



PASCO SCHOOL DISTRICT NO. 1  
Board of Directors' Regular Meeting  
Tuesday, June 27, 2023 | 6:30 p.m.

C. L. Booth Education Service Center, 1215 W. Lewis Street, Pasco, WA 99301

**REMOTE MEETING DIAL IN ACCESS**

(253) 215-8782 Meeting ID: 834 3988 6774 Password: 998283

**Remote Access:** Members of the public who wish to attend the public meeting remotely will need to call in to the meeting by dialing either of the following:

(253) 215-8782 Meeting ID: 834 3988 6774 Password: 998283

For Spanish interpretation, join the Zoom and click the 'Interpretation' icon at the bottom of the screen.

**Live Stream:** The live audio will be streamed through the [Pasco School District's YouTube](#).

Public Comments: Public comments can be made during the 'Audience Comments' portion of the meeting and following each Report during the 'Reports' portion of the meeting, by registering to attend the meeting in person or by joining the zoom link: <https://bit.ly/3P0rvtz> Zoom attendees will be asked to raise their digital hand in Zoom if they would like to make a comment. When called on, the commenter will be unmuted for 2 minutes, then muted when their time is up.

A G E N D A

4:30 PM Annual District Objectives

1. CALL TO ORDER Mrs. Amy Phillips
2. FLAG SALUTE Student Representatives
3. ROLL CALL Amanda Brown    Vincent Guerrero    Amy Phillips    John Kennedy  
Rosa Torres    Emily Iniguez-Hernandez    Sydney Stenson    Logan Stroup
4. APPROVAL OF MINUTES Regular Board Meeting June 13, 2023
5. AGENDA REVIEW Mrs. Michelle Whitney
6. SPECIAL RECOGNITION
  - A. Special Recognition: Honoring Past Board Members Mrs. Anna Tensmeyer  
Scott Lehrman, Steve Christensen, and Steve Simmons
  - B. Special Recognition: 2022-2023 Student School Mrs. Anna Tensmeyer  
Board Representatives
7. AUDIENCE COMMENTS
8. CONSENT AGENDA
  - A. Personnel Ms. Shellie Hatch
  - B. Warrants Mr. Kevin Hebdon
  - C. Overnight Student Travel New Horizons High School Ms. Jennifer Kindel  
To Washington Agriculture Leadership Experience in  
Wenatchee, WA

- |  |                    |
|--|--------------------|
| D. Approval of Conditional Certificates  | Ms. Sarah Thornton |
| E. Resolution No. 1035 Acceptance of Comprehensive High School #3 Bid and Award of Contract for Comprehensive High School #3 | Mr. Raúl Sital     |
| F. Resolution No. 1036 Intent to Construct Comprehensive High School #3  | Mr. Raúl Sital     |
| G. Resolution No. 1037 Comprehensive High School #3 Constructability Recommendations   | Mr. Raúl Sital     |
| H. Approval of Policy 3420 Anaphylaxis Prevention and Response   | Ms. Sarah Thornton |
| I. Approval Career and Technical Education District Wide Four-Year Plan  | Ms. Mira Gobel     |

9. ACTION ITEMS

10. REPORTS

- |   |                           |
|---|---------------------------|
| <del>A. 2023 State of the Schools Review Summary Report</del> | <del>Ms. Mira Gobel</del> |
| B. 2023 – 2024 Budget Presentation #2                         | Mr. Kevin Hebdon          |
| C. Coming Soon: 2023-2024 School Year                         | Mrs. Michelle Whitney     |

11. EXTENDED STUDY/DISCUSSION

12. FUTURE AGENDA ITEMS

13. COMMUNICATIONS

14. EXECUTIVE SESSION RCW 42.30.110(1)(g) Review of the Performance of a Public Employee:  
Superintendent Evaluation

15. ADJOURN

Pasco School District No. 1  
Board of Directors' Regular Meeting June 13, 2023, 6:30 p.m.  
C. L. Booth Education Service Center, 1215 West Lewis Street, Pasco, WA 99301  
M I N U T E S

CALL TO ORDER

Board President Amy Phillips called the meeting to order at 6:30 p.m.

FLAG SALUTE

The flag salute was led by students from Markham Elementary school.

PRESENT

Board of Directors

Amy Phillips, President  
Amanda Brown, Vice President  
Vincent Guerrero, Member  
John Kennedy, Member  
Rosa Torres, Member  
Emily Iniguez-Hernandez, Student Board Representative  
Sydney Stenson, Student Board Representative  
Logan Stroup, Student Board Representative

Booth Administrators

Michelle Whitney, Superintendent  
Carla Lobos, Assistant Superintendent  
Mark Garrett, Executive Director Information Systems  
Robyn Dunnagan, Executive Assistant to the Assistant Superintendent  
Raúl Sital, Assistant Superintendent  
Mira Gobel, Assistant Superintendent  
Sarah Thornton, Assistant Superintendent  
Anna Tensmeyer, Director of Public Affairs  
Kevin Hebdon, Executive Director Fiscal Services

PUBLIC ATTENDEES:

The public attendee sign-in sheet is available in the Superintendent's office upon request.

APPROVAL OF MINUTES

Ms. Brown moved to approve the minutes of the regular board meeting of Regular Meeting May 23, 2023, as presented. Dr. Kennedy seconded the motion; the motion carried by voice of majority.

AGENDA REVIEW

There were no additions or changes to the agenda. There is a request for an executive session under RCW 42.30.110(1)(g) Review of the Performance of a Public Employee: Superintendent Evaluation.

SPECIAL RECOGNITION

2022 – 2023 School Retirees – Mrs. Anna Tensmeyer

The purpose of the School Retirees Recognition is to celebrate and honor our 2022-2023 retirees who have made a difference in the lives of our students, families, and community. Retirees will receive a Crystal Apple, scroll, and hear a summary of their history at the district.

We honor our retirees each year during a reception and board meeting. Please help us congratulate the following employees on their retirement.

- |                      |                     |                  |
|----------------------|---------------------|------------------|
| • Vicente Acosta     | • Mary Ann Elizondo | • DeAnna Henning |
| • Kay Blank          | • Severa Fuentes    | • Sandra Henry   |
| • Jacqueline Borgens | • Dana Graff        | • Brant Jamerson |
| • Julie Cummings     | • Steven Graff      | • Emilia Jasen   |
| • Robyn Dunnagan     | • Margaret Hall     | • Julie Jenkins  |

- Linde Jolley
- Marc Larrabee
- Tatyana Lebedeva
- Kathy Legard
- Ramiro Licea
- Debra Lopez
- Tracy Lugo
- 
- Deborah Luhrs
- Roy McCoskey
- Enedina Montez
- Barbara Pierce
- Deborah Price
- Mary Probasco
- Maria Provenzano
- Gwen Ripley
- Sidney Sarver
- Norma Vela
- Mary Wiltse
- Pamela Wright
- Keming Zhang

Partners in Kindness (PinK) Awards – Mrs. Anna Tensmeyer

To present Partners in Kindness (PinK) Awards to three organizations including the Pasco Downtown Development Association, Fiesta Foods, and Meyers Auto Tech for donating more than \$1,000 in cash, goods, or services to benefit the students of Pasco School District.

Jerry Martinez, Past Executive Director of the Pasco Downtown Development Association and Lead for the 2023 Cinco de Mayo Festival, helped donate \$2,500 to Pasco student groups who performed during the Cinco de Mayo Festival.

Sam Barraza, Store Manager for Festa Foods, has been a strong supporter of Pasco students and invested countless hours being involved in our schools through his PEAK! Partnership, coaching, and HAAP scholarship donations. Mr. Barraza also helped donate \$2,500 to Pasco student groups who performed during the Cinco de Mayo Festival.

Wendi Gatewood, Office Manager for Meyers Auto Tech, will be representing Meyers Auto Tech, who donated \$3,800 to Mark Twain Elementary's PTO to support the school's Volunteer Appreciation Event. The funds allowed them to purchase a Wildcat Twain t-shirt for every student.

Meyers Auto Tech also donated \$1,000 to support Chiawana High School's (CHS) Jazz Band and purchased \$3,500 of cabinets for the CHS music program.

AUDIENCE COMMENTS

Public Comments were made by the following audience members:

- Charlie Villanueva shared his thoughts, as a district teacher, on the movement of the iPAL teachers from their current home offices back to a conventional building and setting.
- Guy Smurthwaite, lead bargainer for the Pasco Education Association spoke in support of the Public School Employees of Pasco and their current collective bargaining.
- Julian Jensen, a representative from the Southwest Mountain States Council of Carpenters Local #59, requested the board give consideration in selecting a local contractor in the upcoming bids for the projects of the recently passed bond.
- Maria Lee, President of the Pasco Education Association, spoke in support of the Public School Employees of Pasco and their current collective bargaining.
- Lou Ellen Wheeler, local carpenter, expressed her appreciation for apprenticeship opportunities and she asks the board for consideration in using local carpenters for upcoming projects which will provide apprenticeship opportunities for the community.

CONSENT AGENDA

Approved Consent Agenda items include:

- Personnel
- Warrants
- Out of State Student Travel for Ochoa Middle School Music Students to Athol, ID.
- Out of State Overnight Student Travel for Pasco High School Wrestling Team to Kalispell, MT.

- Out of State Overnight Student Travel for Chiawana High School STEM Students to Albuquerque, NM.
- Transportation Project Construction Change Order No.7
- Approval of Property Purchase Located at TBD Wehe Avenue City of Pasco, Franklin County Tax Parcel 113-501-069
- Approval of Property Purchase Located at TBD Wehe Avenue City of Pasco, Franklin County Tax Parcel 113-501-050
- Approval of Recommendation of Architect and Engineering Selection for the Career and College Academy Design and Construction
- Out of State Overnight Student Travel for Pasco High School Football Team to Attend Team Camp at University of Idaho in Moscow, ID.
- Out of State Overnight Student Travel for Pasco High School Football team to Attend University of Oregon 7 v 7 Football Camp in Eugene, OR.
- Approval of Out of Endorsement Teachers
- Approval of Conditional Certificates and Long-Term Substitute Teachers

Ms. Brown moved to approve the consent agenda as presented. Dr. Kennedy seconded the motion; the motion carried. Roll call was as follows:

Ms. Phillips – Yes  
 Dr. Kennedy – Yes

Ms. Brown – Yes  
 Ms. Torres – Yes

Mr. Guerrero - Yes

ACTION ITEMS

Public Hearing and Resolution No. 1033 - 2022-2023 Transportation Vehicle Fund Budget Extension – Mr. Kevin Hebdon

The purpose of this action item is to hold a Public Hearing and adopt Resolution No. 1033 extending the 2022-2023 Transportation Vehicle Fund expenditure authority from \$1,181,500 to \$2,613,500.

On August 9, 2022, the Pasco School District Board of Directors approved the 2022-2023 budgets for all funds. The TVF budget was set and established at \$1,181,500 to purchase three electric buses to replace three diesel buses.

From the prior 2021-2022 fiscal year, district staff were granted the authority to purchase six diesel buses. On November 3, 2021, district staff submitted a Letter of Intent to Schetky Northwest Sales for such buses for a total of \$1,027,472.50.

Due to the pandemic and its impact on materials and supply chains, the six buses were not received in time to pay for them with the authority from the 2021-2022 budget. Those funds remain in the district's fund balance as we have not paid for those buses. However, the authority to spend those funds expired at the end of the fiscal year on 8/31/22.

District staff have now received the six buses and are seeking the authority to spend the funds from the prior year in addition to the spending authority already approved to pay for the three electric vehicles and charging stations. It is proposed the board approve an extension of \$1,432,000 in addition to the \$1,181,500 for a total spending authority for the 2022-23 school year of \$2,613,500.

In order to extend a budget, a public hearing must take place along with advertising in the local paper. This process allows the general public and community the opportunity to weigh in on the matter should they choose.

