renting school or to employees.~~

### THE SCHOOL PRINCIPAL IS TO:

- ~~1. Make certain the time of rental does not conflict with school activities.~~
- ~~2. Notify custodians and cafeteria workers of scheduled use and extra times when they will be needed.~~
- ~~3. Notify the Assistant to the Director of Business Services of any charges arising from the usage not noted in the agreement.~~

### THE DIRECTOR OF BUSINESS SERVICES WILL:

- ~~1. Notify Accounts Receivable that the usage has taken place and the amount to be paid by the renter.~~
- ~~2. Advise the Superintendent of any rental requests that are denied and keep the Superintendent informed as to the type of rental requests that are approved.~~

### SCHEDULE OF RENTAL CHARGES

~~(2 1/2 hours use except where noted)~~

	<u>Class III</u>	<u>Class IV</u>
Single Classroom – any building	\$10.00	\$
40.00		
<u>Kelso High School</u>		
Auditorium (including microphone only)	40.00	
	200.00	

**Procedure: 4260p**  
**Section: 4000 – Community Relations**

(lighting additional  
\$3/hour) Seating  
Capacity 440

Gymnasium – lower floor only	40.00	200.00
Seating Capacity 1100		
Gymnasium – with balcony	50.00	300.00
Seating Capacity 2800		
Gymnasium – for practice floor only	25.00	150.00
Cafeteria	40.00	200.00
Cafeteria – with use of district food services employee(s)	50.00	300.00
Faculty Conference Room	20.00	100.00
Field Usage	40.00	150.00
Batting Cage	40.00	200.00
Music Room (for private lesson and available district-owned instrument)		3.00/1/2 hr.

**Coweeman Middle School**

Cafetorium	25.00	
	150.00	
Seating capacity 500		
Cafetorium – with use of district food services	40.00	
	200.00	
employee(s)		
Gymnasium	25.00	150.00
Auxiliary Gym	20.00	100.00
Field usage	40.00	150.00
Music Room (for private lesson and available district-owned instrument)		3.00/1/2 hr.

**Huntington Middle School**

Cafeteria	25.00	
	150.00	
Seating capacity 300		
Cafeteria – with use of district food services employee(s)	40.00	200.00
Gymnasium	25.00	150.00
Field Usage	40.00	150.00
Music Room (for private lesson and available district-owned instrument)		3.00/1/2 hr.

**Elementary Schools**

Multipurpose Room	20.00	100.00
Multipurpose Room – with use of district food services employee(s)	30.00	200.00
Field Usage	35.00	120.00
Music Room (for private lesson and available district-owned instrument)		3.00/1/2 hr.

**Swimming Pool – Per Hour**

25 or fewer persons	20.00	100.00
26 to 45 persons	25.00	125.00

**Procedure: 4260p**  
**Section: 4000 – Community Relations**

46 to 65 persons	30.00	150.00
66 to 85 persons	35.00	175.00

The district will assign lifeguards to be on duty during rental period. The cost of lifeguards will be borne by the applicant and is in addition to the hourly scale of pool rental.

**Schroeder Field\***

\* A \$100 deposit may be required for cleanup costs after program.

Scheduled activity events	40.00
	300.00

(custodian required in addition to rental fee)

All other uses of field to be by special arrangement. Rental to be established by the Board of Directors.

Dressing Room	20.00
	100.00

Field Lights – per hour	20.00
	40.00

Scoreboard – ASB operator required	8.00/hr	15.00/hr
Speaker System – ASB operator required	8.00/hr	
15.00/hr (costs of ASB operator to be borne by applicant)		

**Audio-Visual Equipment**

Projectors, recorders, record players, etc.

Out of building rental	15.00	30.00
In building rental	10.00	20.00

Library Clerk (2 hour minimum) \_\_\_\_\_ Rate equal to teacher aide (Step I) as per current PSE Agreement.

A regular member of the district staff or a school trained student operator must be used to operate school audio visual equipment

**Specialized Equipment and Facilities** (i.e. auto shop, welders)

Requests to utilize or rent special facilities will be evaluated on an individual basis in that much of the special equipment can be easily damaged by persons unfamiliar with the equipment and the use of specialized facilities by non-school staff may be detrimental to the school program. Rate will be determined by Kelso School District.

**Other Charges**

Custodians (overtime rate)

(Two-hour minimum required for a call in)

Head custodians scale as per current PSE agreement

Cafeteria Workers

(Two-hour minimum required)

Head cook scale as per current PSE agreement

Lifeguard

Per current scale

<u>Miscellaneous</u>	<u>Class III</u>	<u>Class IV</u>
BBQ (propane tank must be returned full)	30.00	50.00
Tables	2.00 each	2.00 each

Chairs

.50 each

.50 each

#### **RULES AND REGULATIONS FOR THE USE OF SCHOOL FACILITIES**

1. ~~District facilities may be used subject to the policies of Kelso School District No. 458. District functions shall have priority over community request for facility use.~~
2. ~~Alcoholic beverages and illegal drugs are not permitted in school facilities or on school property at any time. Tobacco use is prohibited in school facilities and on school property.~~
3. ~~Applications shall be submitted to the building principal who shall determine the availability of facilities desired, acquaint the applicant with the existing policies, regulations and service charges. The application will then be routed to the appropriate district office administrator for further processing.~~
4. ~~A single application may be made for a series of usages of like character. Facilities used shall be limited to those specified on the approved application.~~
5. ~~The district reserves the right to cancel any permit, and refund the unearned portion of any payment made, when it deems such action is in the best interest of the district.~~
6. ~~The applicant shall give at least two days notice to the principal's office of any cancellation of previously scheduled facility use. In case of failure to do so, the district will charge for expenses incurred.~~
7. ~~The district reserves the right to reject any application when it believes that it would be more appropriate that some other facility be used, e.g. softball and baseball's use of gymnasiums and multipurpose rooms.~~
8. ~~All building use permits shall expire at the close of the school year.~~
9. ~~Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, where necessary, shall be required for all activities.~~

#### **CONDITIONS AND RESPONSIBILITIES**

1. ~~A district employee shall be present at all times when a district building is in use by any group and the employee will be responsible for cleaning and securing building after use. (Exceptions to this requirement must be by way of arrangement with the principal/designee and approval by the Director of Business Services.) Said employee, whether it be a certificated person or custodian on duty, shall be in complete charge of the building and shall have authority for decisions concerning usage. A two (2) hour minimum charge for custodial wages and benefits will be made when custodian is required at times other than regular custodial hours.~~
2. ~~Facilities will not be made available for any use which might result in undue damage or wear.~~
3. ~~Prior to leaving the building, groups shall be responsible to clean up and put in order those areas used by them.~~
4. ~~Kitchens and kitchen equipment will be available only if the group engages at least one (1) of the regular cafeteria employees to be present and in charge throughout the time such equipment is in use. The group must pay each worker a minimum of two (2) hours working time.~~
5. ~~School furniture or equipment shall not be removed from buildings in which it belongs except by authorized district personnel.~~
6. ~~Gym shoes are required for activity type games such as basketball, volleyball, and badminton, etc.~~



- ~~7. Prior approval from the building principal/designee will be required before decorations or other materials may be applied to wall or floors. Applicants are required to remove, at their expense, decorations, materials, equipment, furnishings and rubbish left after use of facilities.~~
- ~~8. Keys to buildings or facilities will not be issued to any individual or group for entering the building for meetings or social gatherings. Doors will be opened by custodians or other authorized district personnel.~~
- ~~9. There will be no community dances in district facilities for revenue-raising purposes, except those sponsored by parent teacher student associations (PTSA), PTO, or other recognized parent group.~~
- ~~10. Emergency school closures will automatically cancel any previously scheduled meeting.~~
- ~~11. Motor vehicles are to be parked in designated area not on play fields, nor in fire lanes.~~
- ~~12. No students are to be in the building prior to having adult supervision in place. Adult leaders shall remain with their groups throughout facility usage and be responsible to the building principal/designee.~~
- ~~13. Any organization using a school facility will be held responsible for any expenses incurred by the district arising from its use of the facility. A user shall report damage immediately to a district employee and shall pay promptly the District's statement for damages.~~
- ~~14. All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities.~~
- ~~15. Food and drink are allowed in the cafeteria only.~~
- ~~16. When athletic facilities are used or where buildings are to be used for a large group, a certificate of insurance will be required showing a \$500,000 combined single limit bodily injury and property damage liability and naming Kelso School District as an additional insured. A certificate of insurance must be received by the district prior to use.~~
- ~~17. Use fees shall be paid in accordance with the prevailing schedule and district policies. Additional charges shall be made for cooks and custodians when the use necessitates payment of salaries beyond regular hours.~~
- ~~18. All charges shall be paid prior to usage and paid directly to the district's business office.~~
- ~~19. A charge shall be made for use of special equipment, such as public address systems, projects, and state equipment. No district equipment shall be removed from a facility without prior approval from the building principal/designee.~~

### **Application Procedures**

*A schedule request is to be submitted for all school facility uses regardless of whether a fee is charged.*

- 1. Submit Facility Use request*
  - a. Community & Organizations use the Facility Use Calendar.*
  - b. Staff use MySchoolBuilding app*
- 2. Approval*
  - a. Building Administrator*
  - b. Facilities Department*

- *Applicants will receive email notifications throughout the Approval process and a final notification when the schedule is Activated.*
- *Requests for other than routine uses may require board approval.*
- *Facility use requests shall be made at least ten (10) days prior to the date for which the facility is to be used.*
- *Schedule requests will be accepted on an ongoing basis.*
- *Multiple dates for similar use may be made on one application (i.e. weekly scout meetings).*
- *Changes and/or additions to an existing usage must be submitted on a new application.*
- *Reservations may be terminated when agreement terms are not met or are violated.*
- *All rental payments are due in the Business Office no later than 30 days after the invoice date.*

***For assistance, contact Facilities and Maintenance Department at (360) 501-1340.***

**Use of Facilities are Based on the Following Assumptions**

1. *School facilities are primarily provided for the education of school students.*
2. *Schools belong to the community and shall be available for maximum community use provided:*
  - a. *The activity shall not interfere with school district operations and shall not reflect adversely upon the district.*
  - b. *Approved individuals and/or organizations shall assume responsibility for rental fees as required, and the liability for property damage and/or personal injury.*

**Eligibility and Priority Levels of Use**

*The priority levels for facility use are as follows:*

1. *School district (K-12) classes and programs.*
2. *School district sponsored extracurricular events (open houses, athletic practices/events, arts and cultural performances, parent meetings).*
3. *Community education classes, programs, and activities.*
4. *General community reservations (Classification Levels 2, 3, 4 priority order).*

**Insurance Provisions**

*Facility users are required to provide the district with a certificate of insurance issued by a company currently licensed to do business in Washington showing a minimum of \$1,000,000.00 combined single limit, bodily injury and property damage liability and shall list the district as named insured and shall provide notification to the district in the event of cancellation or termination. Policies or certificates indicating coverage shall be filed with the Business Office not less than 10 days prior to the scheduled event.*

**Rules and Regulations**

1. *District facilities may be used subject to the policies of Kelso School District No. 458.*
2. *Alcohol, tobacco, and controlled substances are not permitted on district property.*
3. *Facilities used shall be limited to those specified on the approved schedule request.*
4. *The district reserves the right to reject or cancel any permit, and refund the unearned portion of any payment made, when it deems such action is in the best interest of the district.*
5. *Applicant shall provide at least two days' notice to the Facilities Department office of any cancellation of previously scheduled facility use. In case of failure to do so, the district may charge for expenses incurred.*
6. *The district reserves the right to reject or relocate when it is determined a more appropriate or other facility be used e.g. softball/baseball use of gyms and multi-purpose rooms.*
7. *Adequate supervision, including police and fire surveillance, where necessary, shall be required.*

### **Conditions and Responsibilities**

1. *A district employee shall be present at all times during facility use by any group. The employee will be responsible for cleaning and securing the building after use. (Exceptions by arrangement with the principal/designee and have approval by the Facilities Department.) Said employee, shall be in complete charge of the building and shall have authority for decisions concerning usage. A two (2) hour minimum charge for custodial wages and benefits will be made when a custodian is required at times outside awarded hours.*
2. *Facilities will not be made available for any use which may result on undue damage or wear.*
3. *Prior to leaving the building, groups shall be responsible to clean up and put in order those areas used by them.*
4. *Kitchens and kitchen equipment will be available only if the group engages at least one (1) of the regular food services staff to be present and in charge throughout the time such equipment is in use. The group must pay for a minimum of two (2) hours working time.*
5. *School furniture or equipment shall not be removed from buildings except by authorized district personnel.*
6. *There will be no community dances in district facilities for revenue raising purposes, except those by parent-teacher-student associations (PTSA), PTO, or other recognized parent groups.*
7. *Emergency school closure will automatically cancel any previously scheduled events.*
8. *Motor vehicles are to be parked in designated areas only-not on play fields, nor in fire lanes.*
9. *No children are to be in the building prior to having adequate adult supervision in place. Adult leaders shall remain with their groups throughout facility usage and be responsible to the building principal/designee.*
10. *Any organization using a school facility will be held responsible for any expenses incurred by the district arising from its use of the facility. A user shall report all damages immediately to a district employee and shall pay promptly the district's statement for damages*
11. *Athletic shoes are required on all gym floors. No food or drink is allowed in gyms.*
12. *All applicants for use of school facilities shall hold the district free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities.*
13. *Use fees shall be paid in accordance with the prevailing schedule and district policies.*

### **Categorical Definitions**

*Community groups within the Kelso School District shall be permitted to use all facilities for worthwhile purposes when such use does not interfere with the school program. In order to carry out this service to the best interest of the community, organizations seeking use of the school district facilities are categorized as follows:*

***Class 1 – School & School-Related Groups:*** Group 1 consists of co-curricular and extracurricular groups, employee groups, and other Kelso School District sponsored groups.

***Class 2 – Kelso Community Youth Related Non-Profit and Youth Groups:*** Group 2 consists of youth sport and activity groups where membership consists of at least 75% Kelso students, and are organized within the Kelso School District boundaries. Group 2 includes school related PTA's and booster clubs.

***Class 3 – Other External Non-Profit and Community Groups.*** Group 3 consists of other Kelso\Longview community groups and nonprofits, church groups, service clubs, fraternal organizations, and youth sport clubs/teams not included in Group 2. Requests from organizations outside the Kelso\Longview area, and within Cowlitz County, will be made on a case by case basis.


***Class 4 - Commercial for Profit and Political Groups.*** Group 4 consists of for profit business and political parties wishing to use Kelso School District facilities, as well as groups and private parties not included in other groupings.

