



# WHITE SALMON VALLEY SCHOOLS

## KEY TO THE FUTURE

Dr. Jerry Lewis, Superintendent  
District Office  
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**Board Meeting Agenda**  
**Whitson Elementary School Library**  
**October 24, 2019**  
**7:00 p.m.**

1. Call to order
2. Flag salute
3. Student Presentation: Whitson Elementary School
4. Public Hearing:
  - a. Disposition of School District Property
5. Additions/deletions to agenda:
6. Adoption of agenda
7. Consent agenda:
  - a. Minutes
  - b. Bills
8. Audience Comment: *Comments are limited to 2 minutes per individual for a total of 10 minutes for all audience comments.*
9. Reports
  - a. Enrollment Report
  - b. District Instruction and Learning
  - c. District Safety
  - d. Bond Projects Update
  - e. 2020 M&O Levy Update
  - f. Employees of the Month
  - g. Volunteer Hours
  - h. First Reading of Policies
    - i. Policy No. 3141: Nonresident Students
10. Action items
  - a. Resolution 19/20-03: Cancelled Warrants
  - b. WSVSD Staff Responsible User Policy
  - c. Engineering and Design Contract for Bond Projects
  - d. Second Reading of Policies
    - i. Policy No. 6212: District Charge Cards
    - ii. Policy No. 1105: Electoral System
    - iii. Policy No. 2100: Educational Opportunities for Students with a Parent in the Military
    - iv. Policy No. 2195: Academic Acceleration
    - v. Policy No. 2410: High School Graduation Requirements
    - vi. Policy No. 2413: Equivalency Credit for Career and Technical Education Courses
    - vii. Policy No. 2418: Waiver of High School Graduation Credits
    - viii. Policy No. 3115: Students Experiencing Homelessness Enrollment Rights and Services
    - ix. Policy No. 3120: Enrollment
    - x. Policy No. 3211: Gender Inclusive Schools
    - xi. Policy No. 3231: Student Records
    - xii. Policy No. 3416: Medication at School
    - xiii. Policy No. 3520: Student Fees, Fines, or Charges
    - xiv. Policy No. 5201: Drug-Free Schools, Community, and Workplace
    - xv. Policy No. 5253: Maintaining Professional Staff/Student Boundaries
    - xvi. Policy No. 3245: Students and Electronic Devices
    - xvii. Policy No. 3200: Rights and Responsibilities
    - xviii. Policy No. 3205: Sexual Harassment of Students Prohibited
    - xix. Policy No. 6020: System of Funds and Accounts
    - xx. Policy No. 3207: Prohibition of Harassment, Intimidation, or Bullying
  - e. Resignations/Leaves/Retirements
  - f. New Hires

Special meeting of the Board of Education, White Salmon Valley School District, Klickitat and Skamania Counties, White Salmon, WA. was called to order at 6:00 p.m. Tuesday, September 24, 2019 in the Henkle Middle School and Wallace and Priscilla Stevenson Intermediate School Gym, 480 NW Loop Rd., White Salmon, WA 98672. Present: Alan Reitz, Paul Mosbrucker, Laurie Stanton, Andrea VanSickle, Superintendent Jerry Lewis and guests.

The purpose of the special board meeting was to share information and receive constructive feedback regarding school safety.

Alan Reitz and Dr. Lewis shared the purpose of the meeting.

Columbia High School Principal, Craig McKee shared the details and information pertaining to and leading up to the lockdown on Friday, September 20, 2019.

Ben Corning with Klickitat County Sheriff's Department shared information and steps taken to investigate the reported potential situation.

Dr. Lewis discussed the procedures that are in place to ensure the safety of all students and staff. He also addressed the additional safety trainings and steps that have been put in place or are in the process of being put in place across the district. Dr. Lewis then shared the different communication tools that are currently being used, and that the district is looking in to other communication tools that are available.

Alan Reitz invited the public to provide comment, up to two minutes per comment.

Public comment was given by; Keri Kelly, Lindsay Cornelius, Caitlin Cray, Jessie Stenberg, Mandirae Pope, Robb Grabb, Kurt VonRueden, Michael Nelson, Susan Baker, Steffanie Johnson, Hailley Gross, Michelle O'Malley, Aryah Nelson, Kari Lewis, Lynn Mason, Sunshine Shute, Lilli Swanson, Audrey Nelson, Christopher Cazares, Tisie Brasuell, Jenessa Munson, Cory Reese, and Mollie Ritoch.

Dr. Lewis thanked everyone for their interest and support around school safety, and for their comment.

At 8:13 p.m. Chairman Reitz adjourned the meeting with a motion by Laurie Stanton, seconded by Andrea VanSickle. Carried.

ATTEST:

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Chairman

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Secretary

The regular meeting of the Board of Education, White Salmon Valley School District, Klickitat and Skamania Counties, White Salmon, WA was called to order at 7:00 p.m. Thursday, September 26, 2019 in the Wallace and Priscilla Stevenson Intermediate School Library, located at 480 NW Loop Rd., White Salmon, WA. Present: Chairman Alan Reitz, Vice Chairman David Karlson, Andrea VanSickle, Laurie Stanton, Paul Mosbrucker, Supt. Jerry Lewis, and guests.

Wallace and Priscilla Stevenson Intermediate students, along with Tarnna Simpers, 5<sup>th</sup> grade math and science teacher, presented to the board about the project based learning project they have been working on. The posed question for the project was, "why do bees use hexagons?" The students shared what they had learned about hexagons and the benefits of using this shape to bees for their hives. The students also shared what they had learned about native bees. The board was then shown to a classroom, where they were able to see an active hive that was installed over the summer. The board enjoyed the presentation and thanked the students.

Additions/Deletions to Agenda: Reports Item G: District Safety and Action Item F: Resolution 19/20-02 Procurement Cards.

Andrea VanSickle moved to adopt the agenda with the additions. Seconded by David Karlson. Carried.

Laurie Stanton moved to accept the Consent Agenda, general fund bills including checks 49027 through 49079, totaling \$81,852.62, checks 49080 through 49161, totaling \$242,134.43, checks 49162 through 49164 totaling \$18,597.15, and checks 49165 through 49173, totaling \$9,022.39. ASB fund checks 49174 through 49186, totaling \$15,136.03. Expendable Trust check 49191 totaling \$500.00. Capital Project checks 49187 through 49190 totaling \$46,247.57. Electronic deposits to the Department of Revenue of \$529.51, \$16.10, \$2,497.17 and \$224.17. Payroll checks 49192 through 49250 including electronic deposits and payroll tax in the amount of \$1,086,906.00. Seconded by Paul Mosbrucker. Carried.

#### **Audience Comments:**

Audience comment was given by: Aryah Nelson, Gabriel Gilbert, Caitlin Cray, Joe Cooper, and Mike Nelson.

#### **Reports:**

- a) **Enrollment Report:** Dr. Lewis updated the board on the month's enrollment. Enrollment for September was 1240.51 FTE, down 18 from last year at this time.
- b) **District Instruction and Learning:** Dr. Lewis update the board on the progress of the health and wellness center, and the meetings that admin has had around health and wellness. Dr. Lewis talked about the Youth Mental Health First Aide Grant. Dr. Lewis presented a copy of the school improvement plan display that will be on display throughout the district.
- c) **Bond Projects Update:** Dr. Lewis shared an update on the bond project timeline. Dr. Lewis then introduce Kurt from ESD 112 who works as part of the construction management team. He addressed the board regarding the seismic testing that the district buildings were a part of and discussed the results and what they meant to the district.
- d) **First Reading of Policies:**
  - i. Policy No. 6212: District Charge Cards
  - ii. Policy No. 1105: Electoral System
  - iii. Policy No. 2100: Educational Opportunities for Students with a Parent in the Military
  - iv. Policy No. 2195: Academic Acceleration
  - v. Policy No. 2410: High School Graduation Requirements
  - vi. Policy No. 2413: Equivalency Credit for Career and Technical Education Courses
  - vii. Policy No. 2418: Waiver of High School Graduation Credits
  - viii. Policy No. 3115: Students Experiencing Homelessness Enrollment Rights and Services
  - ix. Policy No. 3120: Enrollment
  - x. Policy No. 3211: Gender Inclusive Schools
  - xi. Policy No. 3231: Student Records
  - xii. Policy No. 3416: Medication at School
  - xiii. Policy No. 3520: Student Fees, Fines, or Charges
  - xiv. Policy No. 35201: Drug-Free Schools, Community, and Workplace
  - xv. Policy No. 5253: Maintaining Professional Staff/Student Boundaries
  - xvi. Policy No. 3245: Students and Electronic Devices
  - xvii. Policy No. 3200: Rights and Responsibilities
  - xviii. Policy No. 3205: Sexual Harassment of Students Prohibited
  - xix. Policy No. 6020: System of Funds and Accounts
  - xx. Policy No. 3207: Prohibition of Harassment, Intimidation, or Bullying

- e) **Employees of the Month:** Employees of the month for the month of August were: Jana Clark, Whitson Elementary School, Trisha Eddy, Wallace and Priscilla Stevenson Intermediate School, Mindy Rude, Henkle Middle School, and Libby Childers, Columbia High School. The board gave them a round of applause.
- f) **Volunteer Hours:** Volunteer hours for the month of August were: 2.5 hours at Whitson Elementary, and 2 hours at Columbia High School. The hours for the month totaled 4.5 with an annual total of 4.5 volunteer hours. The board thanked the volunteers.
- g) **District Safety:** Dr. Lewis shared that the feedback from the Special Meeting on Tuesday evening was being compiled and would be reviewed by the admin team, who will then give a report to the board and prepare a letter to families as well. Dr. Lewis also shared that he has been talking with other districts regarding their mass communication systems, and that he would be looking in to additional options for the district. Building Principals shared that they have had many communications and continue to do so with staff, families, and students regarding the lockdown and the prior events that lead to this. The board discussed their ideas and take away from the special meeting on Tuesday.

Action Items:

- a) **Resolution Number 19/20-01: Declaration of Surplus Property and Potential Lease for Swimming Pool Development by Pool Metropolitan Park District:**  
Paul Mosbrucker moved to approve resolution 19/20-01. Seconded by Laurie Stanton. Carried.
- b) **2019-2020 HCP Application:** David Karlson moved to approve the 2019-2020 HCP application. Seconded by Andrea VanSickle. Paul Mosbrucker abstained from the vote. Carried.
- c) **Second Reading of Policies:**
  - a. Policy No. 6100: Revenues From Local, State and Federal Sources
  - b. Policy No. 3241: Student Discipline
 Andrea VanSickle moved to approve the policies. Seconded by Laurie Stanton. Carried.
- d) **Resignations/Leaves/ Retirements:** Paul Mosbrucker moved to approve the resignation of Ann Hylton, custodian, Gabe Hoeffner, Henkle Middle School Day Custodian, Mike Yarnell, Bus Driver, and Geraldine Dennis, CLC after school teacher position. Seconded by David Karlson. Carried.
- e) **New Hires:** Laurie Stanton moved to approve the hiring of Elizabeth Orr, Whitson CLC Site Coordinator, Cheri Hill, Assistant Girls Soccer Coach, and Andrea Vincent, Cub Club Para educator. Seconded by Andrea VanSickle. Carried.
- f) **Resolution 19/20-02: Procurement Cards:** David Karlson moved to approve Resolution 19/20-02. Seconded by Paul Mosbrucker. Carried.