Board President Amy Phillips opened the public hearing on the 2022-2023 Transportation Vehicle Fund Budget Extension at 6:58 pm. There were no comments from the public. Board President Amy Phillips closed the public hearing. Board discussion followed.

Dr. Kennedy moved to approve Resolution 1033 – 2022-2023 Transportation Vehicle Fund Budget Extension which increases the expenditure authority from \$1,181,500 to \$2,613,500. Ms. Brown seconded the motion; the motion carried. Roll call was as follows:

Ms. Phillips – Yes	Ms. Brown – Yes	Mr. Guerrero – Yes
Dr. Kennedy – Yes	Ms. Torres – Yes	

Resolution No. 1034—Interfund Loan Between Capital Projects Fund and Transportation Vehicle Fund – Mr. Kevin Hebdon

The purpose of this action item is to obtain school board approval for an interfund loan from the Capital Projects Fund to the Transportation Vehicle Fund in a not-to-exceed amount of \$360,000 to support cash flow for the purchase of three electric buses while waiting for grant reimbursement.

Upon adopting the 2022-23 Transportation Vehicle Fund budget last July, the school board granted staff the authority to purchase three electric school buses. Prior years' bus purchases are also arriving and the district needs to make payment on those. The \$360,000 in interfund loan will help bridge the potential cash flow gap created by timing of delivery, payment, and grant reimbursements for the three electric school buses. Should timing work out such that the interfund loan is not needed, district staff will not utilize the authority granted in the resolution and will not execute the interfund loan.

Prior to the end of the fiscal year end of August 31, 2023, the TVF fund will pay the loan back with interest at the current market rate earned in the Washington State Local Government Investment Pool, calculated daily.

Ms. Brown moved to approve Resolution No. 1034 Interfund Loan from Capital Projects to Transportation Vehicle Fund which grants district staff the ability to execute an interfund loan between the two funds in a not-to-exceed amount of \$360,000. Dr. Kennedy seconded the motion; the motion carried. Roll call was as follows:

Ms. Phillips – Yes	Ms. Brown – Yes	Mr. Guerrero – Yes
Dr. Kennedy – Yes	Ms. Torres – Yes	

REPORTS

First Reading of Policy 3420 Anaphylaxis Prevention and Response – Ms. Sarah Thornton

This policy is being presented for the first reading. This policy addresses requirements for anaphylaxis prevention and response when students are at risk for a life-threatening allergic reaction at school. The policy is being updated to be consistent with WSSDA model policy language, including the provision for stocking epinephrine auto injectors (commonly known as "epi pens") at schools.

Board discussion followed.

Class of 2023 Graduation Report – Ms. Mira Gobel

The purpose of this report is to provide the Board with updated graduation information for the Class of 2023 at Chiawana High School, Pasco High School, Delta High School and New Horizons High School.

Graduation ceremonies included:

Delta High School on Thursday, June 8, 7:00 p.m., Three Rivers Convention Center

New Horizons High School on Friday, June 9, 7:00 p.m., Edgar Brown Stadium

Pasco High School on Saturday, June 10, 10 a.m., Edgar Brown Stadium

Chiawana High School on Saturday, June 10, 6 p.m., Edgar Brown Stadium

#### Policy #1630 Evaluation of the Superintendent: Annual Objectives – Mrs. Michelle Whitney

The purpose of this report is to review district policy as it relates to the identification of annual objectives in preparation for the Board Study Session on June 27, 2023. District Policy #1630 states, "The superintendent shall be evaluated on the basis of annual objectives and core district functions. The annual objectives will be identified by the board at or before the beginning of the annual evaluation cycle, prior to the start of the school year."

- Historically, the Board has worked through the process of identifying new annual objectives in the spring/summer
- Annual objectives are approved by the Board before school starts as per policy

#### EXTENDED STUDY/DISCUSSION

There is a request for an executive session under RCW 42.30.110(1)(g) Review of the Performance of a Public Employee: Superintendent Evaluation.

#### FUTURE AGENDA ITEMS

The next board meeting will be held on June 27, 2023. During the board meeting there will be a Preview of 2023-2024 District Priorities: high school boundaries with thought exchange, school naming, small innovative high school program, information presented on the 2023 – 2024 school budget and a State of the School Review Highlights and Follow-Up report.

#### COMMUNICATIONS

Rosa Torres – offered congratulations to all graduates and their families.

Vincent Guerrero – attended 4 graduation ceremonies and had the opportunity to share over 1,000 hands. It was quite an experience.

John Kennedy – also attended 4 commencements and he extended his congratulations to students, families and Pasco School District staff. Each commencement offered community celebration and engagement. He also expressed his appreciation to the current student Board Representatives on a job well done.

Logan Stroup – attended the New Horizons High School graduation and he wrote and delivered the salutatorian speech. He thanked everyone for the opportunities he has been given.

Emily Iniguez-Hernandez – offered her congratulations to all graduates and encouraged students to apply for the Board Student Representative opportunity.

Sydney Stenson – enjoyed the graduations and felt excitement over all the district.

Amanda Brown – in addition to the 4 commencements, Ms. Brown attended and participated in a Washington State School Directors Association, WSSDA, meeting, a Washington Association of School Administrators, WASA, awards ceremony, bond sale, choir and a band concert.

Amy Phillips – attended a couple of commencements and she expressed her appreciation for the live stream, she enjoyed the senior walks through the elementary schools and she thanked district staff. She also encouraged students to apply for the upcoming Board Student Representative opportunity.

Michelle Whitney – shared her appreciation to all staff who supported the graduation ceremonies. This year there was a new seating configuration, and everyone provided extraordinary work with attention to care and detail.

EXECUTIVE SESSION

This evening there is a request for an executive session under RCW 42.30.110(1)(g) Review of the Performance of a Public Employee: Superintendent Evaluation.

The Board of Directors moved to Executive Session at 8:03 pm. The session is expected to take 45 minutes. At 8:55 pm, the Board asked for an additional 15 minutes for the executive sessions. At 9:10 pm the Board of Directors returned to open session.

ADJOURNMENT

The Board of Directors adjourned at 9:10 p.m.

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President of the Board

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Secretary of the Board

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 06A	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Special Recognition – Honoring Pasco Board Members	
<b>CABINET ADMINISTRATOR:</b> Michelle Whitney	
<b>PRESENTER:</b> Anna Tensmeyer	
<input checked="" type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To thank and recognize our past board members Scott Lehrman, Steve Christensen, and Steve Simmons for their service to the students and employees of Pasco School District.	
<b>BACKGROUND:</b> Scott Lehrman was appointed to the Pasco School District School Board in October 2013, and spent ten years serving Pasco students and the district.  Steve Christensen was elected to the Pasco School District School Board in November 2013, and spent ten years serving Pasco students and the district.  Steve Simmons was elected to the Pasco School District School Board in November 2022, and spent one year serving Pasco students and the district.	
<b>PROJECTED COSTS:</b> N/A	<b>BUDGET CODE:</b> N/A
<b>SUGGESTED MOTION:</b> N/A	
<b>NEXT STEPS:</b> N/A	

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 06B	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Special Recognition – 2022-23 Student Board Representatives	
<b>CABINET ADMINISTRATOR:</b> Michelle Whitney	
<b>PRESENTER:</b> Anna Tensmeyer	
<input checked="" type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To thank and recognize our 2022-2023 Student Board Representatives: Emily Iniguez-Hernandez (Pasco High School), Sydney Stenson (Chiawana High School), and Logan Stroup (New Horizons High School).	
<b>BACKGROUND:</b> We will celebrate the accomplishments of our student board representatives and wish them well as they head off into their bright futures.  The purpose of student board representatives to the Pasco School District Board of Directors is to serve as liaison between the governing body of the school district and high school students. Up to three high school student representatives serve as a liaison to the Board of Directors and provide insight and support to the Board's understanding of student issues and perspectives. The representatives represent their high schools in accordance with qualifications, procedures, and responsibilities.	
<b>PROJECTED COSTS:</b> N/A	<b>BUDGET CODE:</b> N/A
<b>SUGGESTED MOTION:</b> N/A	
<b>NEXT STEPS:</b> N/A	



PASCO SCHOOL DISTRICT NO. 1  
REPORT FOR BOARD OF DIRECTORS – June 27, 2023

CERTIFICATED-ADMINISTRATIVE-COACHING  
PERSONNEL ACTIONS  
6/9/23 – 6/22/23

Request Board approval of the following personnel actions:

<u>NAME</u>	<u>POSITION</u>	<u>ACTION TAKEN</u>	<u>EFFECTIVE DATE</u>
Bolt, Kate	Teacher, SPED Booth	Hired	8/29/23
Forsythe, Megan	Teacher, Social Studies Pasco High School	Leave	9/15/23-2/5/24
Gomez, Sara	Teacher, Grade 4 Twain	Leave	8/29/23-1/8/24
Gongora, Sandra	Teacher, Spanish Chiawana	Leave	8/29/23-11/22/23
Kasenga, Amy	Assistant Principal Stevens	Hired	7/1/23
Keaney, Maria	Assistant Principal Pasco High School	Hired	7/1/23
Kerr, Erin	Assistant Principal Pixel	Resigned	6/30/23
Montes, Constantino	Teacher, Math Pasco High School	Resigned	6/30/23
Pescasio, Bambi	Assistant Principal New Horizons	Hired	7/1/23
Rosales, Angel	Teacher, Grade 6 Ochoa	Leave	8/29/23-1/8/24
Schlagel, Leah	Teacher, Grade 1 Markham	Leave	8/29/23-1/29/24
Wingert, Hilary	Assistant Principal Twain	Resigned	6/30/23

PASCO SCHOOL DISTRICT NO. 1  
REPORT FOR THE BOARD OF DIRECTORS – June 27, 2023

CLASSIFIED PERSONNEL ACTIONS  
6/9/23 – 6/22/23

Request Board approval of the following personnel actions:

<u>NAME</u>	<u>POSITION</u>	<u>ACTION TAKEN</u>	<u>EFFECTIVE DATE</u>
Barrios, Ziera	Paraeducator, Special Services Life Skills Ochoa	Leave	9/5/23 – 2/1/24
Bright, Stacey	Sign Language Interpreter McLoughlin	Resigned	8/30/23
Chavez, Marisol	Elementary Assessment Specialist, Bilingual Booth	Leave	8/29/23 – 1/8/24
Garcia Ascension	Driver Transportation	Hired	6/9/23
Nunez, Nancy	Paraeducator, Bilingual Angelou	Leave	8/29/23 – 11/28/23
Ojeda, Andrea	Driver Transportation	Hired	6/12/23
Rodriguez, Lucelia	Intervention and Prevention Specialist New Horizons	Leave	8/29/23 – 10/16/23
Schirmer, Corina	Secretary to Principal Delta	Resigned	8/31/23
Stephenson, Peyton	Paraeducator Three Rivers	Resigned	8/31/23
Villa, Marisol	Executive Assistant to Assistant Superintendent Booth	Hired	6/21/23
Vu, Anna	Program Assistant Serve Tri-Cities	Hired	7/1/23

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08B	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Approval of Warrants	
<b>CABINET ADMINISTRATOR:</b> Kevin Hebdon	
<b>PRESENTER:</b> Kevin Hebdon	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b>	
Obtain board approval of accounts payable warrants for 2022-2023 General, Capital Projects, Associated Student Body, and Transportation Vehicle funds.	
<b>BACKGROUND: (Pertinent past action/events)</b>	
All district warrants are subject to board approval. Policy 7322 allows the district to issue accounts payable warrants in advance of board approval. In the event any claim is disapproved, the auditing officer and superintendent will cause the claim to be recognized as a receivable and pursue collection until the funds are collected or until the board approves the claim.	
<b>POSSIBLE ALTERNATIVES:</b> N/A	
<b>PROJECTED COSTS:</b> N/A	<b>BUDGET CODE:</b> N/A
<b>SUGGESTED MOTION:</b>	
<p><b>Warrant Date: June 2, 2023</b>  Payroll Fund warrants numbered 319843 – 319847 in the amount of \$3,216.04</p> <p><b>Warrant Date: June 8, 2023</b>  General Fund warrants numbered 319848 – 320055 in the amount of \$1,005,772.82  Capital Projects Fund warrants numbered 320056 - 320062 in the amount of \$43,133.66  Associated Student Body Fund warrants numbered 320063 - 320088 in the amount of \$105,618.64</p> <p><b>Warrant Date: June 15, 2023</b>  General Fund warrants numbered 320089 – 320268 in the amount of \$1,264,671.01  Capital Projects Fund warrants numbered 320269 - 320281 in the amount of \$1,334,326.90  Associated Student Body Fund warrants numbered 320282 - 320308 in the amount of \$56,224.53  Transportation Vehicle Fund warrant number 320309 in the amount of \$648,338.32</p>	
<b>NEXT STEPS:</b>	