- *All group classifications will be determined by the Kelso School District Facilities Department at the time of application, and may be revised accordingly.*
- *The Superintendent, or designee, shall have final classification decisions in case of disputes.*
- *The Kelso School District reserves the right to charge all groups specific fees and rental items in order to meet group requests and minimize costs to the school district's operational budget.*

***RATE SHEET ON NEXT PAGE***

**ADOPTED: 3.27.74**

**REVISED: 11.77 | 06.82 | 10.90 | 08.91 | 12.99 | 08.02 | 03.06 | 08.08 | 07.09 | 10.19**

<div><div>Facility Rentals Rev. October 2019</div></div>	Class 1 KSD School Related	*Class 2 Min. 75% Kelso Child Based	**Class 3 Non-Profit Less than 75% Kelso Child-Based	Class 4 For-Profit Groups	<div>Information &amp; Requirements</div> <div>1. Regular rates apply for use of facilities during the school year, M-F, 6-10pm. Custodian on site during this time.</div> <div>2. Additional charges apply, including overtime rate for required staff, for use of facilities beyond hours listed and/or for non-school days.</div> <div>3. A KSD staff member must be present for the duration of all activities.</div> <div>4. Security may be required depending on the size and nature of events.</div> <div>5. Youth Sports: Statements of Compliance for HB1824 (Concussion training) and HS5083 (Sudden cardiac arrest awareness training) required.</div> <div>6. Proof of liability insurance required prior to using facilities.</div> <div>7. Adequate adult supervision required at all times.</div> <div>8. Adherence to all general guidelines governing the use of school facilities.</div> <div>-----</div> <div>Personnel Rates (2 hr minimum)</div> <div>Custodian \$40/hr Kitchen staff \$40/hr Security \$40/hr Game Manager \$40/hr Computer Tech \$50/hr</div> <div>Equipment Rates (off site)</div> <div>Tables \$2.50/ea Chairs \$0.50/ea BBQ \$40/day</div>
Elementary					
Classroom per 2.5hrs	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$30	\$150	
Multi-Purpose Room/Gym (events)	NC	NC	\$30	\$150	
Multi-Purpose Room/Gym (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5hrs)	NC	NC	\$40	\$125	
Middle School					
Classroom (per 2.5 hrs)	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$30	\$200	
Cafeteria	NC	NC	\$30	\$200	
Gyms / Multi-Purpose Room (events)	NC	NC	\$30	\$200	
Gyms / Multi-purpose Room (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5 hrs)	NC	NC	\$50	\$200	
High School					
Classroom per (2.5hrs)	NC	NC	\$15	\$45	
Library / Media Center	NC	NC	\$50	\$250	
Cafeteria	NC	NC	\$50	\$250	
Auditorium Cap. 400 (Mic Included)	NC	NC	\$50	\$250	
Gyms (event)	NC	NC	\$50	\$250	
Gyms (practice)	NC	NC	\$10/hr	\$50/hr	
Field (up to 2.5 hrs)	NC	NC	\$50	\$200	
Gaither Pool (up to 30 swimmers) (Over 30 add \$15/hr, Over 50 add \$30/hr)	NC	\$28/hr	\$28/hr	\$50/hr	
Batting KAGE	NC	NC	\$50	\$250	
Schroeder Field & Stewart Track (includes Laulainen Stadium use)	NC	\$50	\$100	\$500	

\* Minimum 75% of participants reside within Kelso district boundaries (documentation may be requested)

\*\* Less than 75% of participants reside within Kelso district boundaries

## Revenues from Local, State and Federal Sources

### Policy 6100

#### **REVENUES FROM LOCAL RESOURCES**

##### *Use of Local Revenues for Enrichment*

*All local revenues will be used only for documented and demonstrated enrichment of the state's program of basic education.*

*Local revenues include the following:*

- Enrichment levies collected under RCW 84.52.053;*
- Local effort assistance funding received under chapter 28A.500 RCW; and*
- Other local revenues such as, but not limited to, grants, donations, state and federal payments in lieu of taxes, or any local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.*

*Enrichment of the state's program of basic education includes supplementing the following:*

- The minimum instructional offerings of RCW 28A.150.220 or 28A.150.260;*
- The staffing ratios or program components of RCW 28A.150.260, including providing additional staff for class size reduction beyond class sizes allocated in the prototypical school model and additional staff beyond the staffing ratios allocated in the prototypical school formula;*
- The program components of RCW 28A.150.200, 28A.150.220, or 28A.150.260; or*
- The program of professional learning as defined by RCW 28A.415.430 beyond that allocated pursuant to RCW 28A.150.415.*

*The district can pay for the following with local revenues:*

- Extracurricular activities;*
- Extended school days;*
- An extended school year;*
- Additional course offerings beyond the minimum instructional program established in the state's statutory program of basic education;*
- Activities associated with early learning programs;*
- Any additional salary costs attributable to the provision or administration of permitted enrichment activities; and*
- Additional activities or enhancements that the office of the superintendent of public instruction determines to be documented and demonstrated enrichment and for which the superintendent approves proposed expenditures during the preballot approval process required by RCW 84.52.053 and 28A.505.240.*

##### *Enrichment Levies*

*As necessary, the district will consider requesting voter approval of an enrichment levy. Such a levy will be for an amount permitted by law. The board will solicit advice from staff and community members prior to establishing the amount and purposes of the levy. The levy will be presented by program and expenditure in the district's annual descriptive guide for community members as required by law. OSPI must approve the district's expenditure plan for the enrichment levy before the district can submit the levy to the voters.*

##### *Response to Audit Findings on the Use of Local Revenues*

*As part of the state auditor's regular financial audit, it will review the district's expenditures to ensure they are in compliance with RCW 28A.150.276, the statute that limits the district's use of local revenues to supplementing the state's basic education program.*

*Within 30 days of receiving the auditor's findings, the board will hold a public hearing to review the findings.*

## **REVENUES FROM THE FEDERAL GOVERNMENT**

The objective of the board is to provide the best educational services possible within resources available to the district. Federal grants and programs may provide helpful financial resources towards pursuing that objective. When it is optional for the district to participate in a federally funded program, the board will receive detailed analysis from the staff regarding both the advantages to be realized from the program and the additional costs in terms of staff time, impact on existing programs and new obligations that the program may require. Before authorizing participation in such a program, the board will first determine that the advantages outweigh the disadvantages and that the program will not detract from other programs already in operation.

The board agrees to comply with all federal and state requirements that may be a condition to receipt of federal funds including, but not limited to:

- A. Maintenance of fiscal records which show the receipt and disposition of federal funds;
- B. Provision for eligible private school students to participate in programs and/or services designed for the educationally disadvantaged as well as other programs which are supported by ECIA funds;
- C. Provision for testing to identify target students as well as to measure program results; and
- D. Provision for staff and parent involvement, program planning, budget development and program evaluation.

The district agrees to comply with Title 1 requirements pertaining to the implementation of internal controls for travel, contracted services, training, and capital outlay purchases and expenditures. The following controls are established for the Title I program:

- A. All Title I funded purchases and expenditures will be directly related to allowable Title I activities and services that are necessary to carry out the objectives of the current program effectively, and for the benefit of eligible participants;
- B. Title I purchases and expenditures will be restricted to those incurred by persons with direct Title I duties and responsibilities and/or that benefit only eligible Title I participants;
- C. Title I funded in-service trainings will be directly related to specific Title I program responsibilities and duties; and
- D. Appropriate documentation for all Title I purchases and expenditures incurred will be

maintained for accountability and audit purposes.

The district further assures that a district-wide salary schedule is in effect and that staff are assigned equitably among schools. Instructional material will also be distributed equitably among all schools.

The board grants authority to directors and

staff to participate in the development of any state and/or federal regulations deemed to be necessary for the implementation of federally-funded programs.

#### **FEDERAL IMPACT FUNDS (INDIAN)**

Federal impact funds are provided to the district as a supplement to taxes and other revenue sources. State appropriated funds and local taxes contribute to the development and implementation of a basic education program for all students enrolled in the district. The district gives assurance that tribes and parents of Indian children will be afforded the opportunity to make recommendations regarding the needs of their children and will be involved in the planning and development of the basic education program including those educational programs and services to be provided with P.L. 81-874 funds. Indian students will have the equal opportunity to participate in the district's program with other students.

Recognizing that the board is the ultimate authority in defining the educational program of the district, the superintendent, or his/her designee, will establish procedures to assure the involvement of the tribe and parents of Indian students in the development of the basic education program including the education services to be provided with P.L. 81-874 funds and the participation of Indian children in the program on an equal basis. The superintendent/designee will provide opportunities for parents and members of the tribal council to suggest if any policy and/or procedure changes as well as program changes are necessary to better serve the needs of the Indian students.

Legal References:	RCW 28A.150.230	District school directors' responsibilities
	RCW 28A.150.250	Annual basic education allocation – Full funding
		– Withholding of funds for noncompliance
	RCW 28A.300.070	Receipt of federal funds for school purposes –
		Superintendent of public instruction to administer
	RCW 84.52.0531	Levies by school districts – Maximum dollar amount for maintenance and operation support
		– Restrictions – Maximum levy percentage –
		Levy reduction funds - Rules
	Chapter 180-16 WAC	State Support of Public Schools
	Public Law 81-874	Impact Aid

Management Resource:

Policy Alert, June 2018  
Policy and Legal News, July 2017

ADOPTED: 2.12.17

REVISED: 7.22.19 |



## Video Surveillance Policy 6610

## NEW TO DISTRICT

*The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property and further authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or need. However, the district will not install or use cameras in restrooms and locker rooms.*

*In general, only those individuals with a legitimate administrative or educational purpose may be permitted to view the video recordings. In most instances, those persons will be the superintendent, principals, supervisors, and other administrators.*

*The district will notify staff and students through various means including, but not limited to association contracts, and staff and/or student handbooks, that video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance.*

*In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.*

Legal References: 42 U.S.C. 1232g Family Educational Rights and Privacy Act

Management Resources: 2018- August Issue

ADOPTED: 10.7.19



# New Business

- A. Hungry Kids Presentation ..... Barb Clausen
- B. 2018/19 Assessment Results .....Pam Bauman
- C. Naming the Board Room (Discussion).....Mary Beth Tack
- D. Acceptance of Traffic Management Plan (Action) .....Scott Westlund
- E. Acceptance of Stadium Handrail , Elevator Project & KHS Boiler (Action).....Scott Westlund
- F. Request for Qualification on Architect for Huntington Middle School (Action)..... Scott Westlund
- G. Adoption of Boundary Review Guiding Principles (Action)..... Scott Westlund
- H. Resolution 2019/20 –04 Schematic Design for Butler Acres & Carrols (Action) .....Scott Westlund
- I. Procedure 3420P, Anaphylaxis Prevention & Response (Information).....Don Iverson



## **School Board Recognition October 7<sup>th</sup>**

### **Helping Our Hungry Children—Our Future Depends on Them!**

16.9% of the population as determined in Cowlitz County, WA (17.2k out of 102k people) live below the poverty line, a number that is higher than the national average of 13.4%. The largest demographic in all Cowlitz age groups is women—a large number have dependent children. As a result, our schools last year had over 57-58% of the children on free or reduced breakfast and lunch. Also, over 100 Kelso school children and youth are homeless. Many of these children go hungry on weekends unless they get GoBags on Fridays in our schools—this effort to feed them is managed by the volunteer groups we honor tonight.

Bethany Lutheran Church with an ELCA Hunger Grant has worked with the Faith Center Food Bank in Kelso to provide GoBags for Kelso School children who have signed up. The United Methodist Presbyterian Church provides bags for Barnes children. The Stella Chapel and the Kelso Gloria Dei Lutheran churches have also been a part of the GoBag events of the six Lutheran churches as a part of the grant, giving both money and food to the programs. By the end of last year, we were feeding over one hundred fifty Kelso children each weekend. To make this effort sustainable, we invite Kelso organizations to consider joining us in this effort!

We also wish to thank:

The Parent Teacher Organizations from several of the schools who deliver the bags to the schools.

The Child Adolescent Clinic (Drs. Phyllis Cavens & Blaine Tolby) and the Health Care Foundation for the grant of wellness doctor visits and food donations to this program.

Student Services Don Iverson, Superintendent Mary Beth Tack, the Kelso principals, & the Family Community Resource Center in Longview for their collaboration in this effort.

Tonight we have present:

Pastor Megan Filer, Bethany Lutheran Church

Pastor Vonda McFadden, United Methodist-Presbyterian Church

Lucinda Butler, Faith Center Food Bank GoBags

Bev Jones, Faith Center Food Bank Coordinator

Pastor Jillian Ross, Stella Chapel could not be with us tonight

Submitted by Barbara Clausen,  
ELCA Grant Administrator



# Kelso School Board State Assessment Data Report

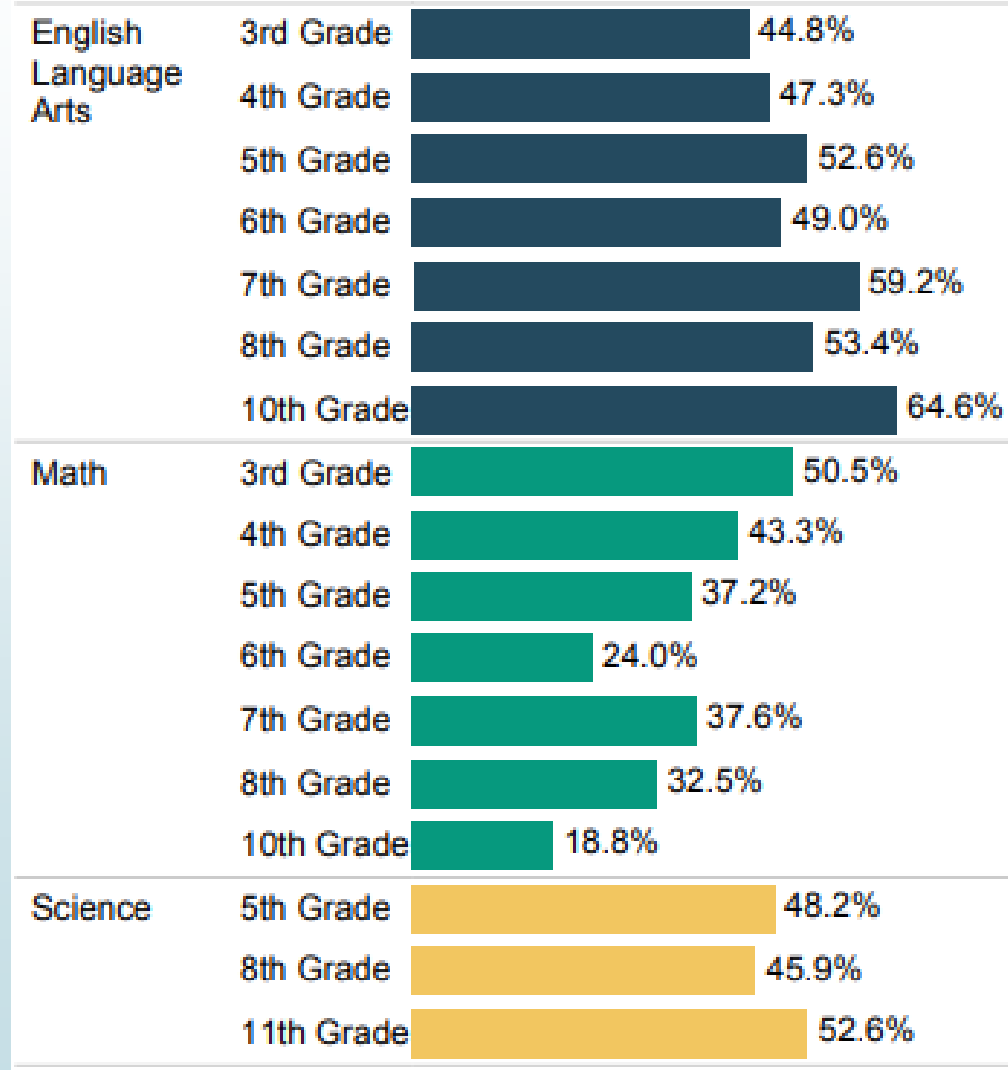
Monday, October 7<sup>th</sup>, 2019

Presented by:

Pam Bauman, Assessment Coordinator



# Kelso School District 2018-2019





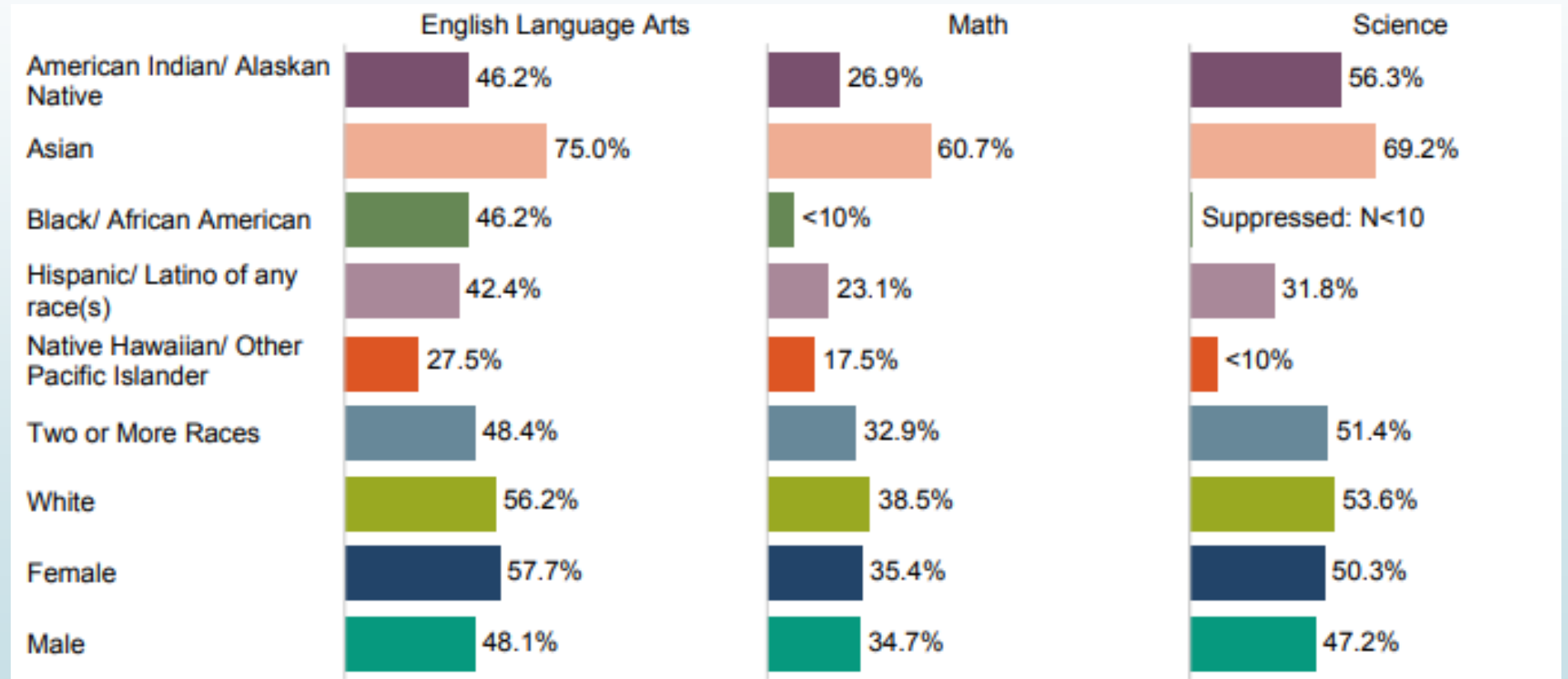
# District Grade Level Trend 2015 - 2019

		KG	SBAC		WCAS
			ELA	Math	
				Percent Passed	Percent Passed
			0.0% 50.0% 100.0% 150.0%	0.0% 50.0% 100.0% 150.0%	0.0% 50.0% 100.0% 150.0%
2015	03	03	<div><div></div></div> 48.4%	<div><div></div></div> 55.3%	
2016			<div><div></div></div> 51.8%	<div><div></div></div> 53.6%	
2017			<div><div></div></div> 50.7%	<div><div></div></div> 49.5%	
2018			<div><div></div></div> 45.4%	<div><div></div></div> 45.6%	
2019			<div><div></div></div> 44.8%	<div><div></div></div> 50.5%	
2015	04	04	<div><div></div></div> 43.1%	<div><div></div></div> 41.8%	
2016			<div><div></div></div> 53.0%	<div><div></div></div> 45.9%	
2017			<div><div></div></div> 52.2%	<div><div></div></div> 44.9%	
2018			<div><div></div></div> 49.4%	<div><div></div></div> 40.5%	
2019			<div><div></div></div> 47.3%	<div><div></div></div> 43.3%	
2015	05	05	<div><div></div></div> 49.4%	<div><div></div></div> 37.7%	
2016			<div><div></div></div> 52.3%	<div><div></div></div> 39.0%	
2017			<div><div></div></div> 52.2%	<div><div></div></div> 36.4%	
2018			<div><div></div></div> 53.6%	<div><div></div></div> 32.6%	<div><div></div></div> 50.8%
2019			<div><div></div></div> 52.6%	<div><div></div></div> 37.2%	<div><div></div></div> 48.2%
2015	06	06	<div><div></div></div> 46.9%	<div><div></div></div> 38.7%	
2016			<div><div></div></div> 49.0%	<div><div></div></div> 30.7%	
2017			<div><div></div></div> 43.1%	<div><div></div></div> 30.9%	
2018			<div><div></div></div> 44.3%	<div><div></div></div> 33.2%	
2019			<div><div></div></div> 49.0%	<div><div></div></div> 24.0%	
2015	07	07	<div><div></div></div> 58.9%	<div><div></div></div> 32.3%	
2016			<div><div></div></div> 55.6%	<div><div></div></div> 38.9%	
2017			<div><div></div></div> 57.6%	<div><div></div></div> 34.7%	
2018			<div><div></div></div> 57.0%	<div><div></div></div> 35.0%	
2019			<div><div></div></div> 59.2%	<div><div></div></div> 37.6%	
2015	08	08	<div><div></div></div> 60.9%	<div><div></div></div> 37.5%	
2016			<div><div></div></div> 60.9%	<div><div></div></div> 35.9%	
2017			<div><div></div></div> 57.3%	<div><div></div></div> 42.0%	
2018			<div><div></div></div> 58.0%	<div><div></div></div> 37.9%	<div><div></div></div> 53.4%
2019			<div><div></div></div> 53.4%	<div><div></div></div> 32.5%	<div><div></div></div> 45.9%
2015	10	10			
2016					
2017					
2018			<div><div></div></div> 62.7%	<div><div></div></div> 27.2%	
2019			<div><div></div></div> 64.6%	<div><div></div></div> 18.8%	
2015	11	11	<div><div></div></div> 50.6%	<div><div></div></div> 13.2%	
2016			<div><div></div></div> 78.0%	<div><div></div></div> 25.8%	
2017			<div><div></div></div> 69.9%	<div><div></div></div> 24.6%	
2018					<div><div></div></div> 43.8%
2019					<div><div></div></div> 52.6%





# Percent of Students that Met Standards, By Student Demographics





# Percent of Students that Met Standards, By Student Programs & Characteristics

	English Language Arts	Math	Science
English Language Learners	10.6%	9.9%	7.0%
Non-English Language Learners	55.7%	36.7%	51.5%
Foster Care	27.3%	18.2%	<10%
Non-Foster Care	53.1%	35.2%	49.2%
Homeless	31.3%	19.8%	14.8%
Non-Homeless	53.5%	35.5%	49.5%
Low-Income	43.7%	27.7%	38.1%
Non-Low Income	67.8%	47.0%	63.6%
Migrant	28.6%	<10%	Suppressed: N<10
Non Migrant	53.1%	35.3%	48.9%
Military Parent	53.3%	33.3%	Suppressed: N<10
Non Military Parent	52.9%	35.0%	48.7%
Section 504	44.4%	22.6%	44.1%
Non Section 504	53.3%	35.6%	49.0%
Students with Disabilities	9.5%	6.7%	10.1%
Students without Disabilities	60.2%	39.8%	54.5%



# Grade Level 5-Year Proficiency Trend State-District Comparison

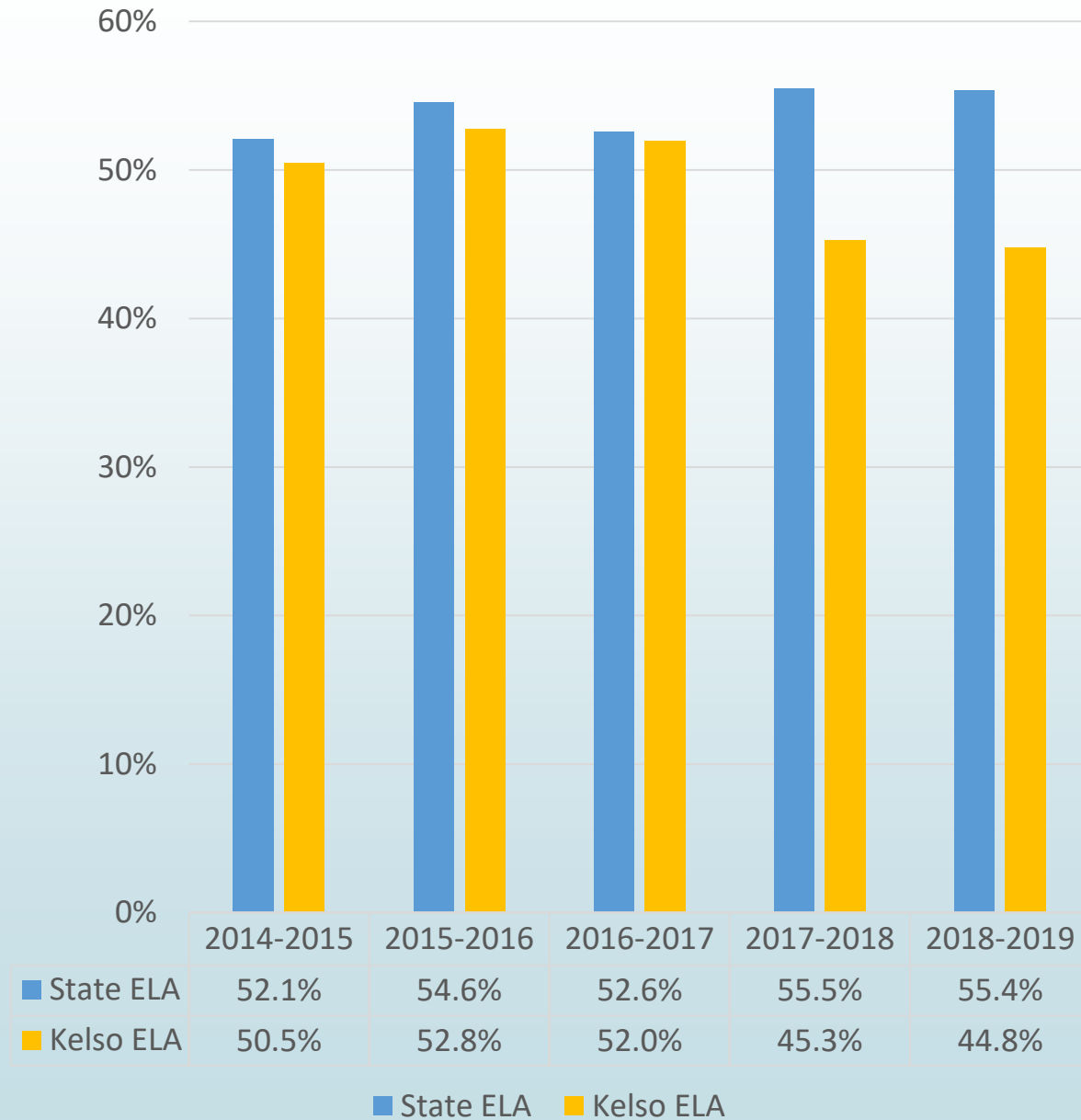
KSD							
ELA	HS	8th	7th	6th	5th	4th	3rd
2018-2019	66%	54%	60%	49%	53%	48%	44%
2017-2018	63%	58%	57%	44%	53%	49%	45%
2016-2017	70%	60%	59%	44%	54%	54%	52%
2015-2016	78%	62%	57%	51%	54%	55%	52%
2014-2015	51%	63%	60%	49%	50%	45%	51%

State							
ELA	HS	8th	7th	6th	5th	4th	3rd
2018-2019	73%	60%	62%	58%	61%	58%	56%
2017-2018	70%	59%	60%	56%	59%	57%	56%
2016-2017	74%	59%	60%	56%	59%	55%	53%
2015-2016	76%	60%	59%	57%	60%	57%	55%
2014-2015	26%	57%	57%	54%	58%	55%	52%