At 8:25 p.m. Chairman Reitz announced the board would adjourn to exempt session closed to the public for 25 minutes to discuss bargaining RCW 42.30.140 (4)(b), and that action will be taken upon their return. The board reconvened to open session at 8:50 p.m.

David Karlson moved to approve the 2019-2020 Collective Bargaining Agreement between White Salmon Education Association and White Salmon School District No. 405-17. Seconded by Laurie Stanton. Carried.

At 8:52 p.m. Chairman Reitz adjourned the meeting with a motion by Paul Mosbrucker seconded by Andrea VanSickle. Carried.

The next regular board meeting will be at 7:00 p.m., Thursday, October 24, 2019 at the Whitson Elementary School Library, located at 450 Main St., White Salmon, WA 98672.

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

10--General Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of September, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 IMPREST FUNDS	5,000.00	
G/L 230 CASH ON HAND	43,805.25	
G/L 240 CASH ON DEPOSIT CTY TREAS	697,202.93	
G/L 250 CASH WITH FISCAL AGENT	.00	
G/L 450 INVESTMENTS	2,469,000.00	
G/L 451 Investment/Cash With Trustee	.00	
Subtotal - Cash and Investments	3,215,008.18	*
G/L 241 WARRANTS OUTSTANDING	595,689.43-	

A. Net Beginning Cash and Investments 2,619,318.75 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
REVENUES						
1000 LOCAL TAXES	2,502,753	26,453.51	26,453.51		2,476,299.49	1.06
2000 LOCAL SUPPORT NONTAX	446,842	71,816.39	71,816.39		375,025.61	16.07
3000 STATE, GENERAL PURPOSE	10,911,793	969,534.85	969,534.85		9,942,258.15	8.89
4000 STATE, SPECIAL PURPOSE	3,426,738	213,794.33	213,794.33		3,212,943.67	6.24
5000 FEDERAL, GENERAL PURPOSE	7,500	.00	.00		7,500.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,293,387	1,310.03	1,310.03		1,292,076.97	0.10
7000 REVENUES FR OTH SCH DIST	0	.00	.00		.00	0.00
8000 OTHER AGENCIES AND ASSOCIATES	95,500	4,102.16-	4,102.16-		99,602.16	4.30-
9000 OTHER FINANCING SOURCES	1,000	.00	.00		1,000.00	0.00
B. <u>Total REVENUES</u>	18,685,513	1,278,806.95	1,278,806.95		17,406,706.05	6.84

C. Beginning Net Cash and Investments Plus Revenues (A+B) 3,898,125.70 \*\*

EXPENDITURES

00 Regular Instruction	10,343,620	825,084.33	825,084.33	233,197.43	9,285,338.24	10.23
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	2,234,362	171,451.43	171,451.43	0.00	2,062,910.57	7.67
30 Voc. Ed Instruction	474,843	41,904.42	41,904.42	15,934.14	417,004.44	12.18
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,584,939	104,559.68	104,559.68	19,568.09	1,460,811.23	7.83
70 Other Instructional Pgms	733,177	11,961.79	11,961.79	11,679.56	709,535.65	3.22
80 Community Services	149,482	59.64	59.64	35,215.00	114,207.36	23.60
90 Support Services	3,819,300	376,500.68	376,500.68	786,284.40	2,656,514.92	30.44
D. <u>Total EXPENDITURES</u>	19,339,723	1,531,521.97	1,531,521.97	1,101,878.62	16,706,322.41	13.62

Current Cash and Investments

G/L 200 IMPREST FUNDS	5,000.00
G/L 230 CASH ON HAND	25,668.42
G/L 240 CASH ON DEPOSIT CTY TREAS	3,003,155.31
G/L 250 CASH WITH FISCAL AGENT	.00
G/L 450 INVESTMENTS	.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	741,470.75-
	2,292,352.98 *

Ending Net Cash and Investments 2,366,603.73 \*\*

Adjustments 74,250.75-

Total Ending Cash & Investments & Adjustments 2,292,352.98 \*\*

Net Change in Cash Since Sept 1 326,965.77-

20--Capital Projects-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of September, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 Imprest Cash	.00
G/L 230 CASH ON HAND	.00
G/L 240 CASH ON DEPOSIT CTY TREAS	7,014,893.50
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	394,000.00
G/L 451 Investment/Cash With Trustee	.00
Subtotal - Cash and Investments	7,408,893.50 *
G/L 241 WARRANTS OUTSTANDING	24,880.94-

A. Net Beginning Cash and Investments 7,384,012.56 \*\*

<u>REVENUES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	141,640	20,065.24	20,065.24		121,574.76	14.17
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 B. <u>Total REVENUES</u>	 141,640	 20,065.24	 20,065.24		 121,574.76	 14.17

C. Beginning Net Cash and Investments Plus Revenues (A+B) 7,404,077.80 \*\*

EXPENDITURES

10 Sites	1,040,391	.00	.00	535,651.42	504,739.58	51.49
20 Buildings	4,992,066	31,037.57	31,037.57	51,574.00	4,909,454.43	1.65
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	297,383	15,210.00	15,210.00	0.00	282,173.00	5.11
90 Debt	0	.00	.00	0.00	.00	0.00
 D. <u>Total EXPENDITURES</u>	 6,329,840	 46,247.57	 46,247.57	 587,225.42	 5,696,367.01	 10.01

Current Cash and Investments

G/L 200 Imprest Cash	.00
G/L 230 CASH ON HAND	19,448.40
G/L 240 CASH ON DEPOSIT CTY TREAS	7,384,629.40
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	46,247.57-
	7,357,830.23 *

Ending Net Cash and Investments 7,357,830.23 \*\*

Adjustments .00

Total Ending Cash & Investments & Adjustments 7,357,830.23 \*\*

Net Change in Cash Since Sept 1 26,182.33-

30--Debt Service Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of September, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 230 -- NEW ACCOUNT --	.00	
G/L 240 CASH ON DEPOSIT CTY TREAS	8,111.09-	
G/L 250 CASH WITH FISCAL AGENT	.00	
G/L 450 INVESTMENTS	378,000.00	
G/L 451 Investment/Cash With Trustee	.00	
Subtotal - Cash and Investments	369,888.91	*
G/L 241 Warrants Outstanding	.00	

A. Net Beginning Cash and Investments 369,888.91 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>REVENUES</u>						
1000 Local Taxes	460,406	6,112.00	6,112.00		454,294.00	1.33
2000 Local Support Nontax	2,851	692.65	692.65		2,158.35	24.29
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00

B. Total REVENUES 463,257 6,804.65 6,804.65 456,452.35 1.47

C. Beginning Net Cash and Investments Plus Revenues (A+B) 376,693.56 \*\*

EXPENDITURES

11 Matured Bond Expenditures	420,000	.00	.00	0.00	420,000.00	0.00
21 Interest On Bonds	239,499	.00	.00	0.00	239,499.00	0.00
31 Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
41 Bond Transfer Fees	0	.00	.00	0.00	.00	0.00
51 Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
61 Underwriter's Fees	10,000	.00	.00	0.00	10,000.00	0.00

D. Total EXPENDITURES 669,499 .00 .00 0.00 669,499.00 0.00

Current Cash and Investments

G/L 230 -- NEW ACCOUNT --	.00
G/L 240 CASH ON DEPOSIT CTY TREAS	376,693.56
G/L 250 CASH WITH FISCAL AGENT	.00
G/L 450 INVESTMENTS	.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 Warrants Outstanding	.00
	376,693.56 *

Ending Net Cash and Investments 376,693.56 \*\*

Adjustments .00

Total Ending Cash & Investments & Adjustments 376,693.56 \*\*

Net Change in Cash Since Sept 1 6,804.65

40--Associated Student Body Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of September, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 200 IMPREST FUNDS	7,300.00	
G/L 230 CASH ON HAND	717.86-	
G/L 240 CASH ON DEPOSIT CTY TREAS	15,205.30	
G/L 450 INVESTMENTS	124,000.00	
Subtotal - Cash and Investments	145,787.44	*
G/L 241 WARRANTS OUTSTANDING	10,579.53-	

A. Net Beginning Cash and Investments 135,207.91 \*\*

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
REVENUES AND OTHER FIN. SOURCES						
1000 General Student Body	126,600	8,569.20	8,569.20		118,030.80	6.77
2000 Athletics	166,900	10,162.00	10,162.00		156,738.00	6.09
3000 Classes	34,000	1,513.00	1,513.00		32,487.00	4.45
4000 Clubs	100,500	1,000.00	1,000.00		99,500.00	1.00
6000 Private Moneys	6,500	.00	.00		6,500.00	0.00

B. Total REVENUES 434,500 21,244.20 21,244.20 413,255.80 4.89

C. Beginning Net Cash and Investments Plus Revenues (A+B) 156,452.11 \*\*

EXPENDITURES

1000 General Student Body	102,600	147.00	147.00	0.00	102,453.00	0.14
2000 Athletics	156,800	12,094.23	12,094.23	0.00	144,705.77	7.71
3000 Classes	21,500	597.00	597.00	0.00	20,903.00	2.78
4000 Clubs	99,500	2,313.90	2,313.90	0.00	97,186.10	2.33
6000 Private Moneys	7,500	.00	.00	0.00	7,500.00	0.00

D. Total EXPENDITURES 387,900 15,152.13 15,152.13 0.00 372,747.87 3.91

Current Cash and Investments

G/L 200 IMPREST FUNDS	7,300.00
G/L 230 CASH ON HAND	14,662.76
G/L 240 CASH ON DEPOSIT CTY TREAS	130,012.87
G/L 450 INVESTMENTS	.00
G/L 241 WARRANTS OUTSTANDING	13,430.03-
	138,545.60 *

Ending Net Cash and Investments 141,299.98 \*\*

Adjustments 2,754.38-

Total Ending Cash & Investments & Adjustments 138,545.60 \*\*

Net Change in Cash Since Sept 1 3,337.69



90--Transportation Vehicle Fund-- CASH BASIS -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the White Salmon School District for the Month of September, 2019