PASCO SCHOOL DISTRICT NO. 1

Agenda Item Summary

<b>AGENDA ITEM NO. :</b> 08C	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Overnight Student Travel for New Horizons High School to Washington Agriculture Leadership Experience, Wenatchee, WA.	
<b>CABINET ADMINISTRATOR:</b> Mira Gobel	
<b>PRESENTER:</b> Jennifer Kindle	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To secure board approval for out of state student travel.	
<b>BACKGROUND:</b> Carol Travis, New Horizons Teacher/Advisor, is seeking permission for overnight student travel for selected students to attend Washington Agriculture Leadership Experience on July 31-August 1, 2023, in Wenatchee, WA.  There are 2 students traveling. Itinerary is attached.	
<b>POSSIBLE ALTERNATIVES:</b> N/A	
<b>PROJECTED COSTS:</b> \$ 153.44	<b>BUDGET CODE:.</b> CTE will cover mileage, 13101270180800. FFA Foundation covering all other costs.
<b>SUGGESTED MOTION:</b>	
<b>NEXT STEPS:</b>	

**PASCO SCHOOL DISTRICT NO. 1**  
**Trips with Students**

<b>Name of School, Group and Advisor:</b> New Horizons High School, FFA, Carol Travis		<b>Purpose of Trip:</b> Washington Agriculture Leadership Experience	
<b>Date of Trip:</b> July 31, 2023 – August 1, 2023		<b>Location of Event (include venue)</b> Wenatchee Valley College 1300 Fifth St. Wenatchee, WA 98801	
<b>Method of Transportation:</b> (If staff member is driving, provide proof of Type II license) private vehicle, Carol Travis		<b>Staff Chaperoning and Parent Volunteers</b> (Must have one chaperone for every 15 students) Efrain Cardoza	
<b>Cost Detail:</b>		<b>Hotel Name, Location and Phone Number</b>	
Transportation	\$153.44	Spring Hill Suites 1730 N Wenatchee Ave. Wenatchee, WA 98801	
Lodging	0.00		
Registration	0.00		
Meals	0.00		
Other (specify)	0.00		
<b>Total cost</b> <input checked="" type="checkbox"/> entire event <input type="checkbox"/> per student	<b>\$153.44</b>	<b>Emergency Contact Phone Number(s)</b> 509-879-9771	
<b>Budget Responsibility (club, students, fund-raisers, etc.)</b> Washington FFA Foundation is covering all costs for student members and advisors. CTE will cover mileage.			
<b>ITINERARY:</b> (include time and location of departures/arrivals, location of events, beginning and ending times of events, etc.)  Itinerary attached.			
<b>Students attending (see attached Vehicle Departure Form/Student Roster)</b> <i>You are required to carry student emergency contact information with you on the trip.</i>			
<b>Submitted by:</b> Carol Travis 6/7/2023 Name/Date		<b>Approved by:</b> Seth Johnson 6/21/23 Name/Date	

## ITINERARY

July 31, 2023

7:00 AM	Depart New Horizons High School
7:00 AM - 9:15 AM	Travel to Wenatchee
9:30 AM - 10:00 AM	Check-In & Registration at Wenatchee Valley College
10:00 AM - 10:30 AM	Opening Ceremony, Introductions, Program Overview
11:45 AM - 12:20 PM	Lunch
12:30 PM - 5:00 PM	WALE Tours
5:30 PM - 6:15 PM	Hotel Check-In & Changing for Dinner
6:30 PM - 8:00 PM	Dinner & Industry Panel w/ Q&A
8:30 PM - 9:45 PM	Night time Hotel Activities (Games, Swimming, Workout Room)
10:00 PM	Lights out

August 1, 2023

6:00 AM - 7:30 AM	Breakfast at Hotel, Spring Hill Suites
8:00 AM - 3:00 PM	WALE Tours
3:00 PM - 3:30 PM	Closing Reflections
3:34 PM - 6:15 PM	Travel to New Horizons High School
6:30 PM	Arrive at New Horizons High School

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08D	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Approval of Conditional Certificates	
<b>CABINET ADMINISTRATOR:</b> Sarah Thornton	
<b>PRESENTER:</b> Shellie Hatch	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To obtain board approval of conditional certification as required by WAC 181-79A-231.	
<p><b>BACKGROUND: (Pertinent past action/events)</b></p> <p>WAC 181-79A-231 allows for conditional certification to assist school districts in meeting the state's educational goals by giving them flexibility in hiring decisions based on shortages, but also requires formal board approval of conditional certification. For long term sub positions 15 days or longer, the district is required to secure a conditional certificate.</p> <p>The district requests this authorization by the school board pursuant to the WAC.</p>	
<b>POSSIBLE ALTERNATIVES:</b>	
<b>PROJECTED COSTS:</b>	<b>BUDGET CODE:</b>
<b>SUGGESTED MOTION:</b> I move to approve the conditional certificates as presented.	
<b>NEXT STEPS:</b> The board of directors approves conditional certification for the 2022-2023 school year for the following individual per WAC 181-79A-231.	

Name	School	Subject/Assignment
------	--------	--------------------

Du Plessis, Rochelle	Columbia River	Elementary Teacher/1 <sup>st</sup> Grade
Ponce, Elizabeth	Gray STEM	Elementary Teacher/4 <sup>th</sup> Grade Spanish
Romero, Anahi	Columbia River	Elementary Teacher/TWDL K Teacher
Rusher, Nancy	RRMS	Nursing/Special Education RN Conditional ESA

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08E	<b>BOARD MEETING DATE:</b> June 20, 2023																														
<b>TOPIC:</b> Resolution No. 1035 Acceptance of Comprehensive High School #3 Bid and Award of Contract for Comprehensive High School #3																															
<b>CABINET ADMINISTRATOR:</b> Raul Sital																															
<b>PRESENTER:</b> Raul Sital																															
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>																															
<b>OBJECTIVE:</b> To obtain Board approval of Resolution No. 1035 accepting the bid proposal and authorization to enter into contract with Fowler General Construction as the contractor for the Comprehensive High School #3.																															
<b>BACKGROUND: (Pertinent past action/events):</b> Bid proposals for the construction of the Comprehensive High School #3 were accepted until 3:00 PM, June 20, 2023. There were 3 proposals submitted.  Bid proposals were opened and the base bid (and alternate bids, if required) were tabulated (see attached bid tab). The bid proposal recommended is within the district's budget.  District staff and the architectural firm of record for this project recommend accepting Fowler General Construction as the contractor for the Comprehensive High School #3.																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">TOTAL BASE BID</td> <td style="text-align: right;">\$116,435,000.00</td> </tr> <tr> <td>BID ALTERNATE #1a</td> <td style="text-align: right;">\$372,000.00</td> </tr> <tr> <td>Bid ALTERNATE #2a</td> <td style="text-align: right;">\$2,500,00.00</td> </tr> <tr> <td>BID ALTERNATE #3a</td> <td style="text-align: right;">\$283,000.00</td> </tr> <tr> <td>BID ALTERNATE #5</td> <td style="text-align: right;">\$78,000.00</td> </tr> <tr> <td>BID ALTERNATE #6</td> <td style="text-align: right;">\$1,057,000.00</td> </tr> <tr> <td>BID ALTERNATE #7</td> <td style="text-align: right;">\$460,000.00</td> </tr> <tr> <td>BID ALTERNATE #8</td> <td style="text-align: right;">\$74,000.00</td> </tr> <tr> <td>BID ALTERNATE #10</td> <td style="text-align: right;">\$98,000.00</td> </tr> <tr> <td>BID ALTERNATE #11</td> <td style="text-align: right;">\$570,000.00</td> </tr> <tr> <td>BID ALTERNATE #13a</td> <td style="text-align: right;">\$1,129,000.00</td> </tr> <tr> <td>BID ALTERNATE #14</td> <td style="text-align: right;">\$198,000.00</td> </tr> <tr> <td>SUBTOTAL</td> <td style="text-align: right;">\$123,254,000.00</td> </tr> <tr> <td>WASHINGTON STATE SALES TAX</td> <td style="text-align: right;">\$10,969,606.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$134,223,606.00</td> </tr> </table>		TOTAL BASE BID	\$116,435,000.00	BID ALTERNATE #1a	\$372,000.00	Bid ALTERNATE #2a	\$2,500,00.00	BID ALTERNATE #3a	\$283,000.00	BID ALTERNATE #5	\$78,000.00	BID ALTERNATE #6	\$1,057,000.00	BID ALTERNATE #7	\$460,000.00	BID ALTERNATE #8	\$74,000.00	BID ALTERNATE #10	\$98,000.00	BID ALTERNATE #11	\$570,000.00	BID ALTERNATE #13a	\$1,129,000.00	BID ALTERNATE #14	\$198,000.00	SUBTOTAL	\$123,254,000.00	WASHINGTON STATE SALES TAX	\$10,969,606.00	TOTAL	\$134,223,606.00
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<b>POSSIBLE ALTERNATIVES:</b>																															
<b>PROJECTED COSTS:</b> \$134,223,606.00	<b>BUDGET CODE:</b> CAPITAL PROJECTS																														

**SUGGESTED MOTION:**

I move to approve Resolution No. 1035 to accept the bid proposal and authorization to enter into contract with Fowler General Construction as the contractor for the new Comprehensive High School #3.

**NEXT STEPS:**



## RESOLUTION NO. 1035

### Acceptance of Comprehensive High School #3 Bid and Award of Contract for Comprehensive High School #3

**WHEREAS**, the Board of Directors of Pasco School District No.1 has heretofore issued a lawful call of bids for the construction of Comprehensive High School #3; and

**WHEREAS**, the bids were received and opened on June 20, 2023; and

**WHEREAS**, the Board of Directors has been advised by the Assistant Superintendent of Operations that sufficient monies from the District's construction bond sales are or will be available as required for the construction of the Comprehensive High School #3 and related expenses; and

**WHEREAS**, after consideration for the bids received, the amount of funds available for construction of the project, and the qualification of the bidders, the Assistant Superintendent of Operations recommends award of a contract for construction, as set forth below,

**NOW, THEREFORE, BE IT RESOLVED** the Board of Directors of Pasco School District No.1, does hereby:

1. Adopts the recommendation for award of a contract for the construction of Comprehensive High School #3; and
2. Adopts the recommendation for award of a contract for the construction of Comprehensive High School #3 pursuant to the terms of the bid documents, drawings, and specifications submitted thereby, for a contract price of:

#### COMPREHENSIVE HIGH SCHOOL #3 CONSTRUCTION

TOTAL BASE BID	\$116,435,000
BID ALTERNATE #1a	\$372,000.00
Bid ALTERNATE #2a	\$2,500,00.00
BID ALTERNATE #3a	\$283,000.00
BID ALTERNATE #5	\$78,000.00
BID ALTERNATE #6	\$1,057,000.00
BID ALTERNATE #7	\$460,000.00
BID ALTERNATE #8	\$74,000.00
BID ALTERNATE #10	\$98,000.00
BID ALTERNATE #11	\$570,000.00
BID ALTERNATE #13a	\$1,129,000.00
BID ALTERNATE #14	\$198,000.00
SUBTOTAL	\$123,254,000.00
WASHINGTON STATE SALES TAX	10,969,606.00
TOTAL	\$134,223,606.00

3. Recommends to the State Board of Education the award of a Contract for the construction of Comprehensive High School #3 to Fowler General Construction in the amount of \$134,223,606.00 including Washington State sales tax as set forth above; and

4. Awards subject to approval by the State Board of Education, said contract to Fowler General Construction; and
5. Authorizes the preparation of a construction contract or contracts, in a form approved by counsel, and after receipt of all requisite authorizations including authorization from the State Board of Education, the signature and award thereof; and
6. Certifies that the Comprehensive High School #3 project authorized for state matching funds will be completed according to the purposes for which the state matching funds are being provided.