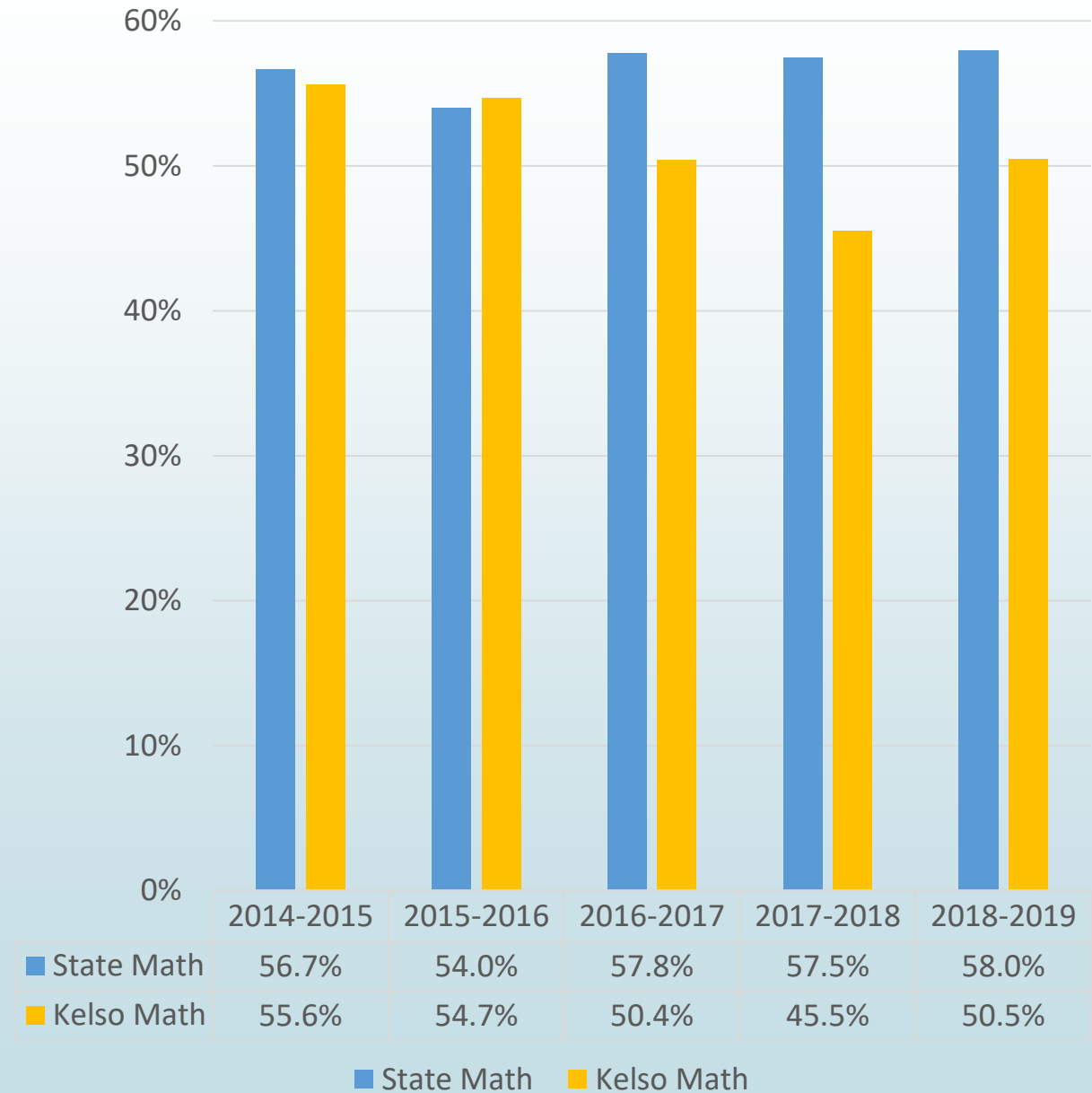
KSD							
Math	HS	8th	7th	6th	5th	4th	3rd
2018-2019	19%	33%	38%	24%	37%	44%	50%
2017-2018	26%	38%	35%	33%	33%	40%	46%
2016-2017	25%	43%	35%	31%	38%	45%	50%
2015-2016	27%	36%	41%	31%	30%	47%	55%
2014-2015	13%	38%	33%	39%	38%	42%	56%

State							
Math	HS	8th	7th	6th	5th	4th	3rd
2018-2019	42%	47%	50%	47%	49%	55%	58%
2017-2018	41%	48%	49%	48%	49%	54%	58%
2016-2017	26%	48%	50%	48%	49%	54%	58%
2015-2016	22%	48%	50%	48%	49%	55%	54%
2014-2015	14%	46%	48%	46%	48%	54%	57%