Sept 1 Beginning Cash and Investment Balance

G/L 230 CASH ON HAND	.00	
G/L 240 CASH ON DPT. CO. TREAS	70,205.89	
G/L 250 Cash with Fiscal Agent	.00	
G/L 450 INVESTMENTS	269,000.00	
G/L 451 Investment/Cash With Trustee	.00	
Subtotal - Cash and Investments	339,205.89	*
G/L 241 WARRANTS OUTSTANDING	.00	

A. Net Beginning Cash and Investments 339,205.89 \*\*

REVENUES AND OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,500	494.88	494.88		3,005.12	14.14
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	81,243	.00	.00		81,243.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
From the General Fund	0	.00	.00		.00	0.00
<b>B. Total REVENUES</b>	<b>84,743</b>	<b>494.88</b>	<b>494.88</b>		<b>84,248.12</b>	<b>0.58</b>

C. Beginning Net Cash and Investments Plus Revenues (A+B) 339,700.77 \*\*

EXPENDITURES

Type 30 Equipment	350,000	.00	.00	0.00	350,000.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>D. Total EXPENDITURES</b>	<b>350,000</b>	<b>.00</b>	<b>.00</b>	<b>0.00</b>	<b>350,000.00</b>	<b>0.00</b>

Current Cash and Investments

G/L 230 CASH ON HAND	.00
G/L 240 CASH ON DPT. CO. TREAS	339,700.77
G/L 250 Cash with Fiscal Agent	.00
G/L 450 INVESTMENTS	.00
G/L 451 Investment/Cash With Trustee	.00
G/L 241 WARRANTS OUTSTANDING	.00
	339,700.77 *

Ending Net Cash and Investments 339,700.77 \*\*

Adjustments .00

Total Ending Cash & Investments & Adjustments 339,700.77 \*\*

Net Change in Cash Since Sept 1 494.88

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



# CUB NEWS



**October 2019**

Hulan Whitson Elementary School  
Mr. Todd McCauley, Principal  
509 493 1560

## Upcoming Events:

**Parent Teacher Conferences**

**Mon-Fri, Oct. 7 - 11**

**12:05 RELEASE**

**Picture Retakes-**

**October 23**

**Vision Screening-**

**October 23**

**EARTHQUAKE DRILL**

**October 16 @ 9:30**

**Cub Pride Assembly-**

**BE RESPECTFUL**

**October 30 @ 12:45**

**Spirit Theme-**

**Red, White and Black**

**Fall Parade**

**October 31 @ 1:30**

**1:30 EARLY RELEASE**

**WEDNESDAY'S**

**Oct. 2 Oct. 16 Oct. 23 & Oct. 30**

## **Principal Corner**

### **Principal corner**

Well what a great start to the school year. I feel very lucky and proud to be the Principal of such an incredible school.

Thank you to all of the families, staff, and PTO who helped or attended the Welcome Back BBQ on September 19th. It was a fabulous night.

I can hardly believe it, but conference week is here. Last year we had 98% of our families attend conferences, which is an incredible turnout. Parental attendance at conferences is a crucial component of student success. I will be in the front hallway during conferences, so please be sure to stop by and say hello.

Go Cubs,

Todd McCauley, Whitson Principal



# CUB NEWS



**Chess sets needed** - If you happen to have an old chess set at home that you would be willing to donate, please drop it off at the office for the Whitson Chess Club.

**Box Top  
Collections-Oct. 23**



## Notes from PTO:

### PTO:

PTO meeting - Oct. 15 **TUESDAY**  
@ 6:00 pm at Whitson.



**COFFEE** with the **PRINCIPAL** - Oct. 16 **WEDNESDAY** @  
8:30 am-9:30 am in the Conference Room.

**Cub Pride Apparel**  
Please place orders for T-shirts  
and Sweatshirts during  
conference week.



**Wednesday, October 23**



**Individual Retakes**  
**Bring a SMILE!!!**

## Nondiscrimination Statement

The White Salmon Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employers have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator-Name and/or Title:** Kristyn Bryan,  
Administrative Assistant

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1500

**Email:** [kristyn.bryan@whitesalmonschools.org](mailto:kristyn.bryan@whitesalmonschools.org)

**Section 504/ADA Coordinator-Name and/or Title:** Haley Ortega,  
Principal

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1502

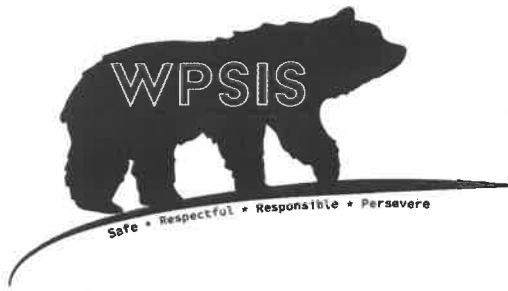
**Email:** [haley.ortega@whitesalmonschools.org](mailto:haley.ortega@whitesalmonschools.org)

**Civil Rights Compliance Coordinator-Name/Title:** Jerry Lewis,  
White Salmon Valley Schools School Superintendent

**Address:** P.O. Box 157; White Salmon, WA 98672

**Telephone:** 509-493-1500

**Email:** [jerry.lewis@whitesalmonschools.org](mailto:jerry.lewis@whitesalmonschools.org)



**BRIAN FRASER, PRINCIPAL**

PO Box 2550

White Salmon, WA 98672

(509) 493-4028

[brian.fraser@whitesalmonschools.org](mailto:brian.fraser@whitesalmonschools.org)

Report to the School Board, October 2019  
Wallace and Priscilla Stevenson Intermediate School

Conferences have some and gone, so it must be mid-October already. Reports are still coming in, but our best estimate is just over 95% attendance of families to conferences. Majority of those happen in the evenings that we stay late, and thinking again about how many days a necessary, Friday was a very light day for family engagement. I am proud to report the success in meeting with so many families, but 5 days of half days is a major disruption to our learning and the cost of doubling transportation on Monday afternoon is considerable:

To maximize time in those short days, our 6<sup>th</sup> grade went on a field trip to work with Riverkeepers in Hood River. This is an educational outreach organization focused on clean water, salmon protection, and repairing riparian zones. As our 4<sup>th</sup> grade always teaches their salmon unit, our students come to Riverkeepers with significant background knowledge and are able to engage in familiar issues that are relevant to our community. Thanks to Mr. Monnig for planning that for us!

ASB is up and running in its new iteration! We had over 90 kids nominated or self-nominate, and 54 actually follow up and turn in an application. Mrs. Coyner has organized the kids into committees so they all have a job and the large group will be manageable in smaller parts. ASB can be more comprehensive with committees including: Assembly Planning, Yearbook, Student Recognition, Staff Recognition, Unity, Lunch, Clubs, and Spirit. It will be excellent to have student voice in these areas and will have a massive impact on our school climate.

We took an opportunity within our Wit and Wisdom curriculum to bring in Rita Pinchot and Debbi Budnick to teach our 4<sup>th</sup> graders about the negative effects of drugs, alcohol, and tobacco on our hearts. Rita has discussed how prevention efforts are more effective when integrated into a larger context of learning instead of a one-time lesson from a guest, and the first unit of Wit and Wisdom covers the literal and figurative meaning of having a 'great heart'; the unit already includes the circulatory system and heart health, so it was a natural fit. While it is not a comprehensive prevention strategy, we at least reach all 4<sup>th</sup> grade students with a curriculum-embedded message about on drug prevention.

We are also happy to be sending both Ms. Williams and Mrs. Wilson to the Teaching Tolerance (TT) workshop at the ESD this month. TT is a well-known and effective curriculum used to proactively engage students in topics of equity including gender and racial bias and standing up for social justice. These lessons will reach every 4<sup>th</sup> grader and will be expanded upwards through grades in time. We are also pleased to announce that we are working this month with Curtis Miller to bring Sources of Strength the WPSIS. Our participation will be somewhat passive, allowing for CHS and HMS students to act as mentors and have adult advisors to guide our participation in the 'campaigns' that older students organize.

SIP planning

Go Kodiaks!

## Henkle Middle School October Board Report

Greetings WSVSD Board Members,

### School Events

- Fall sports are coming to an end in the next week. Girls basketball and Wrestling begin October 28nd.
- Parent Teacher Conferences - We had a nice turnout this year; 69% of our parent/guardians attended arena style conferences. Parents were able to meet with individual teachers, collect SBAC and i-Ready data, and sign-up for our after school A-List Adventures program.
- Amy Sacquety had an Artist in Residence work with her 7th grade students to create artwork that represented what they thought of when they thought of the gorge/home. Students then wrote a haiku about their artwork and they will be displayed in local businesses this weekend for the community Fall Art Walk.
- 7th grade Field Trip to the Discovery Museum - Kelsi Erkkila is organizing a 7th grade field trip to the Discovery Museum to help build background knowledge for the Washington State History. Huge thank you to K-8 PTO for providing a line item in their budget for our middle school students to have this opportunity.

### SIP

- ❖ Sources of Strength Adult Advisor Training and Peer Leader Training are taking place Oct. 23 & 25.
- ❖ Regarding Safety:
  - Staff was trained on Updated Lockdown Procedures
  - We are working on scheduling Trauma-Informed Training for Staff in one of our upcoming PLCs. Although we have had a focus on this in the past, due to the recent lockdown event, we would like to focus on working through trauma that arises during tragic situations, how to identify it, what to do to take care of yourself, and how do you help support others (staff and/or students) experiencing trauma.

### PLCs

- ❖ At the beginning of each PLC, our staff emails or calls parent/guardians positive feedback about their child. We also review our PLC Expectations aligned with the District Goals our SIP Plan.
- ❖ Content PLC - LA&SS, Math, Sci, and Specialists - Teachers worked with their partner teacher during PLC time to look at curriculum and assessments and plan for future lessons.
- ❖ Culture PLC - Focused on areas of strengths and improvement around patterned behaviors we are seeing at each grade level, then brainstormed specific strategies to work on as a team to hone in on positive behavior.

Grizzlies,  
Haley Ortega

# Columbia High School



## Homecoming Court

Freshmen	Prince Spencer Karlson
Sophomore	Prince John Lorkowski
Junior	Prince Garrett Hogberg
Senior	Prince Bowen Durkee
Senior	Prince Alarick Blankenship
Senior	Prince Kolby Rigglesman
Senior	Prince Stanley Hylton

Princess Veronica "Ella" Reed  
Princess Anona Haley  
Princess Mya Aman  
Princess Paris Happel  
Princess Savannah Demchuk  
Princess Elia Escobar  
Princess Grace Clifford



## Current Class Competition

### Score as of 10-17-18

Seniors- 69

Juniors- 57

Sophomore- 57

Freshman-42



## Appreciation

I would like to thank Peter Knowles and the ASB officers for all their time and effort organizing this year's homecoming festivities. I would also like to recognize our amazing staff that spent countless hours working with our students during this hectic week.