**ADOPTED** this 27<sup>th</sup> day of June, 2023 at a regular meeting of the Board of Directors of Pasco School District No. 1.

**BOARD OF DIRECTORS:**

\_\_\_\_\_  
Amy Phillips, President

\_\_\_\_\_  
Amanda Brown, Vice President

\_\_\_\_\_  
Rosa Torres, Member

\_\_\_\_\_  
John Kennedy, Member

\_\_\_\_\_  
Vincent Guerrero, Member

**ATTEST**

\_\_\_\_\_  
Michelle Whitney,  
Superintendent & Secretary of the Board

# Pasco School District

# Comprehensive High School #3

Bid Opening: June 20, 2023 5:00pm				
Bidders Name:	Chervenell Construction Kennewick, WA	Fowler General Construction Richland, WA	Lydig Construction Spokane Valley, WA	Accepted Alternates
<b>Base Bid:</b>	<b>\$ 120,330,000</b>	<b>\$ 116,435,000</b>	<b>\$ 125,770,000</b>	
Alternate #1a (Carpet - Tarkett)	\$ 380,000	\$ 372,000	\$ 378,000	x
Alternate #1b (Carpet - Mannington)	\$ 415,000	\$ 406,000	\$ 376,000	
Alternate #1c (Carpet - Bentley)	\$ 408,000	\$ 400,000	\$ 416,000	
Alternate #2a (EMCS - Alerton)	\$ 2,875,000	\$ 2,500,000	\$ 740,000	x
Alternate #2b (EMCS - Automated Logic)	\$ 2,405,000	\$ 2,600,000	\$ 847,000	
Alternate #3a (Elevators - TK)	\$ 290,000	\$ 283,000	\$ 290,000	x
Alternate #3b (Elevators - Otis)	\$ 235,000	\$ 297,000	\$ 184,000	
Alternate #4 (Mechanical Energy Code)	\$ 700,000	\$ 744,000	\$ 755,000	
Alternate #5 (Pickleball Courts)	\$ 109,000	\$ 78,000	\$ 100,000	x
Alternate #6 (Football Turf)	\$ 1,062,000	\$ 1,057,000	\$ 1,026,000	x
Alternate #7 (Greenhouse)	\$ 541,000	\$ 460,000	\$ 465,000	x
Alternate #8 (Sod vs. Seed)	\$ 70,000	\$ 74,000	\$ 74,000	x
Alternate #9 (Baseball-Softball Infields)	\$ 523,000	\$ 464,000	\$ 604,000	
Alternate #10 (Asphalt Fiber Reinforcing)	\$ 100,000	\$ 98,000	\$ 101,000	x
Alternate #11 (Bleachers & Press Box)	\$ 580,000	\$ 570,000	\$ 576,000	x
Alternate #12 (Door Access Controls)	\$ 1,025,000	\$ 997,000	\$ 1,051,000	
Alternate #13a (Field Lighting - Musco)	\$ 1,155,850	\$ 1,129,000	\$ 1,168,000	x
Alternate #13b (Field Lighting - Qualite)	\$ 1,420,000	\$ 1,388,000	\$ 1,426,000	
Alternate #13c (Field Lighting - Ephesus)	\$ 1,200,000	\$ 1,172,000	\$ 1,212,000	
Alternate #14 (Scoreboards)	\$ 380,000	\$ 198,000	\$ 412,000	x
<b>Total with accepted alternates</b>	<b>\$ 127,872,850</b>	<b>\$ 123,254,000</b>	<b>\$ 131,100,000</b>	
<b>Sales Tax</b>		<b>\$ 10,969,606</b>		
<b>Total with Sales Tax</b>		<b>\$ 134,223,606</b>		
Addenda Acknowledged (1-5):	x	x	x	
Subcontractor Identification	HVAC	Total Energy Management Richland WA	Apollo Mechanical Kennewick WA	Apollo Mechanical Kennewick WA
	Plumbing	Total Energy Management Richland WA	Apollo Mechanical Kennewick WA	Apollo Mechanical Kennewick WA
	Electrical	Sierra Electric WA Pasco	Sierra Electric WA Pasco	Sierra Electric WA Pasco
Bid Security	x	x	x	

Architect's signature \_\_\_\_\_

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08F	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Resolution No. 1036 Intent to Construct Comprehensive High School #3	
<b>CABINET ADMINISTRATOR:</b> Raul Sital	
<b>PRESENTER:</b> Raul Sital	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To obtain Board approval of Resolution No. 1036, Intent to Construct New Comprehensive High School #3.	
<b>BACKGROUND: (Pertinent past action/events):</b>  This resolution is a requirement for projects receiving state matching funds. The resolution is a function of the Office of Superintendent of Public Instruction (OSPI) D-9 process. The resolution affirms the district's intent to construct the Comprehensive High School #3.	
<b>POSSIBLE ALTERNATIVES:</b>	
<b>PROJECTED COSTS:</b> \$134,223,606.00	<b>BUDGET CODE:</b> CAPITAL PROJECTS
<b>SUGGESTED MOTION:</b> I move to approve Resolution No. 1036 Intent to Construct New Comprehensive High School #3.	
<b>NEXT STEPS:</b>	



**RESOLUTION NO.1036**

**Intent to Construct  
Comprehensive High School #3**

**WHEREAS**, the Board of Directors of Pasco School District No.1 has determined a need to construct Comprehensive High School #3; and

**WHEREAS**, the Comprehensive High School #3 construction project qualifies for state construction funding assistance; and

**WHEREAS**, the taxpayers of the school district have approved a school construction bond to provide funding for the construction of Comprehensive High School #3; and

**NOW, THEREFORE, BE IT RESOLVED**, the board of Directors of Pasco School District No.1, does hereby certify that the construction of the new Comprehensive High School #3 will be completed for the purposes to which the state matching funds will be provided, as required by WAC 392-344-130.

**SIGNED** this 27<sup>th</sup> day of June, 2023 at a regular meeting of the Board of Directors of Pasco School District No. 1.

**BOARD OF DIRECTORS:**

\_\_\_\_\_  
Amy Phillips, President

\_\_\_\_\_  
Amanda Brown, Vice President

\_\_\_\_\_  
Rosa Torres, Member

\_\_\_\_\_  
John Kennedy, Member

\_\_\_\_\_  
Vincent Guerrero, Member

**ATTEST**

\_\_\_\_\_  
Michelle Whitney,  
Superintendent & Secretary of the Board

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08G	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Resolution No. 1037 Acceptance of Comprehensive High School #3 Constructability Analysis and Recommendations	
<b>CABINET ADMINISTRATOR:</b> Raul Sital	
<b>PRESENTER:</b> Raul Sital	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To obtain approval of Resolution No. 1037 accepting the Comprehensive High School #3 Constructability Analysis and Recommendations as proposed by Sazan Environmental Services, the design team and district staff.	
<b>BACKGROUND: (Pertinent past action/events):</b>  A constructability analysis was performed at the 99% level of design for Comprehensive High School #3 by Sazan Environmental Services. The constructability review is a state requirement for projects receiving state matched funds.  Constructability refers to a third-party independent review and analysis of the construction drawings produced by the architectural team. The goal of the analysis is to maximize construction funds by identifying and modifying potential omissions and errors that could increase project costs during construction.  Some good suggestions were made and accepted by the design and district team and will be incorporated into the final construction drawings used to bid the project. District staff recommends board acceptance of the Comprehensive High School #3 analysis. A copy of the report is available in the Superintendent's office.	
<b>POSSIBLE ALTERNATIVES:</b>	
<b>PROJECTED COSTS:</b>	<b>BUDGET CODE:</b>
<b>SUGGESTED MOTION:</b> I move to approve Resolution No. 1037 Accepting the Comprehensive High School #3 Constructability Analysis and Recommendations as presented.	
<b>NEXT STEPS:</b>	



**RESOLUTION NO.1037**

**Acceptance of  
Comprehensive High School #3  
Constructability Analysis and Recommendations**

**WHEREAS**, Sazan Environmental Services performed a constructability analysis at the 99% level of design phase for Comprehensive High School #3; and

**WHEREAS**, the constructability review is required by WAC 392-343-080 and is a state requirement for projects receiving state matching funds; and

**WHEREAS**, "constructability" refers to a third-party review and analysis of the construction drawings produced by the architectural team with the goal of maximizing construction funds by identifying and modifying potential omissions that could increase the project costs; and

**WHEREAS**, the district design team incorporated recommendations from the constructability analysis into the final construction drawings used to bid the project;

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of Pasco School District No.1 accepts the constructability analysis and recommendations from Sazan Environmental Services as presented.

**APPROVED** this 27<sup>th</sup> day of June, 2023 by the Board of Directors of Pasco School District No. 1.

**BOARD OF DIRECTORS:**

\_\_\_\_\_  
Amy Phillips, President

\_\_\_\_\_  
Amanda Brown, Vice President

\_\_\_\_\_  
Rosa Torres, Member

\_\_\_\_\_  
John Kennedy, Member

\_\_\_\_\_  
Vincent Guerrero, Member

**ATTEST** \_\_\_\_\_  
Michelle Whitney,  
Superintendent & Secretary of the Board

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08H	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Revision of Policy 3420 Anaphylaxis Prevention and Response	
<b>CABINET ADMINISTRATOR:</b> Sarah Thornton	
<b>PRESENTER:</b> Sarah Thornton	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input checked="" type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> This policy is being presented for second reading and approval.	
<b>BACKGROUND: (Pertinent past action/events)</b> This policy addresses requirements for anaphylaxis prevention and response when students are at risk for a life-threatening allergic reaction at school. The policy is being updated to be consistent with WSSDA model policy language, including the provision for stocking epinephrine auto injectors (commonly known as "epi pens") at schools.	
<b>POSSIBLE ALTERNATIVES:</b>	
<b>PROJECTED COSTS:</b>	<b>BUDGET CODE:</b>
<b>SUGGESTED MOTION:</b> I move to approve policy 3420 as presented.	
<b>NEXT STEPS:</b>	

STUDENTSAnaphylaxis Prevention and Response

Anaphylaxis is a life-threatening allergic reaction that may involve systems of the entire body. Anaphylaxis is a medical emergency that requires immediate medical treatment and follow-up care by an allergist/immunologist.

Affected students may require planned care and support during the school day and during school sponsored activities. Additionally, any student could potentially have a life-threatening allergic reaction even without a history of such. The board of directors expects school administrators, teachers, and support staff to be informed and aware of life-threatening allergic reactions (anaphylaxis) and how to handle the resulting medical emergencies.

Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. Staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. The district will take reasonable measures to avoid allergens for affected students and take precautions to reduce the risk of a student with a history of anaphylaxis coming into contact with the offending allergen at school.

The district will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, student specific training will be provided for appropriate personnel.

The district will maintain at each school a supply of epinephrine auto injectors. Undesignated epinephrine auto injectors must be obtained with a prescription in the name of the district or school by a licensed health professional within the scope of their prescribing authority and must be accompanied by a standing order protocol for their administration.

The school's supply of epinephrine auto injectors does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to [RCW 28A.210.320](#) if their student is identified with a life-threatening allergy.