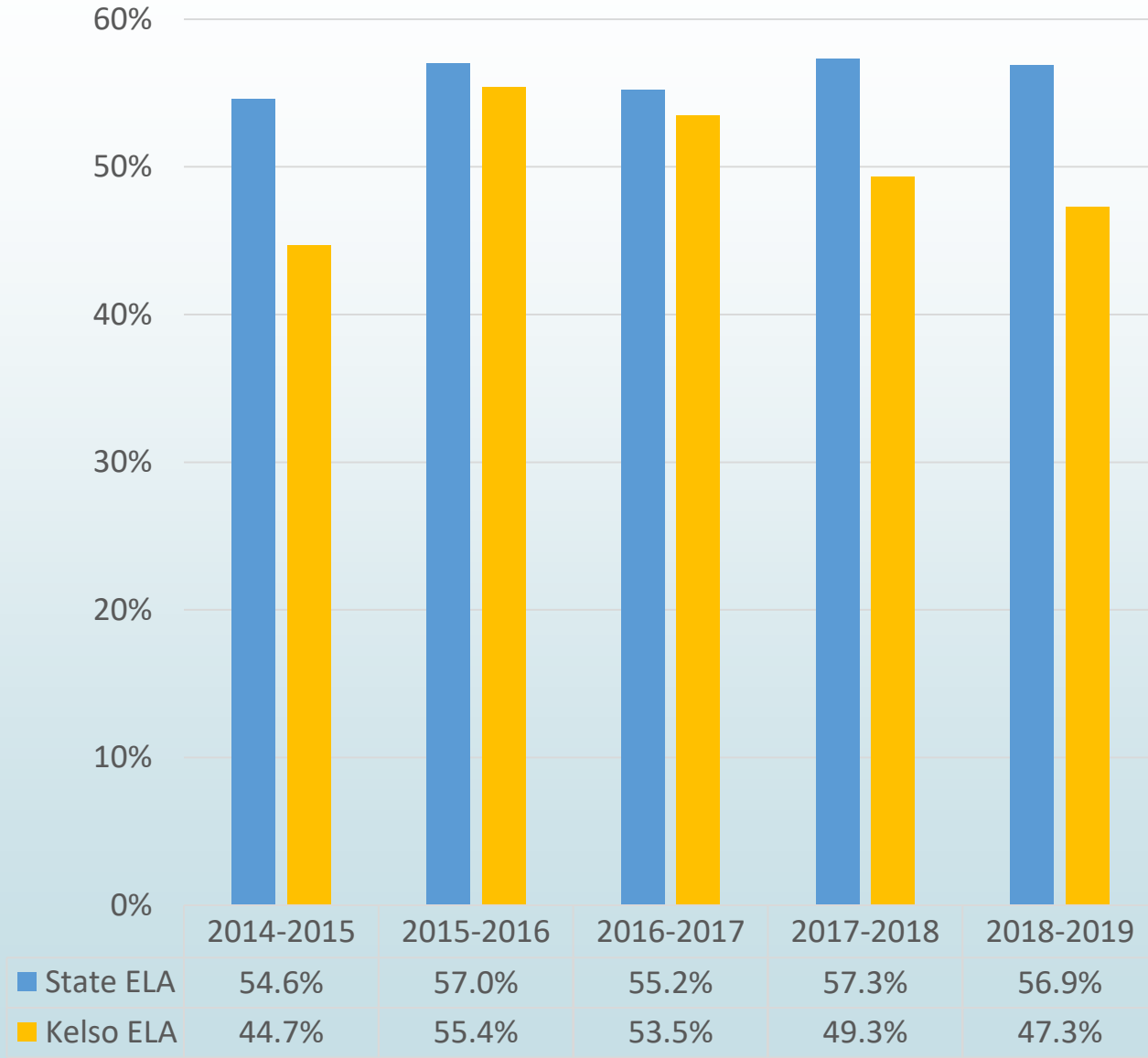
### 3rd ELA Smarter Balanced



### 3rd Math Smarter Balanced

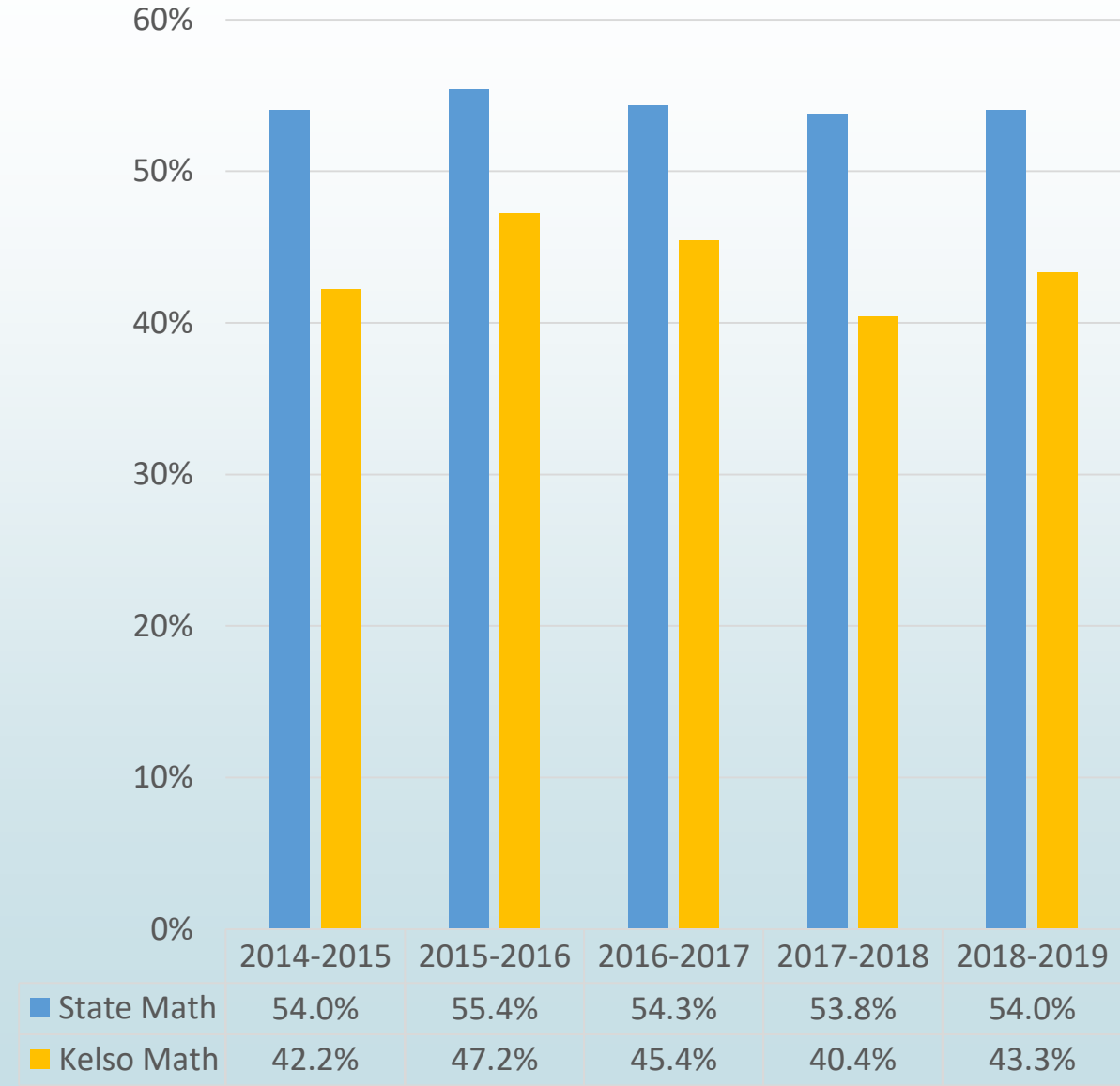


### 4th ELA Smarter Balanced



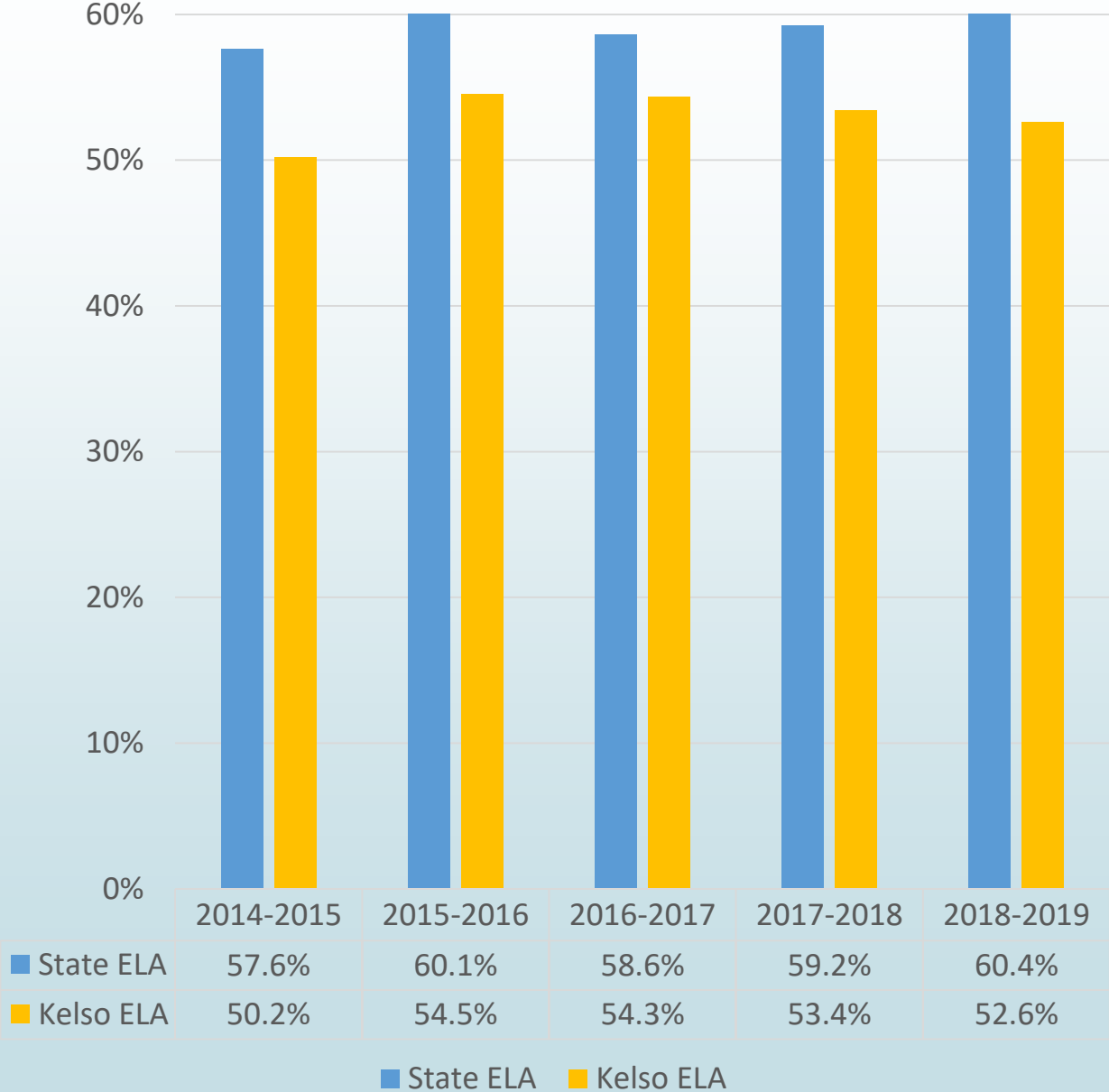
■ State ELA ■ Kelso ELA

### 4th Math Smarter Balanced

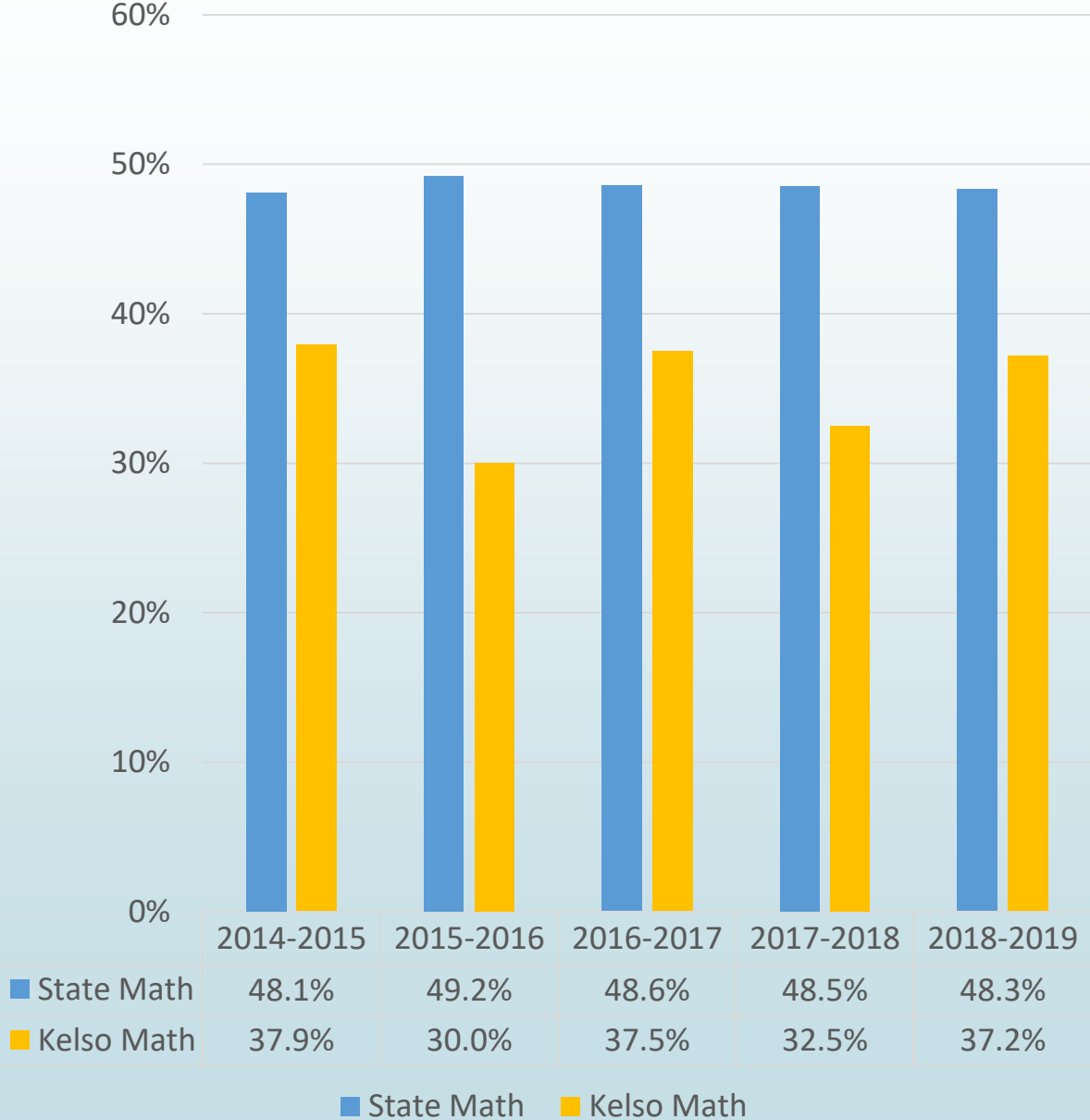


■ State Math ■ Kelso Math

5th ELA Smarter Balanced

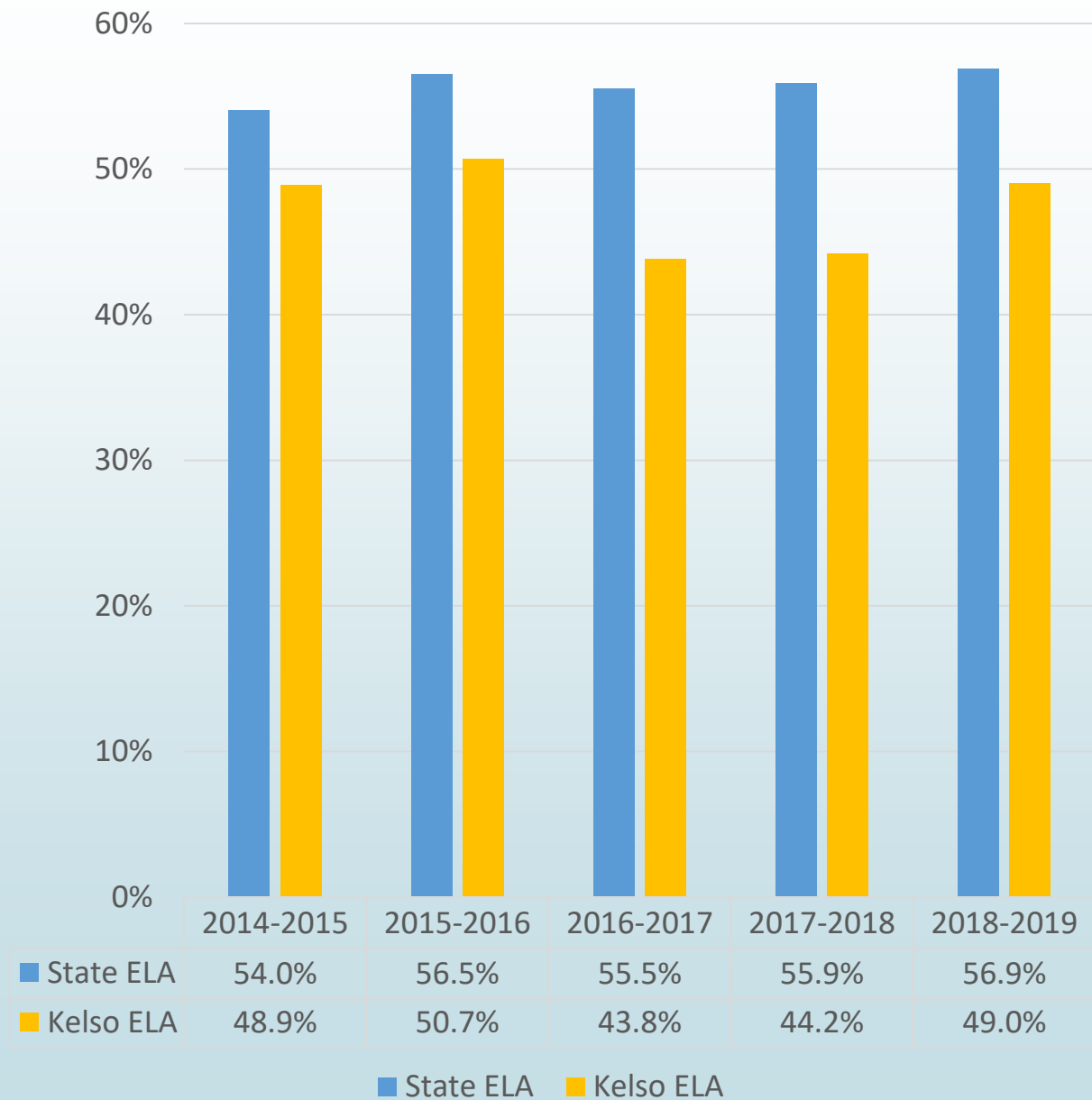


5th Math Smarter Balanced

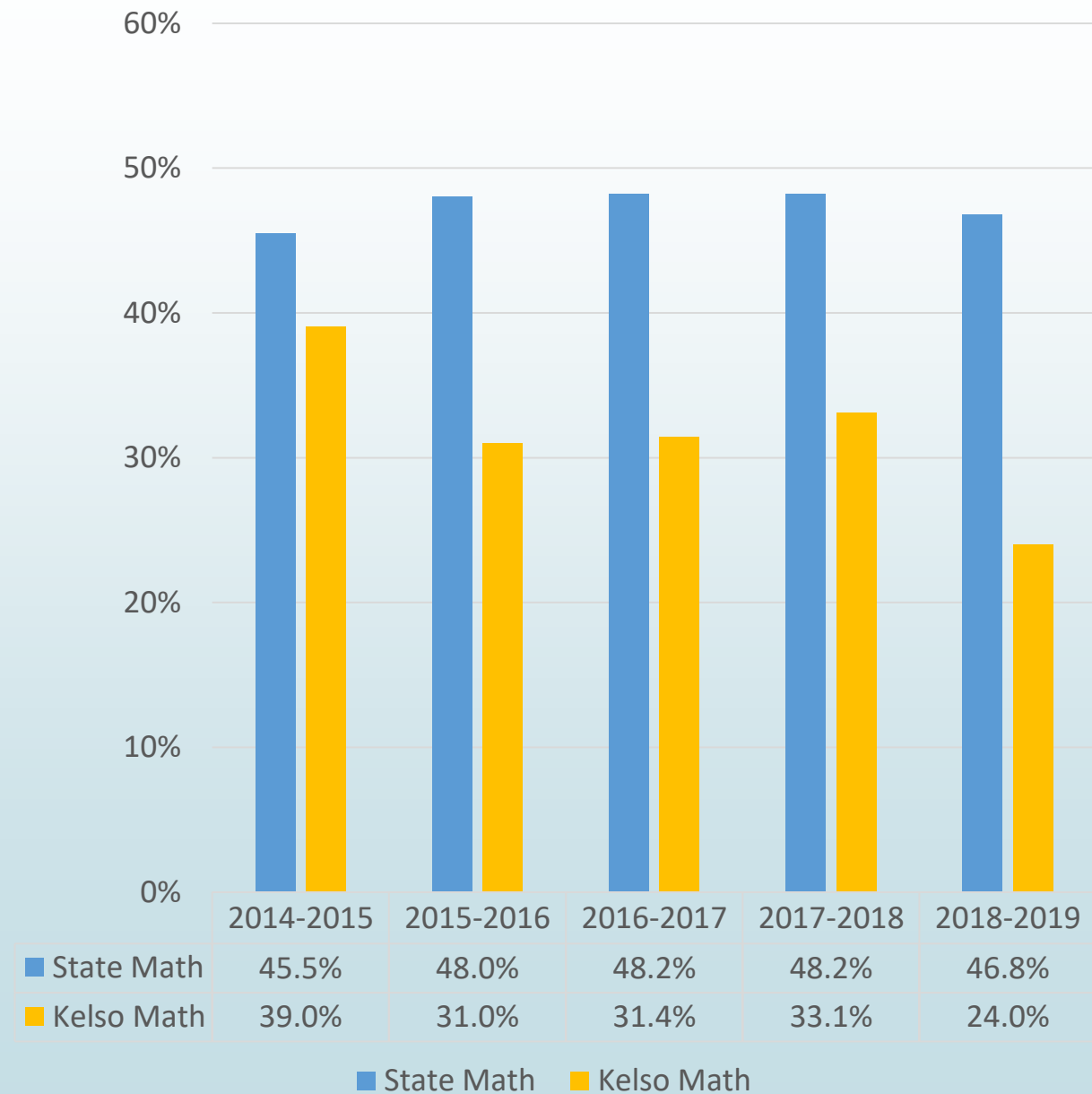