## Athl



Thursday, October 17, our volleyball team is heading to King's Way high school. The JV game will start at 5:30 followed by the varsity game at 7:00 p.m.

Thursday, October 17, at 6:00 p.m. our soccer team will be playing at home against King's Way.

Friday, October 18 at 7:00 p.m., our football players take on King's Way at Columbia High School and the crowning of the Homecoming Court.

Our boys' and girls' cross country team will compete at the League Championship meet at Vancouver Lake Park on Wednesday, October 26, at 4:00 p.m.



## Student of the Month



9th Grade – Maggie Bryan, Teagan Blankenship  
10th Grade – Jace Greenwood, Maria Eudave  
11th Grade—Eli Nielsen, Lorena Romero Martinez  
12th Grade – Hayden Olin, Grace Clifford

## Columbia High School Accreditation

The CHS accreditation and organize all the input from our staff community through



accreditation committee met with ESD 112 on October 3 to start the process. The accreditation committee will meet once a week to collect information that we need for the accreditation process. We will receive during three PLC meetings and will share information with the our School Improvement Planning meetings.

## Employee of the Month

Peter Knowles is teacher that cares

his classes, coordinating the Senior Project, and advising the Associated Student Body. This is Peter's first year advising the ASB, and he has done an outstanding job. So far this year, he has worked with the ASB officers to organize freshmen Sneak Peek and our homecoming week. Everything has run smoothly because of Peter's leadership and attention to detail.

## Month

my nomination for employee of the month. He is a very talented about our students. He spends many hours helping the students in



## PSAT

On Wednesday, October 16, one freshman, twenty sophomores, thirty juniors and one senior took the PSAT assessment in the CHS Gym. The PSAT is the assessment used to determine if a student is a national merit scholarship qualifier. I want to thank Jenny Hallead for her organization and administration of the assessment.



## Board Report for October 2019

What an incredible fall we have been having! Things are moving right along here in the special education department. TPEP observations are well underway for ESD staff, the ESD first cycle needs to be completed by midmonth next month! Things are certainly busy and we are down bit in special education numbers overall in White Salmon this year (211 students as of the 1<sup>st</sup> of October). Thankfully, caseloads seem under control and given that we are fully staffed for certificated staff (yahoo!!), things are just moving along.

A continued focus for the ESD this year is to improve Professional Development opportunities for our Certificated staff. Each staff has been given a \$300 allotment to put towards the training of their liking. Staff are coming up with all kinds of interesting ideas and must include a plan to train our staff on the PD they received.

This month, I've also had the opportunity to attend the ESD MTSS training with many of our other administrators here in White Salmon and other surrounding districts. This new initiative our of OSPI will be amazing once training (and funding) are put in place. Its been so great to be on the forefront of this initiative in ESD 112 and I can certainly see the benefits of a more comprehensive intervention system.

As always, please don't hesitate to call me with any questions or concerns,

Thank you,

Janelle Tuttle, Assistant Director Special Education

206-841-5811

[Janelle.tuttle@esd112.org](mailto:Janelle.tuttle@esd112.org)

October 2019

News from the Kitchen:

My name is Kathy Brooks, and starting this school year I am the new kitchen manager.

Out of 9 kitchen employees, 4 are starting in new positions this year, and we have one new hire.

This has made for a busy beginning, as we try to learn our new positions, while at the same time teaching others our old one. Needless to say this has made for a crazy day or two in the kitchen. But over all things have gone well, and we are looking forward to the school year.

Kathy Brooks

**October 2019**  
**Board Technology Report**

The month of October is keeping us really busy. We have a lot of repairs and replacements to take care of. (ie. projectors, document cameras, printers, laptops)

- Jeff installed a new NVR at WPSIS so they can support more cameras that will be added to the building.
- I am currently working on deploying 60 new Chromebooks that students will use at Henkle and 12 that will be used at Whitson
- A new UPS was installed at Columbia with some new auto shutdown features.
- We are researching vendors for our new phone system
- We have two teachers are that testing new Chrome tablets.

The first draft of the new Acceptable Use Policy for staff is ready for you to view in your board packet.

Thank you for your continued support.

Rhonda Hardisty -Technology Director  
White Salmon Valley School

State of Washington  
 Superintendent of Public Instruction  
 Summary of Full-Time Equivalent Enrollment as Reported on Form P223 for School Year Ending 2020

White Salmon Valley S.D. No. 405			Klickitat County No. 20		ESD-112
Grades	September	October	November	December	January
Half-DY.	88.00	87.00	-1.00		
First	103.00	102.00	-1.00		
Second	98.01	98.01	0.00		
Third	97.00	96.00	-1.00		
Fourth	95.00	95.00	0.00		
Fifth	88.00	88.00	0.00		
Sixth	106.00	106.00	0.00		
Seventh	104.76	104.76	0.00		
Eighth	95.00	95.00	0.00		
Ninth	81.00	79.00	-2.00		
Tenth	104.05	105.28	1.23		
Eleventh	81.71	81.66	-0.05		
Twelfth	98.98	100.98	2.00		
Kindergarten	88.00	87.00	-1.00		
Grades 1-3	298.01	296.01	-2.00		
Grades 4	95.00	95.00	0.00		
Grades 5-6	194.00	194.00	0.00		
Grades 7-8	199.76	199.76	0.00		
Grades 9-12	365.74	366.92	1.18		
District Total	1240.51	1238.69	-1.82		

The Vocational/Secondary and Skill Enrollment Below is Included in Grade 9-12 Enrollment:

Voc-Secndry	58.38	58.17
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The College Enrollment is Reported Below and is not Included in Enrollment Reported Above

Nonvoc	19.00
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	19-20 Budget	September	Year to Date	Over/Under
Whitson	387.00	383.01	-3.99	384.51 -2.49
Intermediate	290.00	289.00	-1.00	289.00 -1.00
Henkle	192.00	199.76	7.76	199.76 7.76
Columbia	366.00	366.92	0.92	366.33 0.33
Total	1235.00	1238.69	3.69	1239.60 4.60
Running Start		19.00		
Total		1257.69		

## **EMPLOYEE OF THE MONTH**

### **September 2019**

#### **WHITSON**

Whitson Elementary School's Employee of the Month for September is Elizabeth Orr. Liz is our new awesome A-List Adventure site coordinator. From the moment she was hired, Liz has worked tirelessly in order to be ready to go on A – List's first day on October 14th. This has included hiring and training multiple staff members, unpacking and organizing from a late summer A-List classroom move, communicating and connecting with classroom teachers, planning and developing a year-long scope and sequence for instruction and support, and identifying and inviting students to A – List just to name a few. Her commitment and dedication to Whitson is evident and makes a real difference. We are very lucky to have her in our school.

#### **WP STEVENSON**

Tanya Cochran is truly an asset to the whole district. She is an advocate for our most vulnerable students and expertly manages to balance their needs in our system. She is also a mentor to our other Special Education staff and a wonderful resource for teachers to help meet the needs of all of our children. Her expertise is in demand, and she makes herself available to help wherever she is needed. Tanya, we don't know what we would do without you!

#### **HENKLE**

Henkle's Employee of the Month is Rylee Gross. Rylee is a positive, patient and talented staff member who works in the Life Skills classroom with our students who need one on one support for either physical, developmental, or behavioral support. She is also consistent, has even-keel personality and holds her students to high expectations. Her team player mentality and willingness to learn and hone her skills make her a great part of our team!

#### **COLUMBIA**

Peter Knowles is my nomination for employee of the month. He is a very talented teacher that cares about our students. He spends many hours helping the students in his classes, coordinating the Senior Project, and advising the Associated Student Body. This is Peter's first year advising the ASB, and he has done an outstanding job. So far this year, he has worked with the ASB officers to organize freshmen Sneak Peek and our homecoming week. Everything has run smoothly because of Peter's leadership and attention to detail.

Month	WES	WPSIS	HMS	CHS	TOTAL
Aug-19	2.5	0	0	2	4.5
Sep-19	59.25	61.15	62.8	42	225.2
Oct-19					0
Nov-19					0
Dec-19					0
Jan-20					0
Feb-20					0
Mar-20					0
Apr-20					0
May-20					0
Jun-20					
TOTAL	61.75	61.15	62.8	44	229.7

## **Nonresident Students**

Consistent with Chapter 28A.225 RCW, any student who resides outside the district may apply to attend a school in the district or file the parental declaration of the intent to provide home-based instruction and enroll for ancillary services, if any. All applications for nonresident attendance or home-based instruction will be considered on an equal basis.

The \_\_\_\_\_ Board of Directors annually will inform parents of the inter-district enrollment options and parental involvement opportunities. Information on inter-district acceptance policies will be provided to nonresidents on request. Providing online access to the information satisfies the requirements of this policy unless a parent or guardian specifically requests information to be provided in written form. The district will not charge any transfer fees or tuition costs for enrolling eligible nonresident students.

The superintendent will develop an application form that the parent or guardian will complete to apply for the student's admission. The form will gather information such as the child's current legal residence, the school district where the student is currently enrolled or receiving home-based instruction, the basis for requesting release from the resident district, the specific building desired, and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the district.

The district must use the Standard Choice Transfer System in the Education Data System (EDS) to process those requests for student transfer enrollment into online or alternative learning experience programs or schools.

A student who resides in a district that does not operate a secondary program will be permitted to enroll in secondary schools in this district in accordance with state law and regulation relating to the financial responsibility of the resident district.

### **Standards for accepting or rejecting an application**

The superintendent will accept or reject an application for nonresident admission based upon the following standards:

- A. Whether acceptance of a nonresident student would result in the district experiencing significant financial hardship ("financial hardship" does not include routine programmatic costs associated with serving additional disabled or non-disabled students);
- B. Whether in the grade level or class at the building where the student desires to be enrolled has the capacity for additional students;
- C. Whether appropriate educational programs or services are available to improve the student's condition as stated in requesting release from his or her district of residence;
- D. Whether the student's disciplinary records or other documentation indicate a history of violent or disruptive behavior or gang membership (a gang means a group of three or more persons with identifiable leadership that on an ongoing basis regularly conspires and acts in concert mainly for criminal purposes);
- E. Whether the student has been expelled or suspended from a public school for more than ten consecutive days, in which case the student may apply for admission under the district's policy for readmission and reengagement of suspended or expelled students; and
- F. Whether enrollment of a nonresident student would conflict with a district innovation academy cooperative under RCW 28A.340.080.

G. Whether the student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.

**Admission or denial: Notice of decision and appeal of decision**

The superintendent, in a timely manner, will provide all applicants with written notification of the approval or denial of a nonresident student's enrollment application. If the student is to be admitted, the superintendent or the superintendent's designee will notify the resident district and make necessary arrangements for the transfer of student records.