The district will establish procedures to support this policy to ensure:

1. Rescue protocol in cases of suspected anaphylaxis will follow OSPI's Guidelines for the Care of Students with Anaphylaxis (2009);
2. A standardized format for emergency care plans is utilized;
3. A protocol is in place to ensure emergency care plans are current and completed;
4. Medication orders are clear and unambiguous;
5. Training and documentation is provided; and
6. Each school's supply of epinephrine auto injectors, if any, is maintained pursuant to manufacturer's instructions and district medication policy and procedures.

Cross References:           3419 - Self-Administration of Asthma and Anaphylaxis Medications  
                                  3418 - Response to Student Injury or Illness  
                                  3416 - Medication at School

Legal References:       WAC 392-380           Public School Pupils—Immunization Requirement and Life-Threatening Health Condition  
                              RCW 28A.210.383    Anaphylaxis — Policy guidelines — Procedures — Reports

Adoption Date:         June 27, 2023

**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 08I	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Approval of Career and Technical Education and Four-Year Plan Approval	
<b>CABINET ADMINISTRATOR:</b> Mira Gobel	
<b>PRESENTER:</b> Laura Jones	
<input type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input checked="" type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE :</b> To secure Board approval of the Career and Technical Education District Wide Four-Year Plan	
<b>BACKGROUND: (Pertinent past action/events)</b> CTE DISTRICT WIDE 4-YEAR PLAN  <p>All CTE teachers work collaboratively in their Advisory Committees to plan for improvements in each program area. These plans include evaluating needs in Curriculum, Equipment, Facilities and Safety, Work-based Learning, Advisory Committees, Program Improvement, Leadership, and Professional Development.</p> <p>Attached is the Career and Technical Education (CTE) District Wide 4-year Plan that provides an overview of our top priorities for our programs for this school year and over the next four years. This document was presented and approved by our General Advisory Council that oversees the CTE programs in the Tri Cities on May 24, 2023, and signed by Advisory Chair Pam McCullough.</p> <p>The General Advisory Council is comprised of members from industry sectors including government, agriculture, technology, labor, finance, business, engineering, and education. The council supports our career programs that are part of the Tri City Education Cooperative that includes Burbank, Kiona Benton, Finley, North Franklin Prosser, Kennewick, and Richland.</p> <p>The 4-year plan is a requirement of Perkins V which provides grant funding for CTE programs. This year we received \$162,321 in Perkins funds which were used to purchase equipment and provide professional development of our staff. Please review the document using the link below. Thank you.</p> <p><a href="https://liveedupsd1-my.sharepoint.com/:b/g/person/ljones_psd1_org/EUQoyF-YBRCKyUbXCYZRkEBNr1WbWHfwgqbbFCPnMDXeQ?e=AgK8sW">https://liveedupsd1-my.sharepoint.com/:b/g/person/ljones_psd1_org/EUQoyF-YBRCKyUbXCYZRkEBNr1WbWHfwgqbbFCPnMDXeQ?e=AgK8sW</a></p>	
<b>POSSIBLE ALTERNATIVES:</b> N/A	
<b>PROJECTED COSTS:</b> Grant funds received in 2023 equal \$162,321	<b>BUDGET CODE:</b> 1386227000-0500, 0700, 0800
<b>SUGGESTED MOTION: 1)</b> I move that The Career & Technical District Wide 4-year Plan be approved as submitted.	

**NEXT STEPS:** Approval in Board Minutes and Signatures of General Advisory Chair for CTE, and the District's CTE Director are required to be on-file in the District's Career and Technical Education Office.

**Pasco School District  
Career & Technical Education  
District Wide 4 Year Plan ~ 2022-2026**

<i>Focus Area</i>	2022-2023	2023-24	2024-25	2025-2026
<b><i>Curriculum, Instruction, Academic Integration, Accountability &amp; Instructional Materials</i></b>	<ul style="list-style-type: none"> <li>• Implement New Course Mobile Ap Development</li> <li>• Assess OSPI Program Re-Approval Business and Marketing</li> <li>• Maintain and improve MS offerings, expand to offer AVID</li> <li>• Review scope, sequence, curriculum, equipment and professional development needs for all appropriate courses</li> <li>• Safety is taught and assessed</li> <li>• Competencies for work-based learning are integrated into the curriculum</li> <li>• Leadership competencies are integrated into the curriculum</li> <li>• Non-traditional career objectives are integrated into the curriculum</li> <li>• Process used to evaluate and improve student performance</li> </ul>	<ul style="list-style-type: none"> <li>• Develop courses and programs for HS#3 and School of Innovation</li> <li>• Update STEM/Computer Science Course curriculum (replace CodeHS, Web Design)</li> <li>• Assess OSPI Program Re-Approval: Ag Science</li> <li>• Maintain and improve MS offerings, expand to offer AVID</li> <li>• Review scope, sequence, curriculum, equipment and professional development needs for all appropriate courses</li> <li>• Safety is taught and assessed</li> <li>• Competencies for work-based learning are integrated into the curriculum</li> <li>• Leadership competencies are integrated into the curriculum</li> <li>• Non-traditional career objectives are integrated into the curriculum</li> <li>• Process used to evaluate and improve student</li> </ul>	<ul style="list-style-type: none"> <li>• Develop courses and programs for HS#3 and School of Innovation</li> <li>• Assess OSPI Program Re-Approval: Skilled and Technical</li> <li>• Maintain and improve MS offerings, expand to offer AVID</li> <li>• Review scope, sequence, curriculum, equipment and professional development needs for all appropriate courses</li> <li>• Safety is taught and assessed</li> <li>• Competencies for work-based learning are integrated into the curriculum</li> <li>• Leadership competencies are integrated into the curriculum</li> <li>• Non-traditional career objectives are integrated into the curriculum</li> <li>• Process used to evaluate and improve student performance</li> </ul>	<ul style="list-style-type: none"> <li>• Assess OSPI Program Re-Approval STEM/Health Sciences</li> <li>• Maintain and improve MS offerings, expand to offer AVID</li> <li>• Review scope, sequence, curriculum, equipment and professional development needs for all appropriate courses</li> <li>• Safety is taught and assessed</li> <li>• Competencies for work-based learning are integrated into the curriculum</li> <li>• Leadership competencies are integrated into the curriculum</li> <li>• Non-traditional career objectives are integrated into the curriculum</li> <li>• Process used to evaluate and improve student performance</li> </ul>
<b><i>Equipment, Facilities and Safety</i></b>	<ul style="list-style-type: none"> <li>• Updates to shop infrastructure – Woodshop storage, CNC repairs</li> <li>• Continue to provide funding to ensure equipment is to date with industry</li> <li>• Labs/shops have appropriate equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Support HS#3 and School of innovation plans</li> <li>• Greenhouse repairs</li> <li>• STEM Lab Equipment</li> <li>• Follow up from Benton Franklin Health Department Report.</li> <li>• Review new safety guidelines for 3-D and</li> </ul>	<ul style="list-style-type: none"> <li>• Support HS#3 and School of innovation plans</li> <li>• Continue to provide funding to ensure equipment is to date with industry</li> <li>• Labs/shops have appropriate equipment</li> <li>• standards and uniform by program</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to provide funding to ensure equipment is to date with industry</li> <li>• Labs/shops have appropriate equipment</li> <li>• standards and uniform by program</li> <li>• Evaluate software needs</li> </ul>

Focus Area	2022-2023	2023-24	2024-25	2025-2026
	<ul style="list-style-type: none"> <li>standards and uniform by program</li> <li>Create an equipment maintenance rotation schedule</li> <li>Facilities and environment meet safety standards</li> <li>Safety plan is on file</li> <li>Inventory is kept up to date and aligned with machine manuals</li> <li>Continue to provide safety training for middle and high school lab teachers</li> <li>Update technologies for teaching staff</li> <li>Implement virtual software</li> </ul>	<ul style="list-style-type: none"> <li>Laser Printers, make necessary updates</li> <li>Purchase Lasers for the Woodshop</li> <li>Increase high-end laptop/desk top access in tech classes (CAD, Maker Space, Photo)</li> <li>Continue to provide funding to ensure equipment is to date with industry</li> <li>Labs/shops have appropriate equipment</li> <li>standards and uniform by program</li> <li>Update equipment maintenance rotation schedule</li> <li>Facilities and environment meet safety standards</li> <li>Safety plan is on file</li> <li>Continue to provide safety training for middle and high school lab teachers</li> <li>Update technologies for student needs in classrooms as well as 1-1</li> </ul>	<ul style="list-style-type: none"> <li>Update equipment maintenance rotation schedule</li> <li>Facilities and environment meet safety standards</li> <li>Safety plan is on file</li> <li>Inventory is kept up to date and aligned with machine manuals</li> <li>Continue to provide safety training for middle and high school lab teachers</li> </ul>	<ul style="list-style-type: none"> <li>Update equipment maintenance rotation schedule</li> <li>Facilities and environment meet safety standards</li> <li>Safety plan is on file</li> <li>Inventory is kept up to date and aligned with machine manuals</li> <li>Continue to provide safety training for middle and high school lab teachers</li> </ul>
<b>Work-based Learning &amp; Certification</b>	<ul style="list-style-type: none"> <li>Grow Worksite Learning programs in each comprehensive high school</li> <li>Maintain CEM Positions</li> <li>Partnerships with community entities are developed for student opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for students to earn Industry Recognized Credentials</li> <li>Expand CEM position to middle schools</li> <li>Evaluate and increase WSL programs in each comprehensive high school</li> <li>Increase WBL opportunities for Middle School and HS and hire WSL coordinators as needed</li> <li>Maintain CEM Positions</li> <li>Partnerships with community entities are developed for student opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for students to earn Industry Recognized Credentials</li> <li>Expand CEM Position for new high schools</li> <li>Maintain CEM Positions</li> <li>Partnerships with community entities are developed for student opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for students to earn Industry Recognized Credentials</li> <li>Expand CEM Position for new high schools</li> <li>Maintain CEM Positions</li> <li>Partnerships with community entities are developed for student opportunities</li> </ul>

<b>Focus Area</b>	<b>2022-2023</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-2026</b>
<b>Advisory Committees</b>	<ul style="list-style-type: none"> <li>District Committees meet at least three times a year with business/industry and education members.</li> <li>Goal Setting is done for the following year</li> <li>Members engage in classroom and competitive student events</li> <li>Review frameworks, skills gap advising on industry standards to be considered</li> <li>Share CLNA data</li> <li>Facilitate review of 4-year plan and program evaluation</li> </ul>	<ul style="list-style-type: none"> <li>District Committees meet at least three times a year with business/industry and education members</li> <li>Goal Setting is done for the following year</li> <li>Members engage in classroom and competitive student events</li> <li>Review frameworks, skills gap advising on industry standards to be considered</li> <li>Share CLNA data</li> <li>Facilitate review of 4-year plan and program evaluation</li> <li>Recruit new advisory members</li> </ul>	<ul style="list-style-type: none"> <li>District Committees meet at least three times a year with business/industry and education members</li> <li>Goal Setting is done for the following year</li> <li>Members engage in classroom and competitive student events</li> <li>Review frameworks, skills gap advising on industry standards to be considered</li> <li>Share CLNA data</li> <li>Facilitate review of 4-year plan and program evaluation</li> <li>Recruit new advisory members</li> </ul>	<ul style="list-style-type: none"> <li>District Committees meet at least three times a year with business/industry and education members</li> <li>Goal Setting is done for the following year</li> <li>Members engage in classroom and competitive student events</li> <li>Review frameworks, skills gap advising on industry standards to be considered</li> <li>Share CLNA data</li> <li>Facilitate review of 4-year plan and program evaluation</li> <li>Recruit new advisory members</li> </ul>
<b>Program Improvement, Long Range Planning, Students Recruitment and Access to Programs</b>	<ul style="list-style-type: none"> <li>Continue the implementations of marketing and program recruitment strategies for targeted programs including Non-traditional populations in Skilled Trades</li> <li>Review course of study handbooks (CTE course info – accuracy)</li> <li>Promote non-traditional options/ opportunities</li> <li>Increase career connected learning opportunities for students, virtually or in community</li> <li>Maintain LMSA partnership.</li> <li>Facilitate and support collaboration between MS – HS teachers</li> </ul>	<ul style="list-style-type: none"> <li>Continue the implementations of marketing and program recruitment strategies for targeted programs including Non-traditional populations in Skilled Trades</li> <li>Review course of study handbooks (CTE course info – accuracy)</li> <li>Promote non-traditional options/ opportunities</li> <li>Increase career connected learning opportunities for students, virtually or in community</li> <li>Maintain LMSA partnership.</li> <li>Develop more partnerships in program specific areas</li> <li>Facilitate and support collaboration between MS – HS teachers</li> </ul>	<ul style="list-style-type: none"> <li>Continue the implementations of marketing and program recruitment strategies for targeted programs including Non-traditional populations in Skilled Trades</li> <li>Review course of study handbooks (CTE course info – accuracy)</li> <li>Promote non-traditional options/ opportunities</li> <li>Increase career connected learning opportunities for students, virtually or in community</li> <li>Develop more partnerships in program specific areas</li> <li>Facilitate and support collaboration between MS – HS teachers</li> </ul>	<ul style="list-style-type: none"> <li>Continue the implementations of marketing and program recruitment strategies for targeted programs including Non-traditional populations in Skilled Trades</li> <li>Review course of study handbooks (CTE course info – accuracy)</li> <li>Promote non-traditional options/ opportunities.</li> <li>Increase career connected learning opportunities for students, virtually or in community.</li> <li>Develop more partnerships in program specific areas.</li> <li>Facilitate and support collaboration between MS – HS teachers</li> </ul>
<b>Post HS – Articulation &amp; Program of Study</b>	<ul style="list-style-type: none"> <li>Explore additional articulation agreements with higher education entities in eastern Washington</li> </ul>	<ul style="list-style-type: none"> <li>Expand articulation options</li> <li>Review and expand Grad Pathway options</li> </ul>	<ul style="list-style-type: none"> <li>Expand articulation options</li> <li>Update articulation agreements per timeline</li> </ul>	<ul style="list-style-type: none"> <li>Expand articulation options</li> <li>Update articulation agreements per timeline</li> </ul>