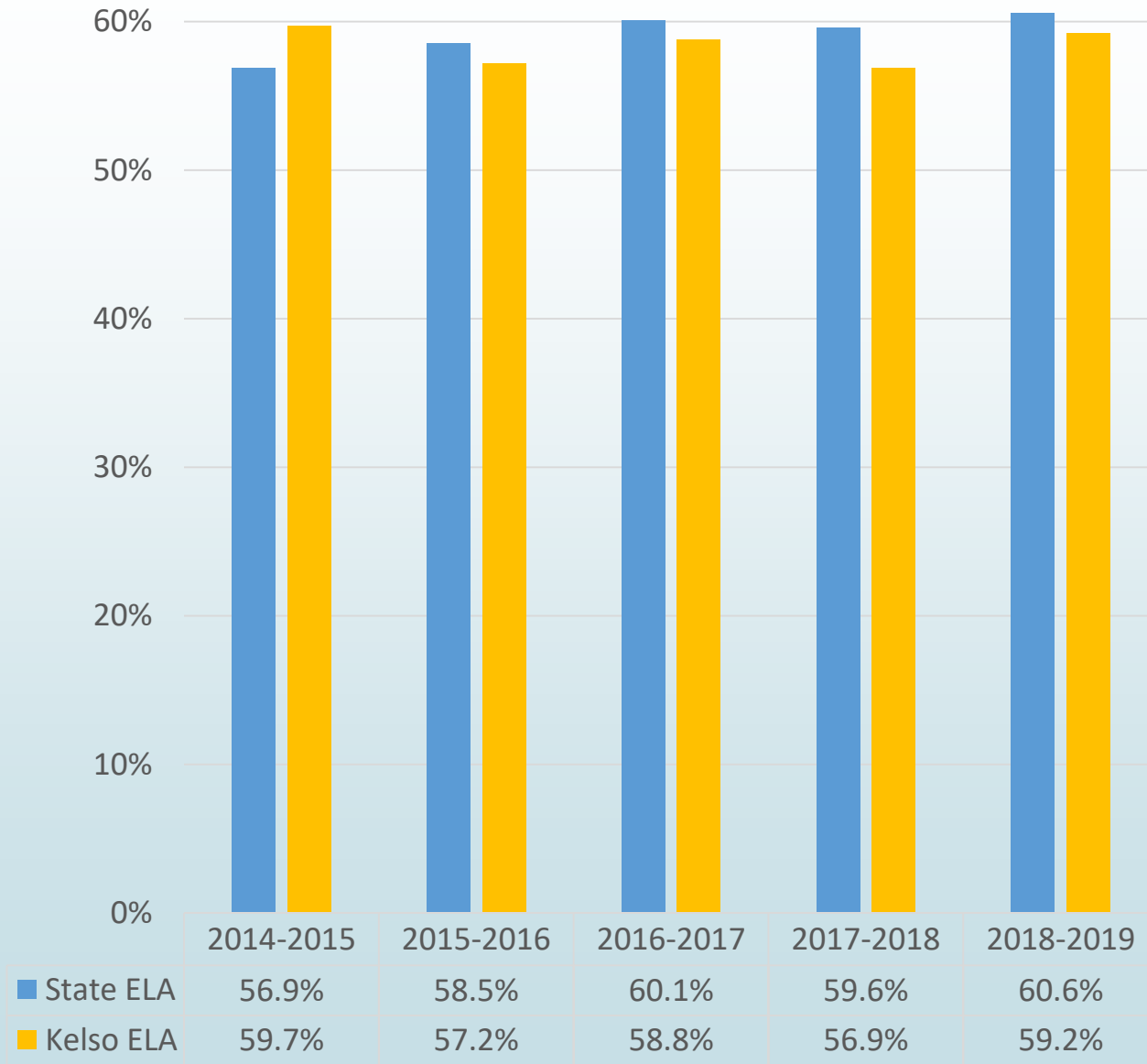
## 6th ELA Smarter Balanced



## 6th Math Smarter Balanced

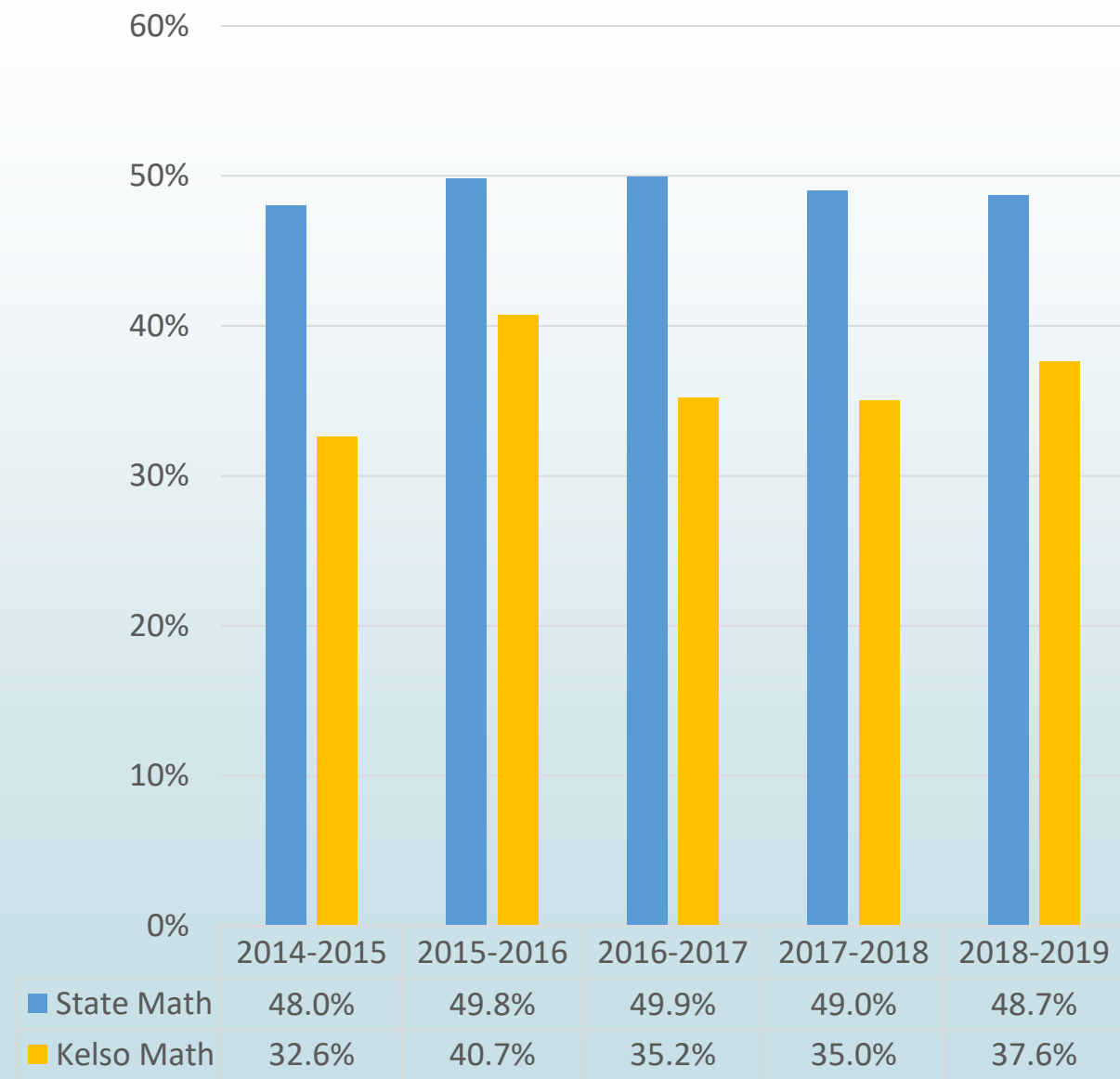


### 7th ELA Smarter Balanced



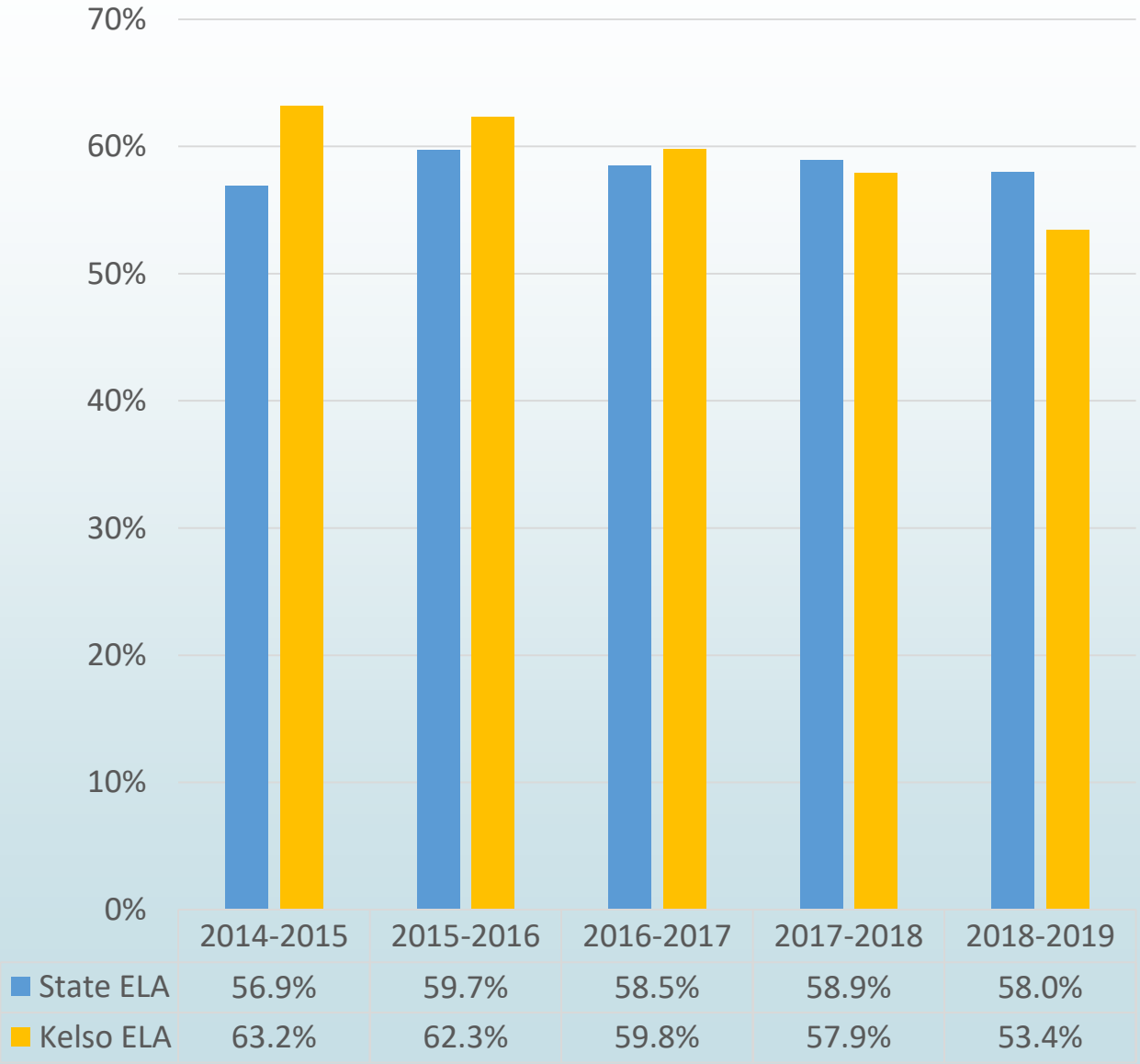
■ State ELA ■ Kelso ELA

### 7th Math Smarter Balanced



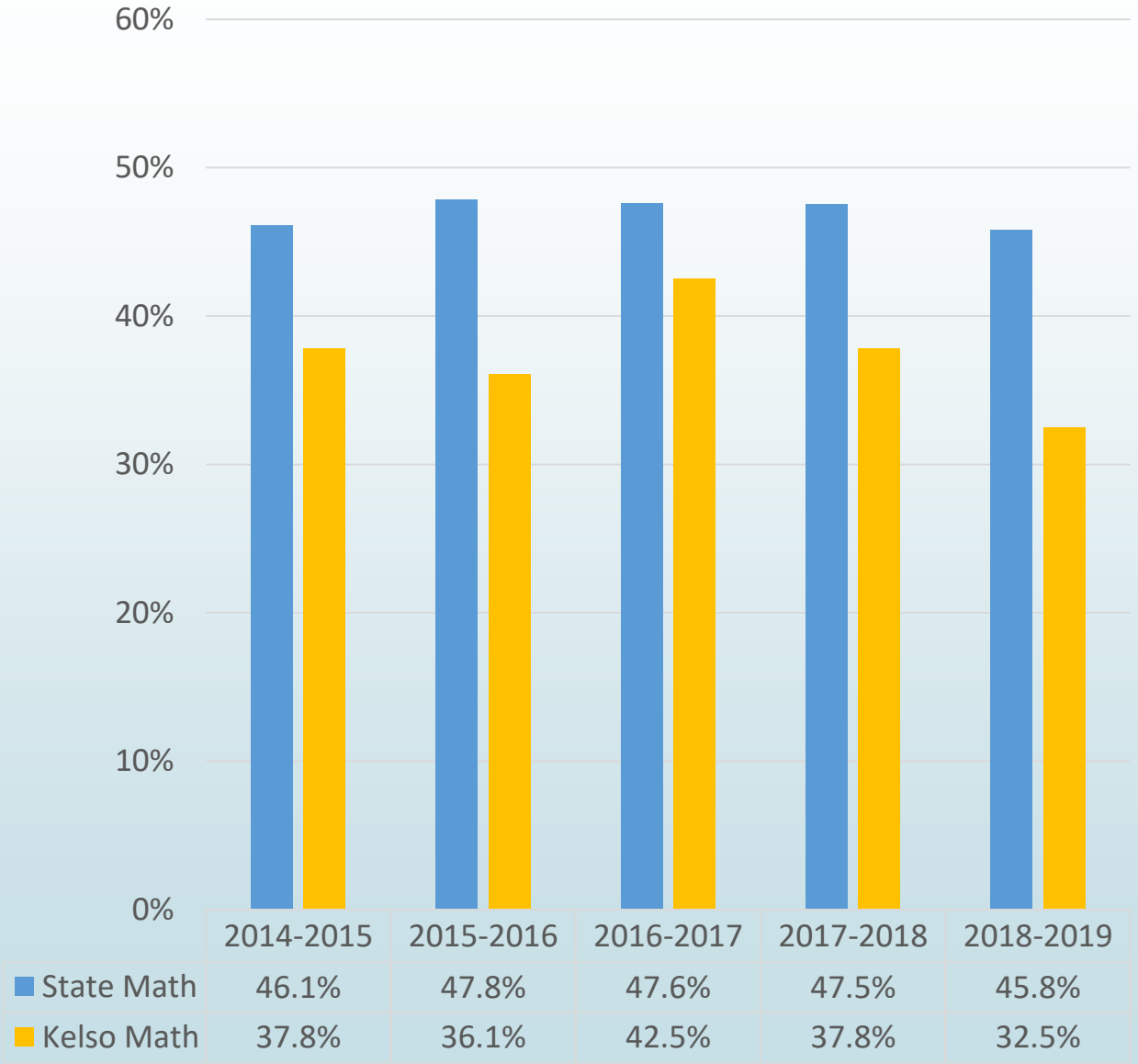
■ State Math ■ Kelso Math

# 8th ELA Smarter Balanced



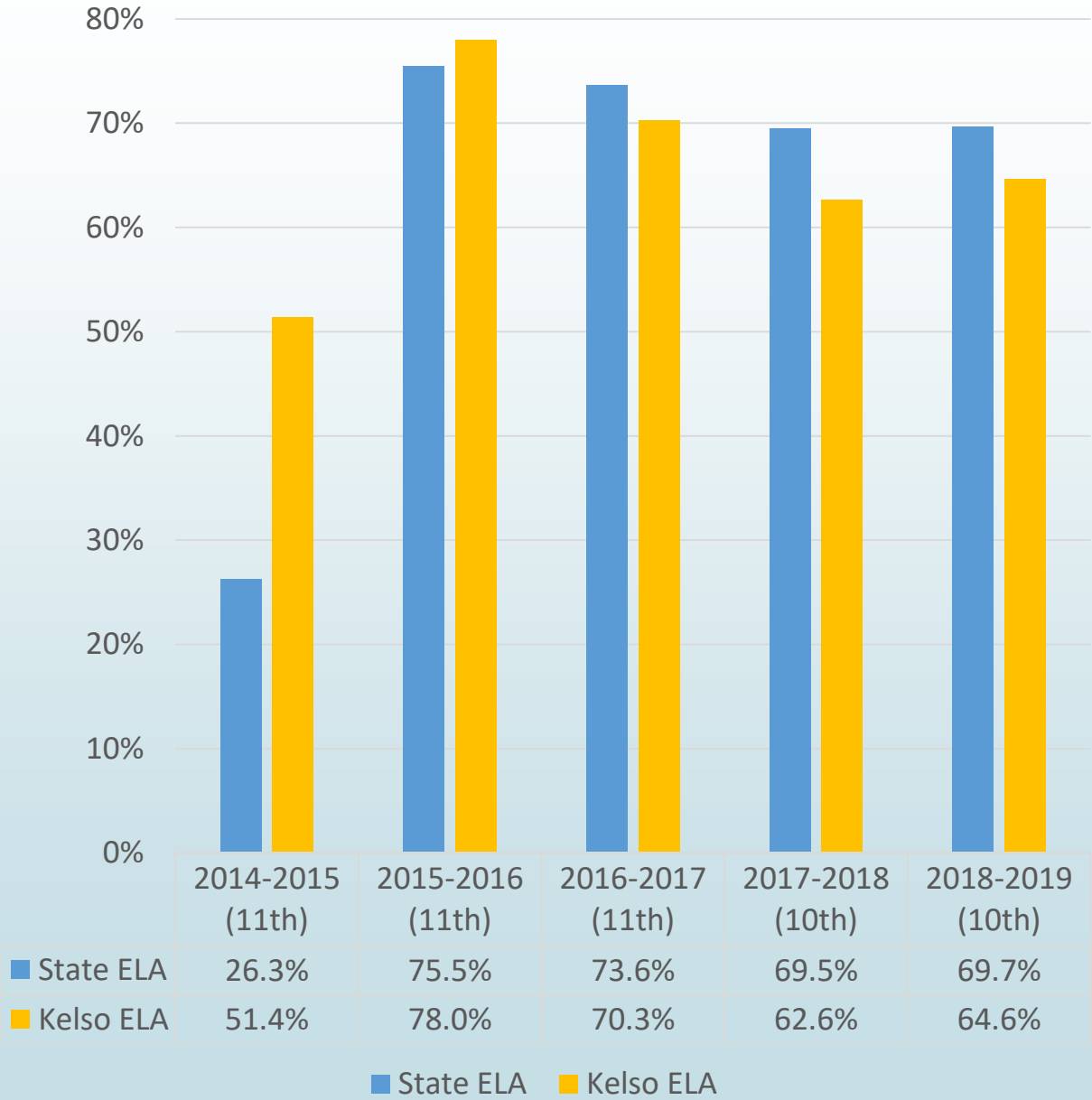
State ELA Kelso ELA