If the application is denied, the superintendent will notify the parent or guardian in writing within 45 days from receipt of the parent's application. The notification will include the reason(s) for denial and inform the parent or guardian of their right to appeal the district's denial decision to the Superintendent of Public Instruction or his or her designee as detailed in RCW 28A.225.230.

The parent or guardian may appeal the denial to the district's superintendent or designee. Within five business days of receipt of the parent's appeal submission, the superintendent or designee will provide the parent with a written notification of the final appeal decision to either grant or deny the student's admittance into the district.

**Children of full-time employees**

1. Pursuant to RCW 28A.225.225, a nonresident student who is the child of a full-time certificated or classified employee will be permitted to enroll:
  - a. At the school where the employee is assigned;
  - b. At a school forming the district's kindergarten through twelfth grade continuum, which includes the school where the employee is assigned; the student remains enrolled until he or she completes schooling; or
  - c. At a school in the district that provides early intervention services pursuant to RCW 28A.155.065 and/or preschool services pursuant to RCW 28A.155.070, if the student is eligible for such services.
2. The district may reject the application of a student who is the child of a full-time employee if:
  - a. Disciplinary records or other evidence supports a conclusion that the student has a history of convictions, violent or disruptive behavior, or gang membership; or
  - b. The student has been expelled or suspended from a public school for more than ten consecutive days (however, the district's policies for allowing readmission of expelled or suspended students and the required reengagement procedures under this rule must apply uniformly to both resident and nonresident applicants seeking admission, pursuant to RCW 28A.225.225(2)(b)); or
  - c. The student has repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations.



Cross References: 3120 - Enrollment

Legal References: RCW 28A.225.220 Adults, children from other districts, agreements for attending school — Tuition  
RCW 28A.225.225 Applications from nonresident students or students receiving home-based instruction to attend district school — School employees' children — Acceptance and rejection standards — Notification  
RCW 28A.225.240 Apportionment credit  
RCW 28A.225.290 Enrollment options information booklet  
RCW 28A.225.300 Enrollment options information to parents  
WAC 392-137 Finance — Nonresident attendance

Management Resources: 2018 - December 2018 - December Policy Issue  
2015 - October Policy Issue  
Policy News, June 2003 Enrolling children of School Employees  
Policy News, September 1999 School safety bills impact policy

Adoption Date:

Classification: **Essential**

Revised Dates: **02.00; 6.03; 12.11; 10.15; 12.18**

## White Salmon Valley School District Responsible User Agreement

The mission of the White Salmon Valley School District (WSVSD) computer networks is to support the educational mission and goals of the White Salmon Valley Schools. Access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. **The purpose of the White Salmon Valley School District Responsible Use Policy (RUP) is to provide guidelines, rules, and the code of conduct for the use of electronic devices, technology resources and the WSVSD network.** The **WSVSD School Board of Directors** recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. ~~WSVSD is committed to helping students develop digital and communication skills. To that end, we provide access to technologies and services for student and staff use. These procedures are written to support policies 3245 & 2022 and to promote positive and effective digital citizenship.~~

Users of the district's electronic resources need to read, understand, and abide by the policies spelled out in this Responsible User Agreement. It outlines the guidelines and behaviors users are expected to follow when using **the WSVSD network, school technologies or when using personally-owned devices on the school campus. Namely:**

- The network is intended for educational purposes.
- All activity over the network or using district technologies, **including privately owned technology that is connected to the WSVSD network**, may be monitored and retained.
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- ~~Students~~ **Staff** are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action. Law enforcement will be consulted when necessary.
- ~~We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of technologies in school.~~
- Users of the network or other technologies are expected to alert ~~Information~~ **The Technology Department (IT) staff** immediately of any concerns for safety or security.

~~These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Expectations for student and staff behavior online are no different from face-to-face interactions.~~

### Technologies Covered

WSVSD may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. The district reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of the district. As new technologies emerge, WSVSD will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

### Usage Policies

All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### No Expectations of Privacy

- **Employees are to utilize school information technology only for purposes related to the schools mission and the performance of their jobs. Incidental personal use of school information technology is permitted as long as such use does not interfere with the employee's job duties and performance, system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Any personal use by employees must comply with this Policy and rules.**

## White Salmon Valley School District Responsible User Agreement

- The District retains control, custody, and supervision of all school information technology owned, leased or paid for by it. The District reserves the right to monitor all computers, Internet, Email and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including Email messages and stored files, regardless of whether such use is for school purposes or incidental personal use.

~~No student or staff user should have any expectation of privacy when using the district's network.~~

- The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### Web Access & Filtering/Monitoring

WSVSD provides its users with access to the Internet, including web sites, resources, content, and online tools. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- Web/Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use

Access will be restricted in compliance with the Children's Internet Protection Act (CIPA) regulations and school policies. Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the CIPA, and other objectionable material may also be filtered. The determination of what constitutes "other objectionable" material is a local decision. Users should keep in mind:

- Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access on district devices;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that students use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

To comply with requirements under CIPA, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites ~~and in chat rooms~~, and cyberbullying awareness and response. Age appropriate materials will be made available for use across grade levels. Training on online safety issues and materials for implementation will be made available to administration, staff and families.

### Email Guidelines

The WSVSD may provide users with email accounts for the purpose of school-related

## White Salmon Valley School District Responsible User Agreement

communication. We are in a time of increasing openness, and face increasingly more issues related to online safety and information security. Legal requirements such as the Family Education Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPS) and the Health Insurance Portability and Accountability Act (HIPAA), require us to manage email, as well as all other written correspondence, in a specific way, which sometimes includes providing copies of email to third parties, thereby exposing correspondence that may have been sent assuming there was some degree of privacy.

- Email is a public record. Keep all language professional and cordial. Email that is too casual or harsh is prone to misinterpretation. Email should pass the "elevator test". If you are in a crowded elevator with colleagues, parents and reporters, what would you say? If you wouldn't say it aloud in an elevator, don't write it in an email. All email sent and received is saved and archived and subject to search and public disclosure even if you have deleted it from your mailbox. You also don't know who else might receive a forwarded copy of your email.
- Be specific and clear. Be respectful to the recipient(s) of your email by keeping them brief and to the point. If you need to be lengthy, consider using another format. If sending an email to several people that requires action, be specific about who you expect to take action.
- Pick up the telephone or talk face-to-face. Email is not appropriate or most effective for all communication. Consider other methods of communication and if the content or issue being addressed is not resolved or understood within 2-3 email exchanges, pick up the phone or schedule a face-to-face meeting.
- Limit use of reply-all for simple email exchanges that really do not require an answer to "ALL".
- Limit recipients to only those needing to know. Don't become a spammer who sends unnecessary emails, "just in case" someone might want to know.
- Do not send lists of students in the body of an email. Send student lists as an attachment or shared file.
- Do not use a student's first and last name in the body of an email. If need be, communicate in person or by phone.
- Limit Personal Email. Personal use of the school district's computing and email system must be limited to occasional and infrequent use and only during break or after work hours.
- Backups are made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff ~~and student~~ files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.
- Staff should only use District email accounts, District websites, or District network to communicate electronically with students
- It is unacceptable to use Email for:
  - personal gain, commercial solicitation and compensation of any kind, including fundraisers not supported by the district
  - Actions that are unethical, illegal or result in liability or cost incurred by the WSVSD
  - Support or oppose ballot measures, candidates and any other political activity
  - Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks, distribution of obscene, pornographic or sexually explicit material

### Social Media Guidelines

The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a White Salmon Valley School District employee, you are now connected to colleagues, students, parents and the school community.

- It is inappropriate to use email, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sports or club, or other school-sponsored activities. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student,

## White Salmon Valley School District Responsible User Agreement

except where the communication is clearly school related and inappropriate for persons other than the individual student to receive. In the latter situation, you must include another school employee, preferably your administrator, in the electronic communication.

- Engaging in social networking friendships on Facebook, Twitter, Instagram, or other social networking sites is strongly discouraged with current students, and with parents or guardians of students. WSVSD recognizes that staff members may have students that are family members or close personal friends. However, WSVSD cautions staff member against engaging in such social networking friendships with these individuals and the potential perceived perception.
- Employees are expected to uphold the District's value of respect and avoid making defamatory or derogatory statements about the District, its employees, its students, or their families. While employees may share their viewpoints on current issues, it is important that they distinguish their personal views from those of the White Salmon Valley School District.
- Material that WSVSD employees post on social networks that is publicly available to those in the school community should reflect the professional image applicable to the employee's position, and it should not impair the employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.
- Do not share student information, photos or videos on your personal social networking sites
- Do not use building names or logos on your personal social networking sites

~~Availability and use may be restricted based on school policies and a student's age or grade. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Email usage may be monitored and archived.~~

- ~~• Students K-6 will not be issued school email accounts.~~
- ~~• Students 7-10 with parent approval will be issued a whitesalmonschools.org student account that can only send and receive email with other users within the whitesalmonschools.org domain.~~
- ~~• Students 11-12 with parent approval will be issued a whitesalmonschools.org account with the ability to email outside of the whitesalmonschools.org domain. This will allow students to communicate/collaborate with peer mentors and colleges and apply for scholarships.~~

~~Backups are made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline.~~

### **Social / Collaborative Content**

~~Recognizing that collaboration is essential to education, WSVSD may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Posts, chats, sharing, and messaging may be monitored.~~

### **Mobile Devices Policy**

#### **School-Issued Devices**

~~WSVSD may provide users with mobile computers or other devices (e.g. ipads, chromebooks, tablets) to promote learning both inside and outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network.~~

~~Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices, including use of the school network, may be monitored.~~

#### **Personally-Owned Devices**

~~In accordance with all district policies and procedures, students and staff may use their own personal electronic devices (e.g. laptops, mobile devices, cell phones and e-readers) to further the educational and~~



## White Salmon Valley School District Responsible User Agreement

~~research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Use of personally owned devices on the school network may be monitored and or subject to the policies of this agreement.~~

### Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password. The following procedures are designed to safeguard network user accounts:

All users must be positively identified, by using a user ID and password, prior to being able to use any network or information resource.

Change passwords according to district policy;

- Users are prohibited from using a user ID that is assigned to another user
- Users **must log off or lock** their computer when leaving it unattended for any period of time
- Users are prohibited from using an anonymous or guest user id, although generic accounts may be allowed with the permission of IT staff
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen or log off if leaving the computer.

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### Downloads

- Users should not download, attempt to download, or run executable programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes. **Only software that has been approved by the District and The Technology Department, with the appropriate licenses owned by the District, can be installed on district technology. All software, apps and online programs must be submitted to The Technology Department for review. Only programs that have an acceptable "Privacy Policy" in place will be approved.**

### Netiquette

Netiquette is a term that describes proper online behavior.