<b>Focus Area</b>	<b>2022-2023</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-2026</b>
	<ul style="list-style-type: none"> <li>Update articulation agreements in place per timeline with CBC and SCC and where feasible</li> <li>HSBP Career planning, career guidance and knowledge of career pathways are provided</li> <li>Pathway specific review of transitional plans</li> <li>Program of Study in place</li> </ul>	<ul style="list-style-type: none"> <li>Support HSBP at middle school and high school level to support college and career planning</li> <li>Replace lost business and marketing articulations new higher ed partnerships</li> <li>Update articulation agreements per timeline with CBC, SCC and added institutions</li> <li>Articulation agreements are in place where feasible</li> <li>Career planning, career guidance and knowledge of career pathways are provided</li> <li>Pathway specific transitional plans reviewed and renewed with collaboration with higher education</li> <li>Program of Study in place</li> </ul>	<ul style="list-style-type: none"> <li>with CBC, SCC and added institutes</li> <li>Articulation agreements are in place where feasible</li> <li>Career planning, career guidance and knowledge of career pathways are provided</li> <li>Pathway specific transitional plans reviewed and renewed with collaboration with higher Ed</li> <li>Program of Study in place</li> </ul>	<ul style="list-style-type: none"> <li>with CBC, SCC and added institutes</li> <li>Articulation agreements are in place where feasible</li> <li>Career planning, career guidance and knowledge of career pathways are provided</li> <li>Pathway specific transitional plans reviewed and renewed with collaboration with higher Ed</li> <li>Program of Study in place</li> </ul>
<b>Student Leadership &amp; Employability</b>	<ul style="list-style-type: none"> <li>Leadership competencies are integrated into the curriculum</li> <li>Leadership skills are demonstrated and documented</li> <li>21st Century Skills (employability and leadership skills) are in integral part of the course</li> <li>Encourage teachers to affiliate with state CTSO's, where appropriate</li> <li>Teachers maintain up to date OSPI Program of Work</li> </ul>	<ul style="list-style-type: none"> <li>Increase opportunities for leadership at middle school level</li> <li>Leadership competencies are integrated into the curriculum</li> <li>Leadership skills are demonstrated and documented</li> <li>21st Century Skills (employability and leadership skills) are in integral part of the course</li> <li>Encourage teachers to affiliate with state CTSO's, where appropriate</li> <li>Teachers maintain up to date OSPI Program of Work</li> </ul>	<ul style="list-style-type: none"> <li>Leadership competencies are integrated into the curriculum</li> <li>Leadership skills are demonstrated and documented</li> <li>21st Century Skills (employability and leadership skills) are in integral part of the course</li> <li>Encourage teachers to affiliate with state CTSO's, where appropriate</li> <li>Teachers maintain up to date OSPI Program of Work</li> </ul>	<ul style="list-style-type: none"> <li>Leadership competencies are integrated into the curriculum</li> <li>Leadership skills are demonstrated and documented</li> <li>21st Century Skills (employability and leadership skills) are in integral part of the course</li> <li>Encourage teachers to affiliate with state CTSO's, where appropriate</li> <li>Teachers maintain up to date OSPI Program of Work</li> </ul>
<b>Professional Development &amp; Educator Licensing</b>	<ul style="list-style-type: none"> <li>Teachers have knowledge, training and pathway-related industry skills in their program area</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have knowledge, training and pathway-related industry skills in their program area</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have knowledge, training and pathway-related industry skills in their program area</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have knowledge, training and pathway-related industry skills in their program area</li> </ul>

Focus Area	2022-2023	2023-24	2024-25	2025-2026
	<ul style="list-style-type: none"> <li>Teachers continue training in their content area</li> <li>Teachers maintain current CTE and first aid/CPR certification and Type 2 license when appropriate</li> <li>Teachers hold current licensing and are appropriately endorsed</li> <li>Restart offering of summer internships for teachers to expand their industry knowledge in their program area</li> <li>Encourage staff to join Advisories of higher ed institutions in their program area</li> <li>Professional development offerings 3 times a year by CTE Department district wide, inclusionary practices, engagement, safety</li> <li>Offer Tools for Teachers training in partnership with TAEC</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have recent training in their content area</li> <li>Teachers maintain current CTE and first aid/CPR certification and Type 2 license when appropriate</li> <li>Teachers hold current licensing and are appropriately endorsed</li> <li>Offering of Summer internships for teachers to expand their industry knowledge in their program area</li> <li>Encourage staff to join Advisories of higher ed institutions in their program area</li> <li>Professional development offerings 3 times a year by CTE Department district wide</li> <li>Offer Tools for Teachers training in partnership with TAEC</li> <li>Provide thorough onboarding for new staff in partnership with district and building resources</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have recent training in their content area</li> <li>Teachers maintain current CTE and first aid/CPR certification and Type 2 license when appropriate</li> <li>Teachers hold current licensing and are appropriately endorsed</li> <li>Ongoing offering of summer internships for teachers to expand their industry knowledge in their program area</li> <li>Encourage staff to join Advisories of higher ed institutions in their program area</li> <li>Professional development offerings 3 times a year by CTE Department district wide</li> <li>Offer Tools for Teachers training in partnership with TAEC</li> <li>Provide thorough onboarding for new staff in partnership with district and building resources</li> </ul>	<ul style="list-style-type: none"> <li>Teachers have recent training in their content area</li> <li>Teachers maintain current CTE and first aid/CPR certification and Type 2 license when appropriate</li> <li>Teachers hold current licensing and are appropriately endorsed</li> <li>Ongoing offering of summer internships for teachers to expand their industry knowledge in their program area</li> <li>Encourage staff to join Advisories of higher ed institutions in their program area</li> <li>Professional development offerings 3 times a year by CTE Department district wide</li> <li>Offer Tools for Teachers training in partnership with TAEC</li> <li>Provide thorough onboarding for new staff in partnership with district and building resources</li> </ul>

CTE Director: : *Aura Malone*

Date: *5/24/23*

General Advisory Committee Chair or designee: *Standa MacCullough*

Date: *5/24/23*

School Board Approval: Agenda Attached

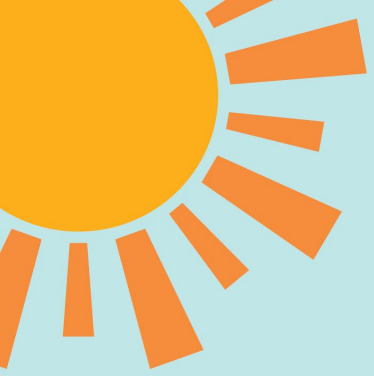
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## Focus Area Terminology

<p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>▪ Curriculum and instructional materials are up to date</li> <li>▪ Curriculum is aligned to the essential learning's and grade level expectations</li> <li>▪ Course competencies are aligned to local/state/national standards</li> <li>▪ Safety competencies are integrated into the curriculum</li> <li>▪ Safety is taught and assessed</li> <li>▪ Competencies for employability are integrated into the curriculum</li> <li>▪ Employability skills are taught, assessed and documented</li> <li>▪ Leadership competencies are integrated into the curriculum</li> <li>▪ Non-traditional career objectives are integrated into the curriculum</li> <li>▪ Process used to evaluate and improve student performance</li> </ul>	<p><b>Program Improvement/Student Recruitment</b></p> <ul style="list-style-type: none"> <li>▪ A student recruitment plan has been developed</li> <li>▪ There is a written plan that provides program direction and improvement</li> <li>▪ A program promotion plan is in place</li> <li>▪ Equal access is provided to all students, including non-traditional and special populations</li> </ul>
<p><b>Equipment/Facilities</b></p> <ul style="list-style-type: none"> <li>▪ Labs/shops have appropriate equipment</li> <li>▪ Facilities and environment meet safety standards</li> <li>▪ Safety plan is on file</li> <li>▪ Safe practices are understood and implemented</li> </ul>	<p><b>Post HS/Articulation</b></p> <ul style="list-style-type: none"> <li>▪ Post-high school information is integrated into the program</li> <li>▪ Articulation agreements are in place where feasible</li> <li>▪ Program of Study in place</li> <li>▪ Career planning, career guidance and knowledge of career pathways are provided</li> </ul>
<p><b>Work-Based Learning</b></p> <ul style="list-style-type: none"> <li>▪ WBL opportunities are available for all students</li> <li>▪ Non-traditional career options are provided</li> <li>▪ Industry Certifications are available</li> </ul>	<p><b>Student Leadership</b></p> <ul style="list-style-type: none"> <li>▪ Leadership competencies are integrated into the curriculum</li> <li>▪ Leadership skills are demonstrated and documented</li> <li>▪ 21<sup>st</sup> Century Skills (employability and leadership skills) are in integral part of the course</li> </ul>
<p><b>Advisory Committees</b></p> <ul style="list-style-type: none"> <li>• Review and endorse curriculum; assure alignment to program standards</li> <li>• Provide expertise in the design, development and delivery of programs/courses</li> <li>• Review labor market information</li> </ul>	<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>▪ Teachers have knowledge, training and pathway-related industry skills in their program area</li> <li>▪ Teachers have recent training in their content area</li> <li>▪ Teachers maintain current CTE certification and first aid/CPR certification</li> <li>▪ Teachers are licensed and appropriately endorsed and current</li> </ul>