# 8th Math Smarter Balanced

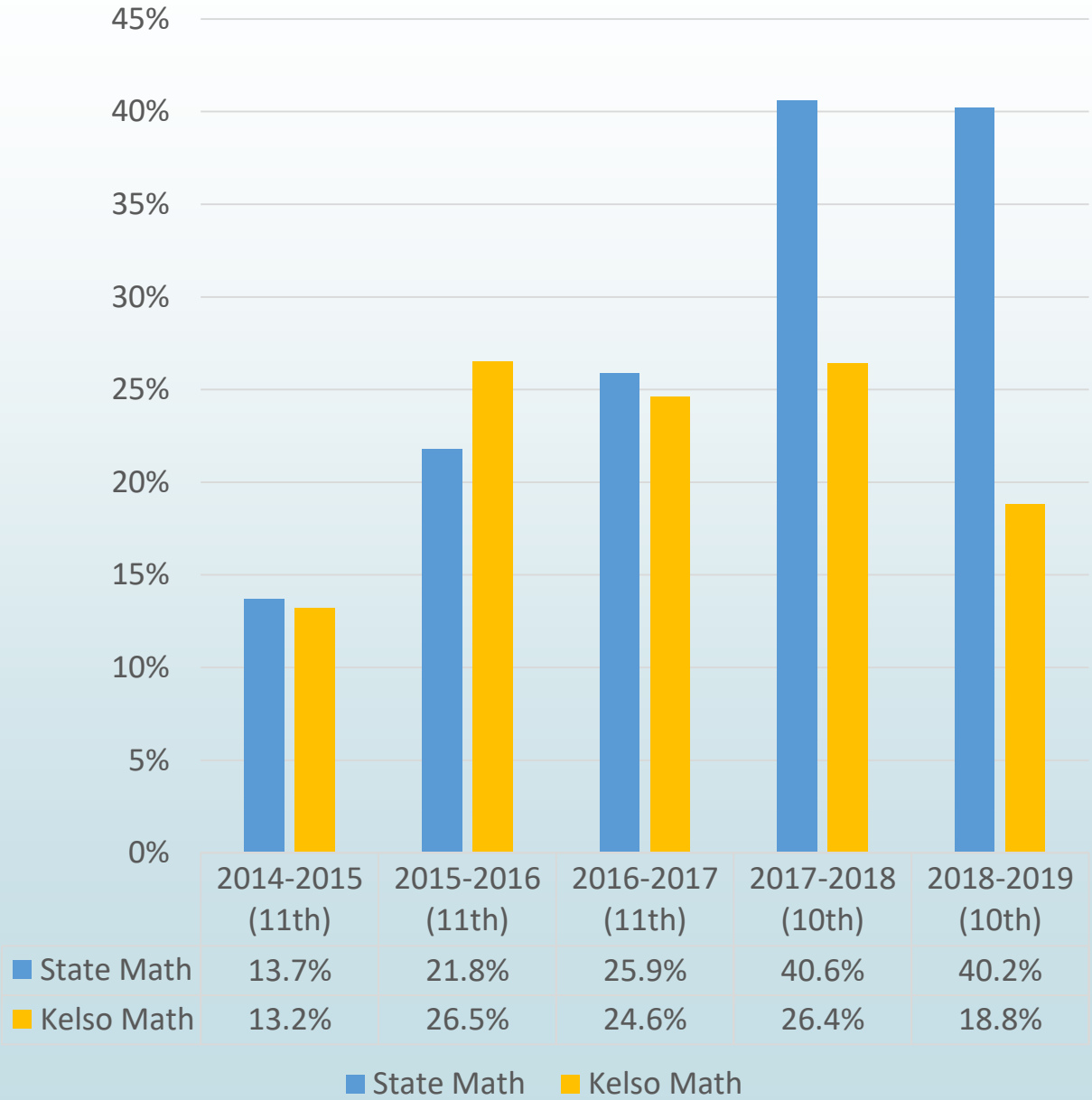


State Math Kelso Math

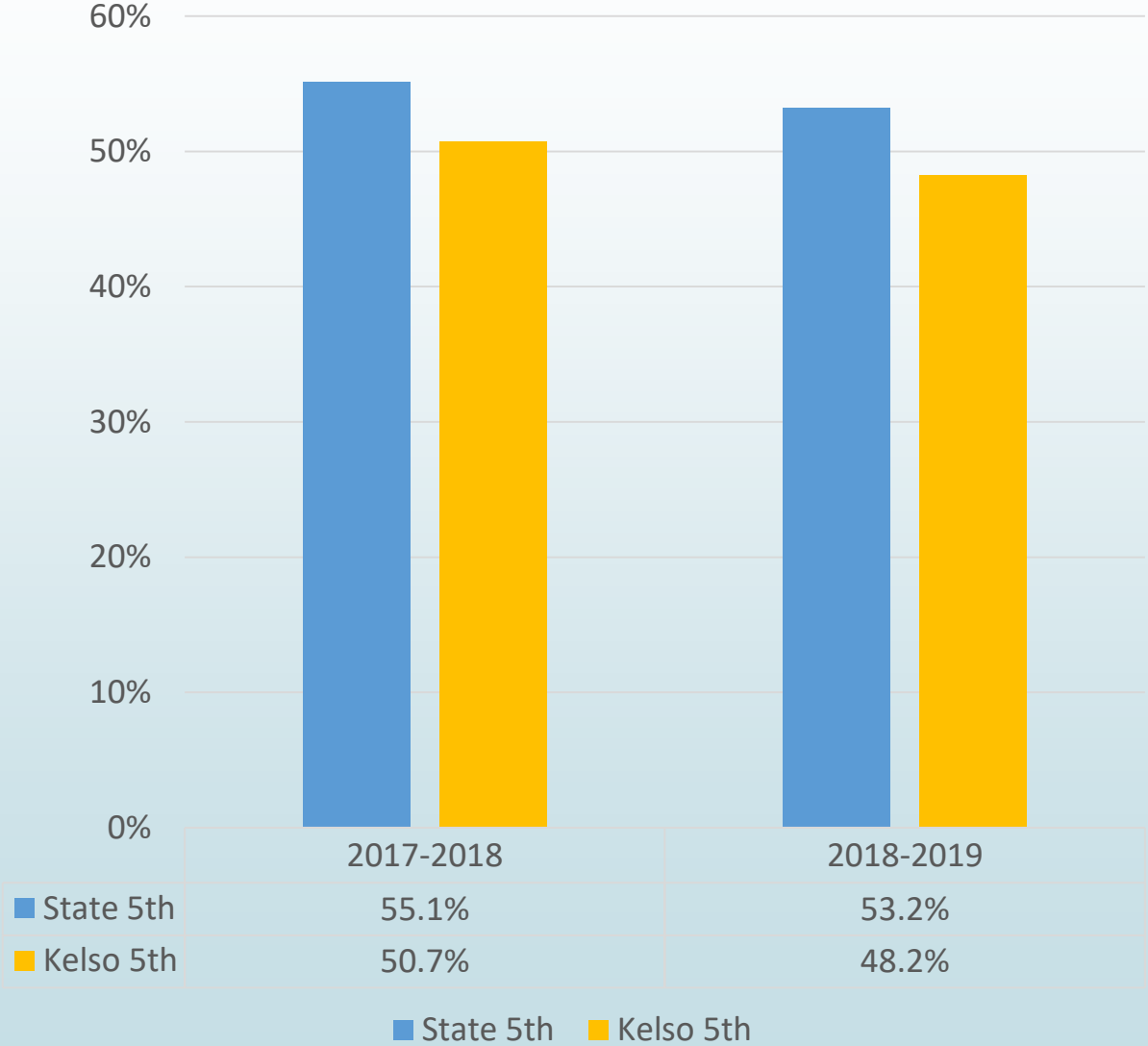
# HS ELA Smarter Balanced



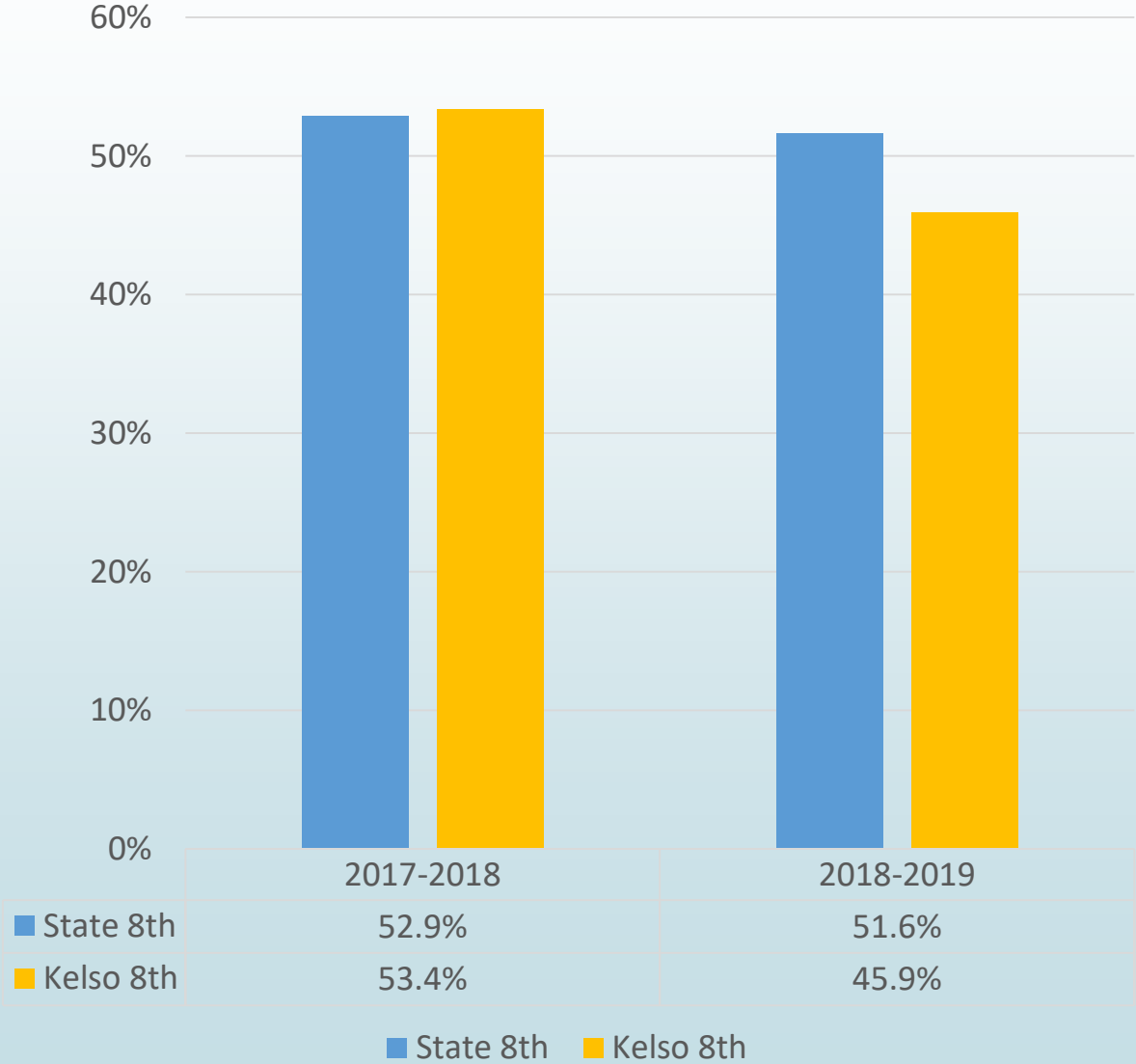
# HS Math Smarter Balanced



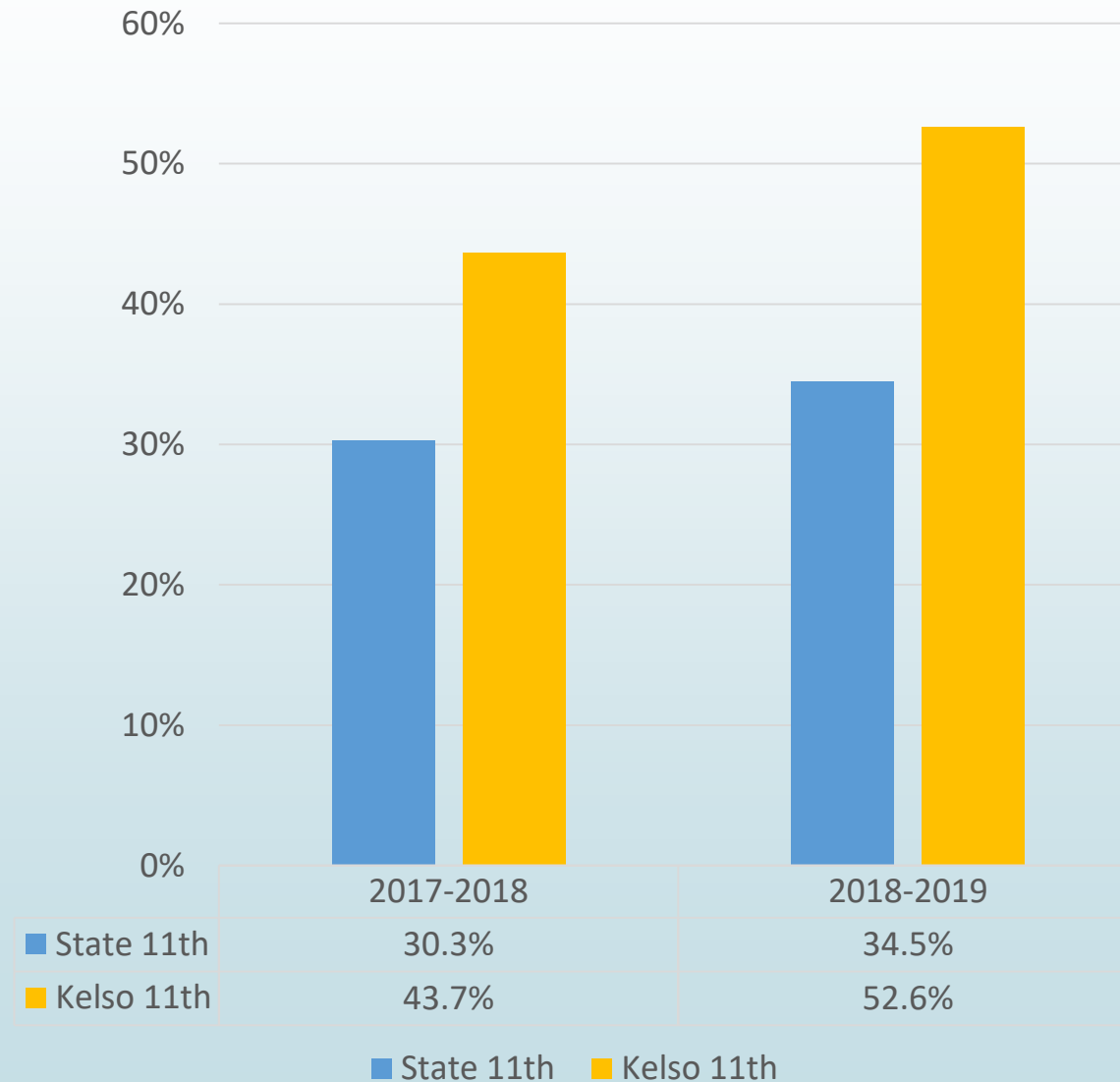
# 5th Washington Comprehensive Assessment of Science (WCAS)



# 8th Washington Comprehensive Assessment of Science (WCAS)



# 11th Washington Comprehensive Assessment of Science (WCAS)





Questions?