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online, there is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research.
- Users should also remember not to post anything online that they wouldn't want parents, ~~teachers, or future~~ colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

### Personal Safety

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety; bring it to the attention of **administration** ~~an adult (teacher or staff if you're at school; parent if you're using the device at home)~~ immediately.

- Users should never share personal information about themselves or another individual, including phone number, address, social security number, birthday, or financial information, over the Internet ~~without adult permission.~~

## White Salmon Valley School District Responsible User Agreement

- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- ~~Users should never agree to meet someone they meet online in real life without parental permission.~~
- Users may not post student pictures or names on any public class, school or district website unless the appropriate permission has been obtained according to district policy; and
- If users encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority immediately.

### Bullying

~~Bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.~~

### Limitation of Liability

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### Compensation for Losses, Costs and/or Damages

- **Employees shall be responsible for any losses, costs, or damages incurred by the District related to violations of this Policy or rules governing employee use of school information technology. Employees that are issued laptops are responsible for the laptop at all times in school and outside of school. There should be no expectation that stolen or damaged laptops will be replaced.**

### Violations of this Responsible Use Policy

Violation of any of the conditions of use explained in the White Salmon Valley School District's Electronic Resources policy 2022 or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

### Staff Responsible Use Policy

~~The White Salmon Valley School District has established a web domain ([www.wsvsd.org](http://www.wsvsd.org)) and subdomains for each of its individual schools to provide the district and its employees with a number of tools for helping to carry out the educational mission of our schools.~~

### What the District may publish online

To function effectively as a communication tool, the White Salmon Valley Schools website will publish basic information about staff and faculty members who work at its schools. Much of this information is of the type that is currently included in print-based publications such as newsletters, handbooks, and handouts. This information may include:

- First and last names ~~of faculty and~~ staff members
- School phone and voicemail numbers
- Work and email addresses
- Information about classes taught by ~~faculty~~ **staff** members
- Coaching and leadership roles in school sports, clubs and activities
- Photographs showing staff members in their professional duties

Staff members who prefer that any of these items not be published on district web pages should contact the superintendent.

### Ownership of Work

~~All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is~~

## White Salmon Valley School District Responsible User Agreement

~~a written agreement to the contrary. If under an agreement with the district, the work will be considered the property of the District. Under federal copyright law, all work completed by employees as part of their employment is property of the district, including copyright ownership of the work. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary between the employee, acting through any bargaining representative, and the District, approved by the Superintendent and Board of Directors.~~

### Copyright

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

### Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA). With this in mind, staff will not allow substitutes, other staff (e.g. paras), students, teacher assistants (TA), parents, spouse or their son/daughter to:

- Input grades into their gradebooks (e.g. Skyward)
- Use electronic devices while still logged in as staff member (e.g. staff laptop)
- Use their accounts (e.g. Skyward, email, computer id)

### Electronic Communication

~~Refers to the use of email, instant messaging, texting, cell phones, social networking, or other technological means of communication. Online instruction is appropriate when it is: not private, has a valid and obvious instructional purpose and is part of a planned instructional methodology.~~

- ~~Staff should only use District email accounts, District websites, or District network to communicate electronically with students~~
- ~~Staff should never use District resources for personal gain, commercial solicitation and compensation of any kind~~
- ~~Staff should never use District resources to support for or opposition to ballot measures, candidates and any other political activity.~~
- ~~Staff should never use text messaging or social networking to mentor students or for any other social purpose~~
- ~~Staff should text message students only in rare, emergency situations when no other communication is available; staff should not text students in routine situations~~
- ~~Staff should ensure that their supervisor is aware of their electronic communication with students, that their position/job requires them to~~
- ~~Staff should use the "telephone test" for determining if their communication with students is appropriate: if the communication were a telephone with the parent or the supervisor listening to the conversation, and if it would be odd or inappropriate for the parent or supervisor to hear that conversation, then it is inappropriate electronically as well~~
- ~~Social networking that is non-instructional (e.g. Facebook, Twitter, Snapchat, Instagram) is inappropriate (unless pre-approved by an administrator) because it is: private, social in nature, has a loose connection to the school (if connected at all), is done mostly without the school/supervisor knowing about it, and often would not be allowed or sent if another adult were reading it~~



# White Salmon Valley School District Responsible User Agreement

## Staff Responsible Use Policy Signature Page

I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which I have reviewed and understand, and I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges as well as further disciplinary action as may be deemed appropriate. I acknowledge and agree that White Salmon Valley Schools have the right to remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail or other electronic messages and attached documents and I hereby acknowledge that I do not have the expectation of privacy in such material. All documents are subject to the Public Records Act (PRA) for the State of Washington. (42.56, RCW)

**Clearly print your first and last name exactly as you wish it to appear in your email address.**

### District Staff:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Location - Whitson, Columbia, etc

\_\_\_\_\_  
User Signature/Date

### Coaches:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
User Signature/Date

### Substitutes:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
User Signature/Date

### Check Applicable:

☐ Substitute: ☐ ~~Paraprofessional~~

~~Student Teacher~~ Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Location \_\_\_\_\_

### \*\*\*For District Use Only\*\*\*

~~Skyward Acct. User Name~~ \_\_\_\_\_ ~~Date~~ \_\_\_\_\_ ~~Initials~~ \_\_\_\_\_

~~Computer Account~~ \_\_\_\_\_ ~~Date~~ \_\_\_\_\_ ~~Initials~~ \_\_\_\_\_

~~Email Account~~ \_\_\_\_\_ ~~Date~~ \_\_\_\_\_ ~~Initials~~ \_\_\_\_\_

# AIA® Document B104™ - 2017

## Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the  day of September in the year **2019**  
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

« WHITE SALMON VALLEY SCHOOL DISTRICT NO. 405-17, a municipal corporation, KLIKITAT COUNTY, 171 NW Washington St., White Salmon, WA 98672

and Bell Design Company, a Professional Engineering Firm, P.O. Box 308, Bingen, WA 98605] [hereafter referred to as "Architect or Prime Design Consultant"]:  
(Name, legal status, address and other information)

« BELL DESIGN COMPANY, a Professional Engineering Firm, P.O. Box 308, Bingen, WA 98605] [hereafter referred to as "Architect."»« »

« »  
« »  
« »

### ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

for the following Project:  
(Name, location and detailed description)

The Project encompasses three distinct projects for new school facilities located on or about the District's Columbia High School and Henkle Middle School campuses:

### 1. Community and Student Multi-Purpose Facility

New 9,100 SF pre-engineered building on the Columbia High School and Wayne M. Henkle Middle School campus (around 480 NW Loop Rd, White Salmon, WA 98672).

Maximum Allowable Construction Cost (MACC) Target: \$3.5M

Projected Scope of Work: Athletic event space, meeting space for large community meetings, restrooms and storage rooms. The proposed new stand-alone pre-engineered building structure will require development of design drawings and specifications as well as construction administration services for architectural, structural, electrical, mechanical, and civil engineering disciplines.

### 2. School/Community Health and Wellness Center

Assist with the design, procurement, bidding, and construction administration of a new 1,800 square foot portable building on the Columbia High School campus (around 1455 NW Bruin Country Road, White Salmon, WA 98672).

Construction/Procurement Cost Target (without WSST): \$225,000

Projected Scope of Work: Approx. 900 SF Health care clinical program including counseling services, reception area, accessible restroom, patient treatment room, and a

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small laboratory work area. The project will also include a 900 SF instructional space. The proposed new stand-alone building structure will require development of design bid documents for portable building manufacturers (including bid pricing from existing vendors available to the District via existing public cooperative procurement agreements). Site development design documentation may include structural, civil, and electrical engineering services.

### 13. Instructional Classroom Portable Buildings

Assist with the design, procurement, and construction administration of 1,800 square feet of new portable classrooms (two portable classrooms) on the Columbia High School campus (around 1455 NW Bruin Country Road, White Salmon, WA 98672).

Construction/Procurement Cost Target (without WSST): \$160,000

Projected Scope of Work. The proposed new stand-alone portable classroom buildings will require development of design bid documents for portable building manufacturers (including bid pricing from existing vendors available to the District via existing public cooperative procurement agreements). Site development design documentation may include structural, civil, and electrical engineering services.

« »

« »

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The Owner and Architect agree as follows:

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)*

During the early phases of the design work the parties will evaluate procurement options, including design-bid-build for site preparation and competitive bidding for pre-engineered, pre-manufactured or portable buildings to determine the documentation required that will support the District's objective to solicit competitive bids based on clear scope of work and project delivery schedules. The parties anticipate competitive bidding pursuant to statutory requirements including RCW 28A.335.190 and Chapter 39.04 RCW. Prevailing wages will be required to be paid pursuant to Chapter 39.12 RCW.

Based on the outcome of the parties' evaluation of the procurement options that will optimize budget and schedule opportunities for the District, the development of bidding documents to meet the District procurement objectives for the work via multiple concise bid packages is anticipated.

In executing its duties under this Agreement, Bell Design Company will use or engage, as necessary (1) architect(s) with a Washington State license to perform architectural services for the Project that may be legally performed only by an architect licensed under chapter 18.03 RCW and chapter 308-12 WAC, and (2) engineer(s) with a Washington State license to perform engineering services that may be legally performed only by an engineer licensed under chapter 18.43 RCW.

### Scope of Work

#### Community and Student Multi-Purpose Facility

- New 9,100 SF pre-engineered building on the Columbia High School and Wayne M. Henkle Middle School campus (around 480 NW Loop Rd, White Salmon, WA 98672).

- Maximum Allowable Construction Cost (MACC) Target: \$3.5M
- Projected Scope of Work: Athletic event space, meeting space for large community meetings, restrooms and storage rooms. The proposed new stand-alone pre-engineered building structure will require development of design drawings and specifications as well as construction administration services from architect, structural, electrical, mechanical, and civil engineering design professionals licensed in the State of Washington.

#### **School/Community Health and Wellness Center**

- Assist with the design, procurement, bidding, and construction administration of a new 1,200 square foot modular/portable building on the Columbia High School campus (around 1455 NW Bruin Country Road, White Salmon, WA 98672).
- Construction/Procurement Cost Target (without WSST): \$225,000
- Projected Scope of Work: Health care clinical program including counseling services, private offices, reception area, storage/work room, and provision for future tenant improvements to create examination rooms and a stat laboratory. The proposed new stand-alone building structure will require development of design bid documents for modular/portable building manufacturers (including bid pricing from existing vendors available to the District via existing public cooperative procurement agreements). Site development and building design services are anticipated to include architect, structural, electrical, mechanical, and civil engineering design professionals licensed in the State of Washington.