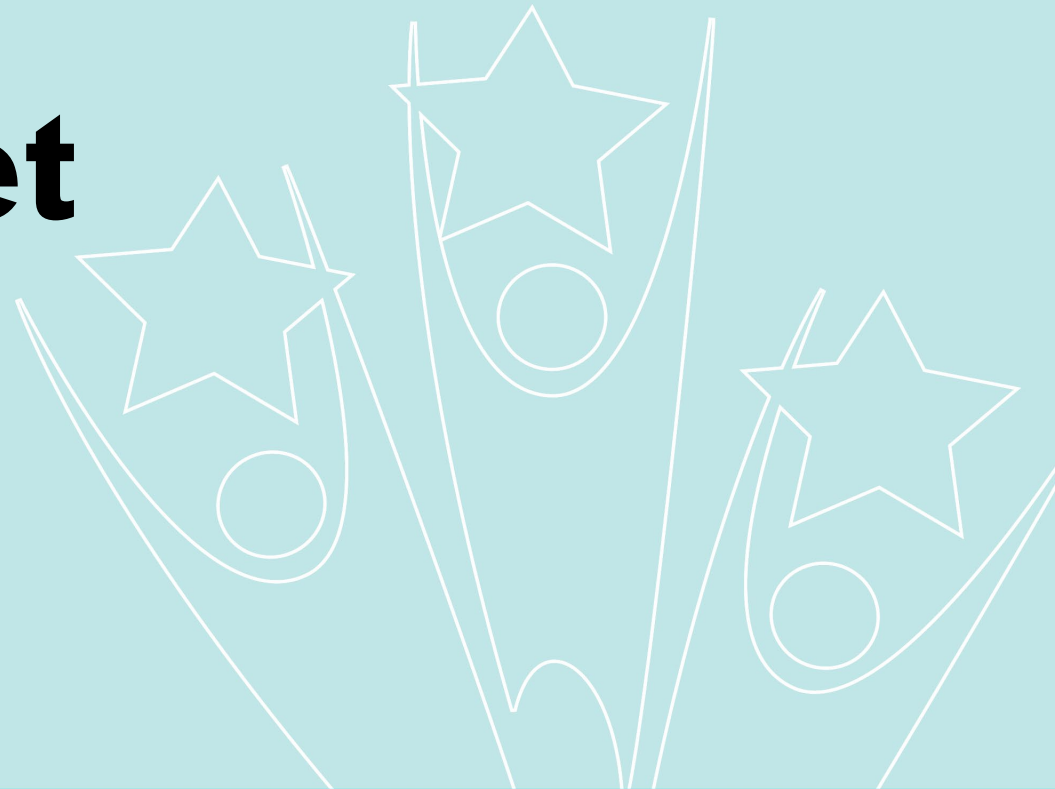
**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 10B	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> 2023-24 Budget Presentation 2	
<b>CABINET ADMINISTRATOR:</b> Kevin Hebdon	
<b>PRESENTER:</b> Kevin Hebdon	
<input checked="" type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b>	
Continue the budget preparation process with the Board. Educate the board on the Government Finance Officers Association (GFOA) Best Practices, Zero-Based Budgeting (ZBB), Prototypical School Funding Model, and closeout the Transition to Kindergarten Legislative impacts on the district.	
<b>BACKGROUND:</b>	
At the regularly scheduled School Board Meeting on May 23, 2023, Marie Sullivan and Kevin Hebdon presented some information on the closeout of this year's legislative session and the anticipated financial impacts to the Pasco School District's budget.	
In addition, Mr. Hebdon presented on the Roles of a Budget, provided an overview of the five different funds maintained at the district, talked about the General Fund budget assumptions for the 2023-24 budget process, and then provided a preliminary forecast of anticipated revenues and expenditures for 2023-24.	
<b>POSSIBLE ALTERNATIVES:</b> N/A	
<b>PROJECTED COSTS:</b> N/A	<b>BUDGET CODE:</b> N/A
<b>SUGGESTED MOTION:</b>	
No suggestion, as this is a report.	
<b>NEXT STEPS:</b>	
Future presentations on the budget development will happen over the month of July with adoption of the 2023-24 Budgets for all funds anticipated on August 8, 2023.	



# 2023-2024 Budget Presentation #2

June 27, 2023



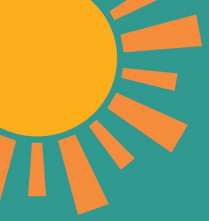
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# Purpose

- Provide an update on Early Learning revenues from the Legislative Session (Outstanding from previous presentation)
- Review Washington's Prototypical School Funding Model
- Identify the board's role in the budget process
  - Expenditure authority for the five funds of the district
- Inform the board of the strategies employed by the district in allocating that expenditure authority
- Obtain feedback and input from the board for future budget presentations in preparation to approve expenditure authority for the 2023-24 school year



# Background

- **May 23, 2023**
  - Presented the anticipated revenue impacts from the 2023 legislative session
  - Provided information on the Roles of a Budget
  - Presented the five funds maintained by the district
  - Presented preliminary forecasted revenues and expenditures for 2023-2024
- Staff have continued to fine tune and estimate revenues and are working through staffing and associated costs for labor
- 2023-2024 budget must be adopted either August 8, 2023, or August 22, 2023



# Budget Calendar

Date		Type of Interaction
May 23, 2023	<input checked="" type="checkbox"/>	Board Meeting: 2023-24 Budget Kickoff Presentation
May 30 & June 6, 2023	<input checked="" type="checkbox"/>	Advertise: Public Hearing for 2022-23 TVF Budget Extension
June 13, 2023	<input checked="" type="checkbox"/>	Board Meeting: Public Hearing and Approval of 2022-23 TVF Budget Extension and Interfund Loan Resolution
<b>June 27, 2023</b>		<b>Board Meeting: Budget Presentation-Foundations</b>
Mid-July		Additional Budget Communications from Fiscal Services
July 25, 2023		Board Meeting: Presentation-2023-2024 Proposed Budget
July 25 & August 1, 2023		Advertise Public Hearing for 2023-24 Budget Adoption (All Funds)
August 8, 2023		Board Meeting: Public Hearing & Final Adoption of the 2023-2024 Budget
August 22, 2023		Absolute last opportunity to adopt the budget



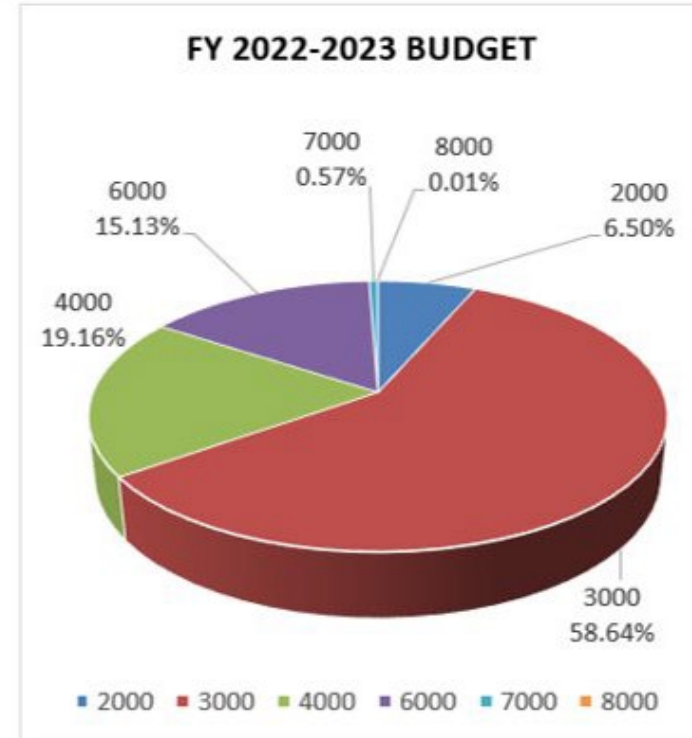
# Update: Early Learning

## Transition to Kindergarten (TK)

- For the Pasco School District, this legislation **does not** generate additional funding
- This legislation requires districts to report TK separately from Kindergarten
- OPSI has released a calculator to help districts estimate a budget to begin recording and reporting these expenses separately

# Prototypical School Funding Model (PSFM)

- State funding allocation tool for basic education
- Based on student enrollment (FTE)
- Almost 80% of PSD revenues come from the state, including est. 60% from PSFM



LOCAL \$	2000	\$ 20,463,360
APPORTIONMENT	3000	184,737,279
STATE GRANTS	4000	60,346,925
FEDERAL GRANTS	6000	47,654,039
OTHER SCHOOL DIST	7000	1,798,108
OTHER SOURCES	8000	40,000
		<b>\$ 315,039,711</b>



# Prototypical School Funding Model

*Student FTE Generating the State Funding Allocation for 1.0 Staff FTE in Each Category*

<b>Prototypical School</b>	<b>Elementary (K-6)</b>	<b>Middle (7-8)</b>	<b>High (9-12)</b>
School Size (Student FTE)	400	432	600
Principals	319	319	319
Librarians	603	832	1,147
Counselor	484	219	208
School Nurses	962	706	1,031
Social Workers	1,807	7,121	6,691
Psychologists	5,333	25,920	17,143
Instructional Aides	427	617	921
School Office Support	199	186	184
Parent Involvement Coordinators	4,848	0	0
Student and Staff Safety	5,076	4,673	4,255
Facilities, Maintenance and Grounds	241	222	202



# Prototypical School Funding Model

*Staff FTE Allocated in Each Category by Elementary, Middle, and High School*

<b>Prototypical School</b>	<b>Elementary (K-6)</b>	<b>Middle (7-8)</b>	<b>High (9-12)</b>
School Size (Student FTE)	400	432	600
Principals	1.253	1.353	1.880
Librarians	0.663	0.519	0.523
Counselor	0.827	1.550	2.882
School Nurses	0.416	0.612	0.582
Social Workers	0.222	0.060	0.089
Psychologists	0.075	0.016	0.035
Instructional Aides	0.936	0.700	0.652
School Office Support	2.012	2.325	3.269
Parent Involvement Coordinators	0.083	0.000	0.000
Student and Staff Safety	0.079	0.092	0.141
Facilities, Maintenance and Grounds	1.657	1.942	2.965



# Prototypical School Funding Model

## State Basic Education Funding vs. Actual Costs

- The state's formula does not generate sufficient revenue to pay the actual costs of operating schools
- Remaining funding comes from:
  - Categorical funding like Special Education, LAP, Bilingual, Title, etc.
  - Local voter-approved levy and Local Effort Assistance (LEA)



# Sample of what the board will approve

	<b>General Fund</b>	<b>Capital Projects Fund</b>	<b>Debt Service Fund</b>	<b>ASB Fund</b>	<b>Transportation Vehicle Fund</b>
5% Reserves	15,751,985				
Assigned Reserves	7,595,897				
Carryover	-				
Beginning Fund Balance	23,347,882	23,747,003	7,275,572	1,340,465	837,710
Add Revenues	315,039,711	207,172,010	19,102,440	6,499,631	2,409,031
Add Transfers In			327,795		
Total Resources Available	338,387,593	230,919,013	26,705,807	7,840,096	3,246,741
Less Expenditures	(316,039,711)	(54,470,000)	(19,007,595)	(6,491,257)	(1,541,500)
Less Transfers Out					(327,795)
Ending Fund Balance	22,347,882	176,449,013	7,698,212	1,348,839	1,377,446

This is the current year’s budget (22-23) as approved in August of 2022. Please note the TVF budget has been increased (extended) as of June 13<sup>th</sup>, 2023.