# Naming the Kelso School District Board Room



October 1, 2019

TO: Mary Beth Tack, Superintendent

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

RE: Board Acceptance of Traffic Management Plan Consultant.

We have completed the Request for Qualifications for the Traffic/Transportation Management (TMP) Plan Project. The project will include the development of a TMP for the Lexington and Wallace Elementary Schools. Future work may be incorporated into other schools experiencing traffic flow challenges after this initial work.

We received four qualification packets, interviewed three, and have selected Heffron Transportation Inc. Heffron Transportation is a specialty transportation planning and engineering consulting firm founded in 1995 to help clients build better urban communities through creative and innovative transportation solutions.

Our selection team was most impressed with Heffron's extensive work with school districts, and their ability to produce a helpful guide to direct school staff, and communicate with parents, students, and the school community on expectation regarding multi-modal transportation around schools.

I would ask that the Board approve Heffron Transportation as our traffic consultant so that we may begin contract negotiations and begin planning work.



October 1, 2019

TO: Mary Beth Tack, Superintendent

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

RE: Board Acceptance of Stadium Handrail and Elevator Projects, and KHS Boiler Project.

Five Rivers Construction has completed the handrail installation project, and ThyssenKrupp has completed the elevator replacement project. Both projects were performed at Ed Laulainen Stadium at Schroeder Field that began over the summer.

Both projects were completed at budget.

LP&H has also completed the boiler replacement project at Kelso High School.

I would ask that the Board approve the completion of all three projects so that we may begin the 45 day closing process with Labor and Industries in order to release the remaining project retainage to the companies.



October 1, 2019

TO: Mary Beth Tack, Superintendent

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

RE: Board Approval of Request for Qualifications for Huntington Middle School Modernization Project.

I would like to inform the Board of our intent to begin a Request for Qualification (RFQ) process to select an Architect/Engineering (A/E) firm for the Huntington Middle School Modernization Project.

The RFQ will be advertised in the Daily News and Daily Journal of Commerce in Portland/Seattle. We will be seeking A/E firms to submit qualifications for design work for Huntington Middle School modernization project.

Our plan is to select an A/E firm by calendar year end, and begin a one-year design process. Our goal would be for design to be completed in Winter of 2021, followed by bidding and construction to begin in Spring 2021. The construction project will likely be completed by end of summer 2022.

At this time we are unsure if we will select the traditional bid-build construction process, or an alternative method such as GC/CM used for Wallace and Lexington Elementary Replacement projects. Once we select an A/E team we will be better prepared to answer this question, and could seek State approval in January 2020.



October 1, 2019

TO: Mary Beth Tack, Superintendent

FROM: Scott Westlund, Chief Financial and Operations Officer

RE: Board Adoption of Guiding Principles for Boundary Review Committee (BRC).

Following our joint Board of Director's meeting with the Boundary Review Committee (BRC) on September 9<sup>th</sup>, 2019, we have finalized the Guiding Principles for our boundary adjustment work. I would like to present the Guiding Principles for Board acceptance at the regular Board meeting on October 7<sup>th</sup>, 2019.

The Guiding Principles outline the expectations that the Board has for the work of the Boundary Review Committee and serves as a measuring tool for recommendations that may be presented to the Board by the BRC at a future date.

With the construction of two new schools in the Kelso School District it is likely that a recommendation for boundary adjustments for the elementary schools may be necessary. Taking into account future growth in the Lexington area, and combining the Catlin and Beacon Hill boundary areas into one area will necessitate this discussion. This shouldn't come as a surprise as we have been aware and have communicated this expectation throughout the last three years during our facility planning process and bond election.

Our desire is to be able to review current boundaries and recommend adjustments with the least impact to the current boundaries as possible. We believe we can do this, and can recommend a plan that can be maintained for many years moving forward.

Attached to this memorandum are the boundary review goals, guiding principles, and tentative timeline for potential Board action.





## Boundary Review Committee Meeting (BRC)

### Boundary Review Goals

The KSD School Boundary Review Committee (BRC) has been charged with analyzing the attendance areas for elementary schools within the Kelso School District. The goal of the committee is to develop a final recommendation that:

- (a) Revises school attendance boundaries for two (2) new schools; and,
- (b) If necessary, distributes students at existing elementary schools to balance enrollment levels at elementary schools.

Kelso School District is committed to providing high quality education to all students. As a public school system, we serve a diverse student body. We value diversity of race/ethnicity, gender, ability, and socio-economic status. The committee will use guiding principles to evaluate boundary options and ensure the task and goals of the committee are met.

### Timeline

- a. **September 9, 2019, 4 p.m.** – Joint Board and BRC Workshop
- b. September – December 2020 – Committee Plan Development
- c. February 2019 – Initial Plan Presented to School Board
- d. February/March 2020 – Public Review and Comment Period and Hearing
- e. March 2020 – Board Action on Boundary Adjustments
- f. School Openings –
  - i. Wallace – Mid-year 2020
  - ii. Lexington – August 2021
- g. Enrollment Notification and Registrations, Fall – Spring 2020/21
- h. Boundary changes take effect **Fall 2021**



## **Boundary Review Committee (BRC)**

### **Guiding Principles**

- (a) Potential impacts, both positive and negative, of any proposed boundary adjustments will be carefully evaluated.
- (b) The process for making recommendations for boundary adjustments should allow families and the school system to plan and prepare for implementation of the proposed changes.
- (c) Boundary adjustment should be implemented after appropriate input and discussions with affected parties and careful consideration of alternative solutions. It is our desire to minimize the impact of boundary changes to the least number of students as possible.
- (d) It is important to ensure students are able to attend schools located within a close proximity to their own neighborhood as much as possible.
- (e) Boundary adjustments should be made in the context of longer term solutions. Short term solutions not addressing long term issues should be avoided.
- (f) Transportation efficiency and effectiveness should be maintained to ensure a student's time on a bus or in a car is limited – and time at home and at school is maximized. School enrollments should be balanced by utilizing existing school capacities, with the understanding that future growth may need to be considered in boundary selections.
- (g) Natural or manmade barriers to safe and efficient routes should be taken into consideration. This applies to pedestrian walkways as well as vehicular transportation. Safe walking routes for all schools should be maintained.
- (h) Feeder school continuity is an important consideration. Student continuity from elementary school to middle school should be prioritized.
- (i) The District recognizes that a plan to allow students impacted by boundary adjustments to remain at their current school of choice is of importance.

**KELSO SCHOOL DISTRICT NO. 458  
RESOLUTION NO. 2019/20—04**

**A Resolution of the Board of Directors certifying  
the approval and use of the Butler Acres and  
Carroll's Elementary School Schematic Design**

WHEREAS, Kelso School District No. 458 has contracted with Collins Architectural Group to develop the Schematic Design (SD) documents, with assistance from the Butler Acres and Carroll's Design Advisory Committees, to be used as the basis for design development for the Butler Acres and Carroll's Elementary School modernization projects.

THEREFORE, BE IT RESOLVED, that Kelso School District Board of Directors approves use of the Schematic Design Documents to assist in the development of Design Development (DD) documents for the Butler Acres and Carroll's Elementary School modernization projects.

DATED this 1<sup>st</sup> day of October, 2019.

BOARD OF DIRECTORS  
KELSO SCHOOL DISTRICT NO. 458

\_\_\_\_\_  
President  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Mary Beth Tack, Secretary



## **Anaphylaxis Prevention and Response Policy 3420P**

For students with a medically diagnosed life-threatening allergy (anaphylaxis), the district will take appropriate steps for the student's safety, including implementing a health care plan. The district will utilize the *Guidelines for the Care of Students with Anaphylaxis* published by the Office of the Superintendent for Public Instruction

### **PARENT/GUARDIAN RESPONSIBILITY**

Prior to enrolling a student, the parent/guardian will inform the school in writing of the medically diagnosed allergy(ies) and risk of anaphylaxis. School districts will develop a process to identify students at risk for life-threatening allergies and to report this information to the school nurse. Upon receiving the diagnosis, school staff will contact the parent/guardian to develop a health care plan. A health care plan will be developed for each student with a medically diagnosed life-threatening allergy.

### **NURSING CARE PLAN**

The school nurse (registered nurse) will develop a written plan that identifies the student's allergies, symptoms of exposure, practical strategies to minimize the risks, and how to respond in an emergency.

The principal or designee (school nurse) may arrange for a consultation with the parent/guardian prior to the first day of attendance to develop and discuss the health care plan. The plan will be developed by the school nurse in collaboration with parent/guardian, licensed health care provider (LHP) and appropriate school staff. If the treatment plan includes self-administration of medications, the parent/guardian, student, and staff will comply with Policy and Procedure 3419, *Self-Administration of Asthma and Anaphylaxis Medication*.

Annually and prior to the first day of attendance, the student health file will contain:

- A. A current, completed health care plan.
- B. A written description of the treatment order, signed by a LHP.
- C. An adequate and current supply of auto-injectors (and other medications if needed).

The school will also recommend to the parents that the student wear a medical alert bracelet at all times. The parent/guardians are responsible for notifying the school if the student's condition changes and for providing the medical treatment order, appropriate auto-injectors, and other medications as ordered by the LHP.

The district will exclude from school those students who have a medically diagnosed life-threatening allergy and no medication or treatment order presented to the school to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act and Section 504 for the Rehabilitation Act of 1973, and pursuant to the following due process requirements:

- A. Written notice to the parents/guardians or persons in loco parentis is delivered in person or by certified mail.
- B. Notice of the applicable laws, including a copy of the laws and rules.

- C. The order that the student shall be excluded from school immediately and until medications and a treatment order are presented.

#### **COMMUNICATIONS PLAN AND RESPONSIBILITY OF SCHOOL STAFF**

After the health care plan is developed, the school principal or a designee will inform appropriate staff regarding the affected student. The health-care specialist will inform appropriate staff regarding the affected student and the nursing care plan. The plan will be distributed to appropriate staff and placed in appropriate locations in the district (class room, office, school bus, lunchroom, near playground etc.). With the permission of parent/guardian and the student (if appropriate), other students and parents may be given information about the student's condition.

#### **ALL SCHOOL STAFF TRAINING**

Annually, each school principal will provide an in-service training on how to minimize exposure and how to respond to an anaphylaxis emergency. The training will include a review of avoidance strategies, recognition of symptoms, and the emergency protocols to respond to an anaphylaxis episode (call 911/EMS when symptoms of anaphylaxis are first observed), and hands-on training in the use of an autoinjector.

Training should also include notifications that more than one dose may be necessary in a prolonged anaphylaxis event.

Student specific training and additional information will be provided (by the school nurse) to teachers, teacher's assistants, clerical staff, food service workers, and bus drivers who will have known contact with a student diagnosed with a known allergen.

#### **STUDENT-SPECIFIC TRAINING**

Annually, before the start of the school year and/or before the student attends school for the first time, the school nurse will provide student-specific training and additional information to teachers, teacher's assistants, clerical staff, food service workers, and bus drivers who will have known contact with a student diagnosed with a known allergen and are implementing the nursing care plan.

#### **CONTROLLING THE EXPOSURE TO ALLERGENS**

Controlling the exposure to allergens requires the cooperation of parents, students, the health care community, and school employees. Parents may be asked to cooperate and limit the allergen in school lunches and snacks or other products. The district will discourage the sharing of food, utensils and containers. The district will take precautions such as avoiding the use of party balloons or contact with latex glove. Additionally, play areas will be specified that are lowest risk for the affected student.

The district will also identify high-risk events and areas for students with life-threatening allergies, such as foods and beverages brought to school for seasonal events, school equipment and curricular materials used by large numbers of students (play-dough, stuffed toys, science projects, etc.) and implement appropriate accommodations.

During school-sponsored activities, appropriate supervisors, staff and parents will be made aware of the identity of the student with life-threatening allergies, the allergens, symptoms and treatment.

#### ***DISTRICT PRESCRIPTION AND STANDING ORDER PROTOCOL***

*The district will maintain a supply of undesignated epinephrine autoinjectors that will be prescribed in the name of the district by a licensed health professional with the authority to prescribe epinephrine autoinjectors. The district prescription is valid for one school year only and will be renewed prior to the start*

*of each school year.*

*Each prescription must be accompanied by a standing order for the administration of school-supplied epinephrine autoinjectors for potentially life-threatening allergic reactions. The standing order protocol should include specific symptoms of anaphylaxis, the dose of medication, and directions to summon emergency medical services (EMS 911) upon observance of symptoms of anaphylaxis. Parent/guardian notification should occur as soon as possible after EMS is notified.*

#### **EMPLOYEE OPT-OUT**

School employees (except licensed nurses) who have not previously agreed in writing to the use of epinephrine auto-injectors as part of their job description may file a written letter of refusal to administer epinephrine auto-injectors with the districts. The employee's refusal may not serve as grounds for discharge, non-renewal or other actions adversely affecting the employee's contract status.

#### **NO LIABILITY**

If the school employee or school nurse who administers epinephrine by auto-injector to a student substantially complies with the student's prescription (that has been prescribed by a licensed health professional within the scope of the professional's prescriptive authority) and the district's policy on anaphylaxis prevention and response, the employee, nurse, district, superintendent and board are not liable for any criminal action or civil damages that result from the administration.

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