#### **Instructional Classroom Portable Buildings**

- Assist with the design, procurement, and construction administration of 1,800 square feet of new portable classrooms (two portable classrooms) on the Columbia High School campus (around 1455 NW Bruin Country Road, White Salmon, WA 98672).
- Construction/Procurement Cost Target (without WSST): \$160,000
- Projected Scope of Work: The proposed new stand-alone portable classroom buildings will require development of design bid documents for portable building manufacturers (including bid pricing from existing vendors available to the District via existing public cooperative procurement agreements). Site development and building design services are anticipated to include architect, structural, electrical, mechanical, and civil engineering design professionals licensed in the State of Washington.

#### **Project Milestone Schedules (on-or-before dates)**

##### **Community and Student Multi-Purpose Facility**

Schematic Design Completion	September 30, 2019
Design Development Completion	November 1, 2019
Regulatory Permit Submissions	November - December 2019
Construction Document Completion	December 6, 2019
Project Bidding Period	December 2019 – January 15, 2020
Anticipated Bid Submissions	January 15, 2020
Anticipated Substantial Completion	August 3, 2020
Final Completion	October 30, 2020

##### **School/Community Health and Wellness Center and Instructional Classroom Portable Buildings**

Regulatory Permit Submissions	November - December 2019
Issue Request for Proposals to Vendors	December 15, 2019
Site Preparation Bid Documents Issued	December 15, 2019
Anticipated Bid Submissions	January 15, 2020
Site Preparation Substantially Complete	June 3, 2020
Portables Site Delivery	June 4, 2020
Site and Portable Install Substantially Complete	August 3, 2020

## Consultants

Consultants or subconsultants retained by or services performed by the District's Prime Design Consultant, Bell Engineering Company, for Basic Services will include:

Structural Engineer:	Bell Design Company ("BDC"), Devry Bell, PE,
Architect:	Surround Architecture, Inc. (SA), Mark VanderZanden,
Electrical Engineer:	Hood McNees, Inc., Harold McNees
Civil Engineer:	BDC, Devry Bell
Mechanical Engineer:	Hood McNees, Inc., Clifford Hood
Transportation Planner:	BDC, Devry Bell and Riston Andrews
Survey/Site Services:	BDC, Austin Bell, Riston Andrews, Henry Kapp
Contract Bidding:	BDC, Dev Bell, SA Mark VanderZanden
Construction Supervision	BDC, Devry Bell, SA, Mark VanderZanden

The Owner will retain the following Consultants:

Geotechnical Engineer: Bell Design Company under a separate agreement, which does not include services, either Basic, Additional or Supplemental, under this Agreement.

Materials Testing & Inspection Services: TBD

Building Commissioning: ESD 112 Construction Services Group

Other consultants may be retained by the Owner as necessary for the Project. All information provided by the Owner's consultants shall be reviewed, validated, and coordinated by Bell Engineering and its consultants, and incorporated at no added cost into the Project designs as a part of Basic Services. The Prime Design Consultant may reasonably rely on the information provided by the Owner's consultants in performing the Prime Design Consultant's work.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

### .1 General Liability

« The Architect will secure and maintain Commercial General Liability insurance, including (a) bodily injury (including death) in the amount of no less than \$2,000,000 combined single limit and (b)

property damage in the amount of no less than \$2,000,000 per occurrence (deductible of up to \$5,000 permitted)

»

## **.2 Automobile Liability**

« The Architect shall secure and maintain Automobile Liability insurance for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles, along with any other statutorily required automobile coverage, for automobiles owned, hired, or otherwise used by the Architect in the amount of no less than \$2,000,000 combined single limit.

»

## **.3 Workers' Compensation**

« The Architect will secure and maintain Workers' Compensation at statutory limits. »

## **.4 Professional Liability**

« The Architect will secure and maintain for six (6) years after the date of Substantial Completion of the Work professional errors and omissions insurance in an amount no less than \$2,000,000 per claim and \$2,000,000 aggregate (deductible of up to \$100,000 permitted) for damages that may result in any way from the negligent performance of the Architect's obligations under this Agreement. The Architect shall promptly notify the Owner of any material changes to, interruption of, or termination of this insurance. The Architect shall contractually require its consultant(s), if any, of any tier to maintain professional errors and omissions insurance in an amount of at least 50% of the above amount, unless otherwise agreed by the Owner. If professional errors and omissions insurance is not reasonably available for a class of consultants, or reasonably available in the future to the Architect, the Architect must so notify the Owner immediately.

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## **.5 Additional Insurance Obligations**

All such insurance required will be placed with such insurers and under such forms and limits of policies as are reasonably acceptable to the Owner. The Architect will name the Owner and its directors, officers, employees, and agents as additional insureds on its Commercial General Liability and Automobile liability policies. Within fourteen (14) days of execution of this Agreement, the Architect will provide to the Owner certificates of insurance evidencing compliance with the requirements in Section 2.2. The certificates will show the Owner as an additional insured on the Commercial General Liability, Automobile Liability, umbrella, or excess policies. Such certificates of insurance will have additional insured endorsements attached (including renewal or replacement certificates) acceptable to the Owner and signed by the insurer or its authorized representative, certifying that the policies providing insurance of this kind and coverage are in full force and effect. The certificates shall further certify that the policies will not be cancelled or materially changed by either party without giving thirty (30) days' prior notice of such cancellation or change to the Owner. The Architect will have completed operations coverage and will require its carrier to issue the additional insured endorsement under the CG 2037. The foregoing requirements as to insurance and acceptability to the Owner of insurers will not in any manner limit or qualify the liabilities or obligations assumed by the Architect under this Agreement. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations

**§ 2.3** The services will result in a Project design consistent with the Owner's program. At the time of performance, the Architect will be properly licensed, registered, equipped, organized, and financed to perform the services. A principal member of the Architect's firm will act as the account executive and will be actively involved in all phases of the Project, and the Architect's representatives will not be changed without the Owner's consent. Each person who performs the services will be experienced and qualified to perform the services he or she performs, and the Owner will be entitled to rely upon any assistance, guidance, direction, advice or other services provided by



any such person. If requested by the Owner, the Architect will remove from the services, without cost to the Owner or delay to the Project, any person whose removal the Owner reasonably requests.

§ 2.4 The Architect shall, at no cost to the Owner, promptly and satisfactorily correct any services that are defective or not in conformance with the requirements of this Agreement. The obligation of the Architect to correct defective or nonconforming services shall not limit any other obligations of the Architect and is in addition to any and all other rights and remedies available to the Owner under this Agreement or otherwise by law and shall in no event be construed or interpreted as obligating the Owner to make any correction of defective or nonconforming services.

§ 2.5 The Architect shall comply and shall contractually require that the services of all the Architect and any of its consultants of any tier comply, with applicable federal, state, and local laws, regulations, codes, and orders in existence at the times when services are rendered. In the event of a conflict between laws, codes, and regulations of various governmental authorities having jurisdiction over the Project, the Architect shall promptly notify the Owner of the nature and impact of the conflict. The Owner agrees to cooperate and work with the Architect in an effort to resolve the conflict. It is understood that various codes and regulations, including but not limited to the Americans with Disabilities Act, are subject to varying and sometimes contradictory interpretation.

§ 2.6 The Architect shall be and operate as an independent contractor in the performance of the services and shall have control or responsibility for all personnel performing the services. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture, or relationship of principal and agent or master and servant between or among the parties to this Agreement or their affiliates or subsidiaries. The Architect shall perform the services in accordance with its own methods in an orderly and professional manner. In no event shall the Architect be authorized on behalf of the Owner; to create any duties or obligations; to enter into any agreements or undertakings; to waive any provisions of the Contract Documents; to receive or accept notice under the Contract for Construction on behalf of the Owner; to execute any Certificate for Payment, Change Order, or other document; to authorize any payments or accept or approve any documents, work, services, goods or materials that result in a change in the Contract Sum or Contract Time without prior written approval of the Owner; or to act as or be an agent or employee of the Owner.

§ 2.7 The Architect may engage consultants qualified by training and experience in their respective fields to address the requirements of the Project. Any subcontracting of the services shall not relieve the Architect from its responsibility for the performance of the services in accordance with the terms of this Agreement nor from its responsibility for the performance of any of its other obligations under this Agreement. The Owner shall review and approve the Architect's selected consultants before the Architect contracts with such consultants. Upon request by the Owner, the Architect shall furnish the Owner with a copy of the Architect's contracts with its consultants. These contracts shall contain no limitation of liability unless approved in writing by the Owner, and the dispute resolution provisions of these contracts shall be consistent with the terms of this Agreement. The Architect will provide to Owner for review a written list of those consultants retained at the Architect's expense and those consultants who will provide Additional Services. Any such consultants will be subject to Owner's approval, which will not be unreasonably withheld. Once consultants are approved, the list of approved consultants will be made an addendum to this Agreement.

§ 2.8 The Architect hereby agrees to indemnify, defend, and hold harmless the Owner, their successors and assigns, and the directors, officers, employees, and agents of each of the foregoing ("Indemnified Parties"), from and against:

- any and all claims of third parties; and
- losses, harms, costs, liabilities, damages, and expenses (including, without limitation, attorney fees) arising out of or resulting from such claims of third parties

to the extent that they have arisen out of or in connection with the intentional or negligent actions or inactions of the Architect and/or any of its subcontractors or consultants of any tier, their respective successors and assigns, the directors, officers, employees, and agents of each of them, or anyone acting on the Architect's behalf in connection with this Agreement or its performance. This indemnification includes, but is not limited to, reasonable attorney fees incurred on such claims, and in proving the right to indemnification. The Architect shall not, however, be required to so indemnify and hold harmless any of the Indemnified Parties against liability for damages to the extent caused by or resulting from the sole intentional or negligent acts of the Indemnified Parties.

If such claims, losses, harms, costs, liabilities, damages, or expenses are caused by or result from the concurrent negligence of the Indemnified Parties, and of the Architect and/or its agents, consultants, or employees, the



Architect's indemnity hereunder shall be limited to the extent of the negligence of the Architect and/or its agents, consultants, or employees.

§ 2.9 The Architect will provide all notices and information required to be provided to the Owner to the construction management consultant designated by the Owner, unless provided otherwise herein.

§ 2.10 The Architect will prohibit any of its employees or those of any of Architect's' consultants from working at a District school who has contact with students at said school during the course of his or her employment and who has pleaded guilty to or been convicted of the crimes enumerated in RCW 28A.400.322. Any failure to comply with this section will be grounds for the District to immediately terminate this Agreement.

§ 2.11 The Architect will comply with all applicable federal, state, and local statutes, regulations, and codes, including but not limited to Chapter 49.60 RCW, the Washington Law Against Discrimination, and require its consultants to comply with all of these obligations.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. In addition to the Basic Services otherwise described in subsections 3.1.1 through 3.1.3 and sections 3.2 through 3.4, the Scope of Basic Services further includes the following services: building programming, site evaluation and planning, civil engineering, landscape design, detailed cost estimates, and interior architectural design and finish schedules, and the following Services not otherwise set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, and on or before September 20, 2019, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services and any proposed modifications to the Owner's Project Milestone's set forth in Section 1.1. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### **§ 3.2 Design Phase Services**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction, including developing, obtaining and evaluating competitive bid proposals, conducting a pre-bid conference, if any, for prospective bidders, preparing responses, clarifications and interpretations of bid documents and any addenda thereto, considering any requests for substitutions, and assisting in evaluations of bids and related bid inquiries.

### § 3.4 Construction Phase Services

#### § 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the Design Phase and stage of construction as follows: Weekly or bi-weekly design team meetings with the school district in September – October 2019 with Prime Design Consultant and their building designer, to complete programming and schematic design. During the Design Phase as construction bid documents are being prepared, milestone review and approvals meeting with District representatives. Construction phase weekly meetings with the Prime Consultant and, upon District request, bi-weekly visits by electrical and mechanical and civil/structural engineers. or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or

continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.4.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

**§ 3.4.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.4.2.4** When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

**§ 3.4.2.5** The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

**§ 3.4.3 Certificates for Payment to Contractor**

**§ 3.4.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

**§ 3.4.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.4.4 Submittals**

**§ 3.4.4.1** The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

**§ 3.4.4.2** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.4.4.3** The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

#### **§ 3.4.5 Changes in the Work**

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

#### **§ 3.4.6 Project Completion**

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

### **ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1** Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include environmental studies, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, on-site project representation beyond requirements of Section 4.2.2, value analysis, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement.

**§ 4.2** The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

**§ 4.2.1** The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service.

**§ 4.2.2** The Architect has included in Basic Services visits to the site by the Architect during the design and construction phases under Section 3.4.2.1. The Architect shall conduct site visits in excess of that amount as an Additional Service.

**§ 4.2.3** The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

**§ 4.2.4** If the services covered by this Agreement have not been completed within twenty-four (24) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

### **ARTICLE 5 OWNER'S RESPONSIBILITIES**

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the

Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the

Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of

the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

☐ Arbitration pursuant to Section 8.3 of this Agreement

☒ Litigation in the Superior Court for the State of Washington in and for Klickitat County.

☐ Other: *(Specify)*

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If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

#### **ARTICLE 9 TERMINATION OR SUSPENSION**

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. In the event of such termination by Owner, the Owner shall have the right but not the obligation to take over performance of the architectural services and prosecute same to completion, by contract or otherwise, and all finished or unfinished Instruments of Service, including without limitation documents, data, studies, surveys, drawings, maps, models, photographs and reports, prepared by or for the benefit of Architect, shall at the option of the Owner, become the Owner's property.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause. In that event, the Owner shall be entitled to all finished and unfinished Instruments of Service and the Owner shall indemnify and hold harmless the Architect, its agents and employees from any claims arising from the Owner's subsequent use of such documents and other materials.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed in a satisfactory manner prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

#### **ARTICLE 10 MISCELLANEOUS PROVISIONS**

§ 10.1 This Agreement shall be governed by the law of the State of Washington without regard to that jurisdiction's choice of law rules..

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for



the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1, unless withholding such information would violate the law, create a significant risk of harm to the public, or prevent a party from establishing a claim or defense in an adjudicatory proceeding in which cases the receiving party will only disclose to the extent necessary to comply with the law or alleviate the risk of significant harm. The Owner and Architect acknowledge that Owner is bound by the Washington Public Records Act, Chapter 42.56 RCW, and Architect agrees to provide such records to the Owner as needed for Owner to fulfill its obligations in response to a public records request. This Section 10.8 shall survive the termination of this Agreement.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

« \$370,300.00 See Exhibit A: Professional Services Fee »

- .2 Percentage Basis  
(Insert percentage value)

« » ( « » ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

- .3 Other  
(Describe the method of compensation)

« (Not included in Maximum Fee) Additional Services on Request- Traffic Study \$8,000.00 See Exhibit A: Professional Services Fees »

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows:

« See attached Exhibit B: Bell Design Company Fee Schedule and Surround, Inc. Fee Schedule »

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
(Insert amount of, or basis for, compensation.)

« See attached Exhibit B: Bell Design Company Fee Schedule and Surround, Inc. Fee Schedule »

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's subconsultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus « five » percent ( « »%), or as follows:

« »

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

See Attached Exhibit A: Professional Service Fees

Design Phase	« Thirty Eight »	percent (	« 38 »	%)
Construction Documents Phase	« Thirty Three »	percent (	« 33 »	%)
Construction Phase	« Twenty Nine »	percent (	« 29 »	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

« See attached Exhibit B: Bell Design Company Fee Schedule and Surround, Inc. Fee Schedule »

Employee or Category

Rate

#### § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;

- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses reasonably incurred by the Architect and the Architect's consultants plus « five » percent ( « 5 » %) of the expenses incurred.

## § 11.9 Payments to the Architect

### § 11.9.1 Initial Payment

An initial payment of « Forty thousand » (\$ « 40,000.00 ») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

### § 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid « Forty-Five » ( « 45 » ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

« 1.5 » % « Monthly »

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

« »

## ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B104™-2017, Standard Abbreviated Form of Agreement Between Owner and Architect

« »

- .3 Exhibits: Exhibit A, Fee Schedules  
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)

« »

- .4 Other documents:  
(List other documents, if any, including additional scopes of service forming part of the Agreement.)

« »

This Agreement entered into as of the day and year first written above.

*Devry A. Bell*

OWNER (Signature)

«Jerry Lewis, Superintendent, White Salmon Valley  
School District »« »

(Printed name and title)

ARCHITECT (Signature)

«Devry A. Bell, PE, WA31920, Bell Design  
Company »« »

(Printed name, title, and license number, if required)

**EXHIBIT A****PROFESSIONAL SERVICE FEES****PROJECT # 19B206****White Salmon Valley School District****Multi-Purpose Facility and Capital Bond Projects**

Phase # and Description	% of Total Fee		Cost
<b>1 Design Phase</b>			
1.1 Schematic Design	18%		\$ 60,695
1.2 Design Development	20%		\$67,439
<b>Subtotal</b>	<b>38%</b>		<b>\$128,134</b>
<b>2 Construction Documents</b>			
2.1 Construction Document	31%		\$104,530
2.2 Advertisement and Bidding Assistance	2%		\$6,744
<b>Subtotal</b>	<b>33%</b>		<b>\$111,274</b>
<b>3 Construction Phase</b>			
3.1 Services During Construction	27%		\$91,043
3.2 Project Closeout	2%		\$6,744
<b>Subtotal</b>	<b>29%</b>		<b>\$97,786</b>
<b>SUBTOTAL</b>			
Project Labor Cost	100%		\$ 337,195
<b>Total Labor Costs</b>			<b>\$ 337,195</b>
<b>Total Mark-up on Outside Services (5% Mark-up on Services)</b>			<b>\$ 9,600</b>
<b>Reimbursement for Additional Professional Liability Insurance (5% Mark-up included)</b>			<b>\$ 23,505</b>
<b>Total Maximum Not-To-Exceed Fee</b>			<b>\$ 370,300</b>

**Additional Services on Request (NOT Included in Total Estimate, only if required by Klickitat County)**

Traffic Study

\$ 8,000

# Exhibit B: Fee Schedules

## Published Fee Schedule

### Fiscal Year 2019 REV 06/19



#### Engineering and Technical Services

Engineering Specialist, (SE, EN, GE)*	PE4	\$	174.00	per hour
Engineering Department Manager	PE3	\$	154.00	per hour
Engineering Project Manager	PE2	\$	137.00	per hour
Professional Engineer	PE1	\$	123.00	per hour
Senior Engineer-in-Training Personnel	EIT4	\$	109.00	per hour
Engineering Design Tech 3	EIT3/T5	\$	97.00	per hour
Engineering Design Tech 2	EIT2/T4	\$	89.00	per hour
Engineering Design Tech 1	EIT1/T3	\$	83.00	per hour
Office/Field Technician 2	T2	\$	68.00	per hour
Office/Field Technician 1	T1	\$	61.00	per hour

*\*Licensed personnel with special endorsements*

*Multiply rates by 2 for expert witness services of all kinds.*

#### Surveying Services:

Surveying Department Manager	PLS3	\$	133.00	per hour
Surveying Project Manager	PLS2	\$	119.00	per hour
Licensed Surveying Personnel	PLS1	\$	101.00	per hour
Technical Field/Office Staff 2	LSIT1/S5	\$	88.00	per hour
Technical Field/Office Staff 1	S4	\$	77.00	per hour
General Field Staff 3	S3	\$	67.00	per hour
General Field Staff 2	S2	\$	58.00	per hour
General Field Staff 1	S1	\$	50.00	per hour

#### Support Services:

Executive Administrative Personnel	O6	\$	138.00	per hour
Administrative Personnel 5	O5	\$	110.00	per hour
Administrative/Drafting Personnel 4	O4/D4	\$	88.00	per hour
General Office/Drafting Personnel 3	O3/D3	\$	70.00	per hour
General Office/Drafting Personnel 2	O2/D2	\$	56.00	per hour
General Office/Drafting Personnel 1	O1/D1	\$	45.00	per hour

#### Other Expenses:

Mileage *(Travel time is billed at normal hourly rates per position)* \$ 0.55 per mile

Materials Cost plus 10%

External Services and Equipment Cost plus 10%

#### Equipment:

DGPS Survey Equipment	\$ 350 per day	\$ 90 per hour
Robotic Total Station Survey Equipment	\$ 275 per day	\$ 70 per hour
Total Station Survey Equipment	\$ 100 per day	\$ 30 per hour
Drone Mapping	\$ 200 per event	
Level Equipment	\$ 25 per hour	
Computer Equipment	\$ 10 per hour	
Motorized Off-road Vehicle Rental	\$ 6 per hour	

#### Report Products:

Mylars	\$ 15 per sheet
Plots & Copies, color (over 8.5 x 11)	\$ 6 per sheet
Plots & Copies, b/w (over 8.5 x 11)	\$ 4 per sheet
Drawings and Copies (8.5 x 11)	\$ 1 per sheet

<b>Surround Inc. Rate Schedule</b>	
<i>Staff Position</i>	<i>Rate Per Hour</i>
Principal	\$150
Senior Architect	\$120
Architect	\$90
Interior Architect	\$60
Administrative	\$35

<b>Hood McNees Rate Schedule</b>	
<i>Staff Position</i>	<i>Rate Per Hour</i>
Principal	\$150
Senior Engineer	\$130
Senior Design Technician	\$110
Designer	\$90
Technician Draft Person	\$70
Clerical	\$50