# Next Steps for Staff

- Upon board approval of the 2023-2024 budgets for the five funds, district staff will apply strategies that internally align budget allocations to district priorities
- These strategies include the application of:
  - Best Practices in School Budgeting
  - Zero-Based Budgeting



# Budget Strategies to Align Resources and Priorities

- Pasco joined the Alliance for Excellence in School Budgeting in 2015
  - Sponsored by the Government Finance Officers' Association (GFOA)
  - Early adopter group of 90-plus school districts working toward implementation of GFOA's Best Practices in School Budgeting (BPSB).
  - Includes schools across the United States in varying sizes, student performance, and demographics





# GFOA: Best Practices in School District Budgeting

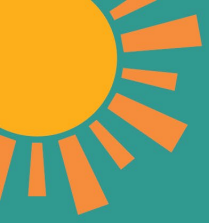




# Budget Strategies to Align Resources and Priorities

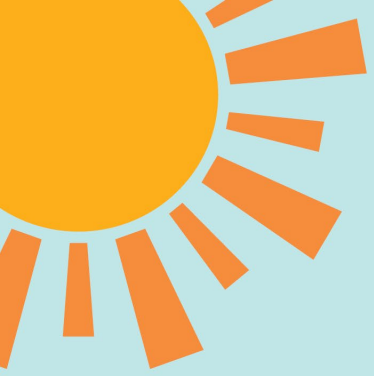
Pasco began studying ZBB in 2022 with assistance and training through consultant Donald Sovey, CPA

- Provided foundational information on ZBB concepts
- We will continue to develop Pasco's ZBB processes in 2023-2024



# Budget Calendar

Date	Type of Interaction
Mid-July	Additional Budget Communications from Fiscal Services
<b>July 25, 2023</b>	<b>Board Meeting: Presentation-2023-2024 Proposed Budget</b>
July 25 & August 1, 2023	Advertise: Public Hearing for 2023-24 Budget Adoption (All Funds)
August 8, 2023	Board Meeting: Public Hearing & Final Adoption of the 2023-2024 Budget
August 22, 2023	Absolute last opportunity to adopt the budget

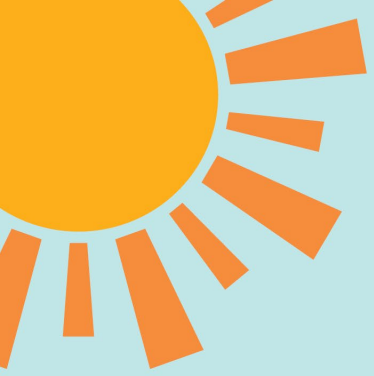


# Discussion



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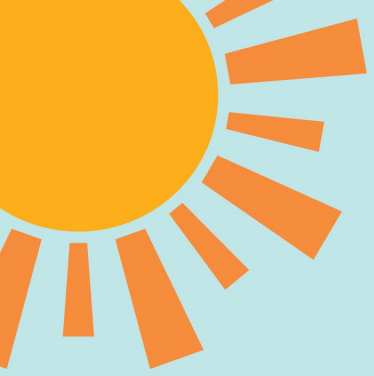


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**PASCO SCHOOL DISTRICT NO. 1**  
**Agenda Item Summary**

<b>AGENDA ITEM NO. :</b> 10C	<b>BOARD MEETING DATE:</b> June 27, 2023
<b>TOPIC:</b> Coming Soon: 2023-2024 School Year	
<b>CABINET ADMINISTRATOR:</b> Michelle Whitney	
<b>PRESENTER:</b> Michelle Whitney	
<input checked="" type="checkbox"/> <b>REPORT</b> <input type="checkbox"/> <b>1<sup>ST</sup> READING</b> <input type="checkbox"/> <b>DISCUSSION</b> <input type="checkbox"/> <b>2<sup>ND</sup> READING</b> <input type="checkbox"/> <b>ACTION REQUIRED</b>	
<b>OBJECTIVE:</b> To provide the Board with an update on the expected and anticipated projects and work	
<b>BACKGROUND:</b> The purpose of this report is to provide information on the upcoming projects and work that will include, but not limited to, the following: <ul style="list-style-type: none"><li>• Boundary work</li><li>• Naming of schools</li><li>• Program updates</li><li>• Planning principals</li><li>• Thought Exchange</li></ul>	
<b>POSSIBLE ALTERNATIVES:</b> N/A	
<b>PROJECTED COSTS:</b>	<b>BUDGET CODE:</b>
<b>SUGGESTED MOTION:</b>	
<b>NEXT STEPS:</b>	



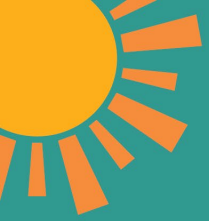
# COMING SOON: 2023-2024 School Year

June 27, 2023



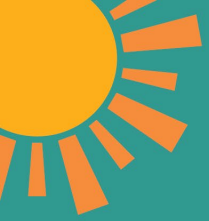
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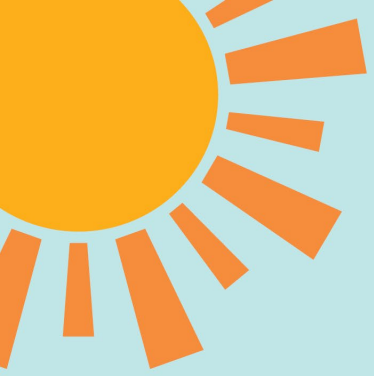
# PURPOSE

- Sneak preview some of the main attractions for the 2023-2024 school year.
- This presentation is not intended to be all inclusive, instead it is designed to highlight the main attractions for the Board, employees, students, families, and community.

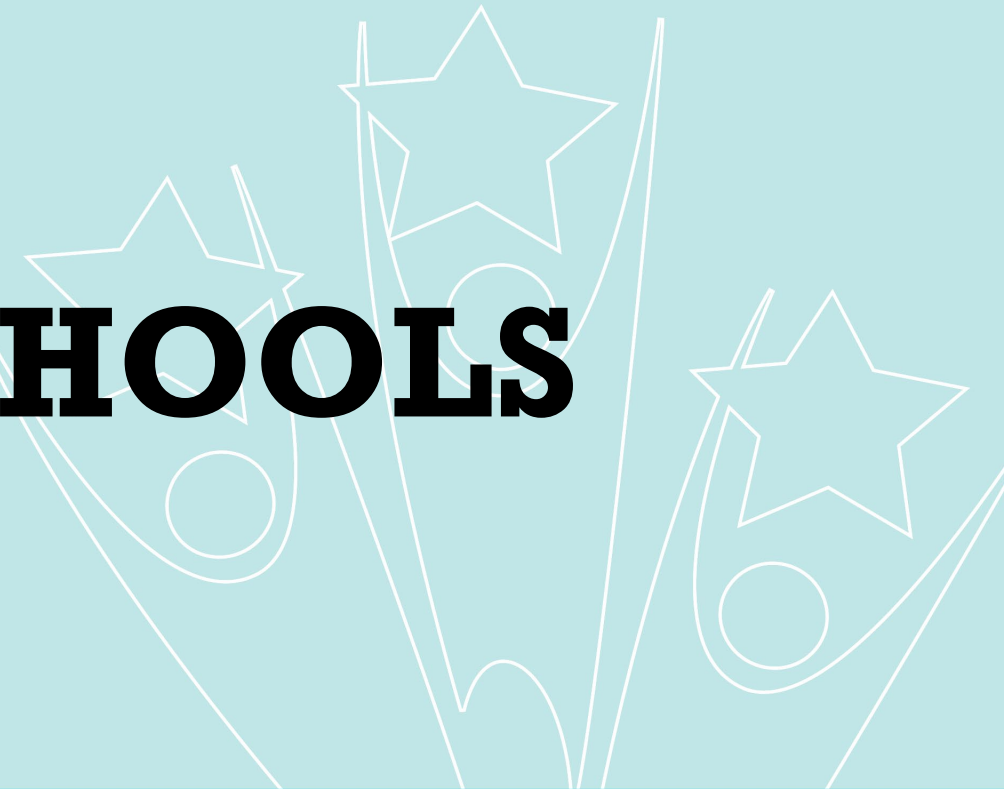


# NON-PURPOSE

- District staff in not requesting action or direction.
- This presentation is designed to be informational in nature.



# NEW HIGH SCHOOLS



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# PLANNING TEAM



**Raquel Martinez**  
Comprehensive High School #3  
Planning Principal



**Seth Johnson**  
Small Innovative High School  
Planning Principal

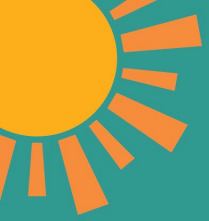


**Jake Stueckle**  
Interim Director



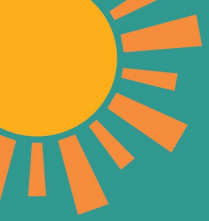
# COMING SOON: COMPREHENSIVE HIGH SCHOOL #3 BOUNDARY PROCESS

- The 3000 series of district policies has several policies and procedures governing school boundaries.
- The district policies refer to school boundaries as “attendance zones”.
- There is no procedure that outlines the steps to changing the “attendance zones” or school boundaries instead the District Policy #3130 states:
  - The Superintendent will develop procedures establishing the factors to be considered when the district develops attendance area boundaries.



# COMING SOON: COMPREHENSIVE HIGH SCHOOL #3 BOUNDARY PROCESS

- Stakeholder (employees, students, families, and community) engagement is key to a successful school boundary process.
- Pasco School District is partnering with ThoughtExchange to design a process with meaningful community engagement.
  - An “exchange” link will be sent to all families in August in key back to school communications.
  - ThoughtExchange will support an interactive process with stakeholders from August-October.
  - Regular communications to the Board will begin in early fall.
- Boundary scenarios will be developed October-November based on themes surfaced during the ThoughtExchange process.
- Stakeholder meetings will be held December-February to collect input and revise the boundary scenarios. There will be multiple revision cycles.
- District staff will engage the Board in decision making in March and April, with the goal of having new boundaries approved in May 2024.



# COMING SOON: HIGH SCHOOL NAMING PROCESS

- Both new high schools will to be named by November of 2023 to help frame design elements for the construction projects.
- District Policy and Procedure #9250 and #9250P govern the process.
  - The Superintendent shall select a committee of three or more, whose purpose shall be to submit to the Board a list of not less than three, nor more than five, names for the new school. The list shall briefly state, along with each name, why the committee nominated each name. The committee may solicit nomination from students and the community.



# COMING SOON: HIGH SCHOOL NAMING PROCESS

- **District Policy and Procedure #9250 and #9250P govern the process.**
  - **The committee shall, whenever possible, follow these guidelines:**
    - Each name shall be known to, and significant to, the people of the district.
    - The names submitted shall not conflict with the names of other schools in the district or surrounding districts.
    - The use of names of living persons shall be avoided unless the circumstances warrant an exception.
    - Each name shall be vetted for suitability by the committee prior to submittal the the Board.
    - The Board of Directors my provide additional, specific guidelines to the committee.
  - **The Board will select the name of the facility from the list of submitted by the committee.**
  - **In the event a majority of the board members do not accept a name submitted by the committee, the committee will reconvene to select and submit a list of alternative names.**



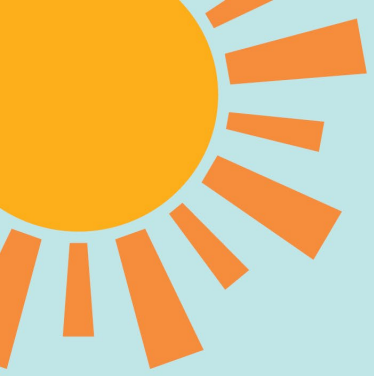
# COMING SOON: HIGH SCHOOL NAMING PROCESS

- The Planning Principals for the new schools will lead this process.
- Requests for stakeholder volunteers for the committee will occur in August using the district's regular communication channels.
- Stakeholders will have the opportunity to submit names for consideration by the committee in September-October.
  - The District is exploring how ThoughtExchange can support this process.
- Should the Board want to add additional guidelines for the committee as allowed by #9250P, a majority of the Board would need to request this topic be added to a future agenda in July or August.



# COMING SOON: BUILDING DESIGN PROCESSES

- **Pasco Digital Learning Academy**
  - Moving into 4403 W. Court in July.
  - Ribbon cutting will be scheduled for early fall (TBD).
- **Comprehensive High School #3**
  - The building design process is complete.
  - Pre-construction is complete.
  - Three resolutions on are tonight's consent agenda naming the general contractor to begin construction.
  - Groundbreaking will be in August (TBD).
- **Small Innovative High School: Career and College Academy**
  - Design process is underway.
  - A stakeholder group is meeting with the architects to modify the Delta High School floor plan.
  - The bid process will occur in March of 2024.

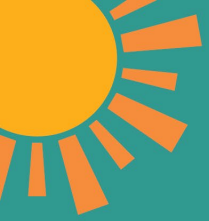


# PSD WEBSITE LAUNCH



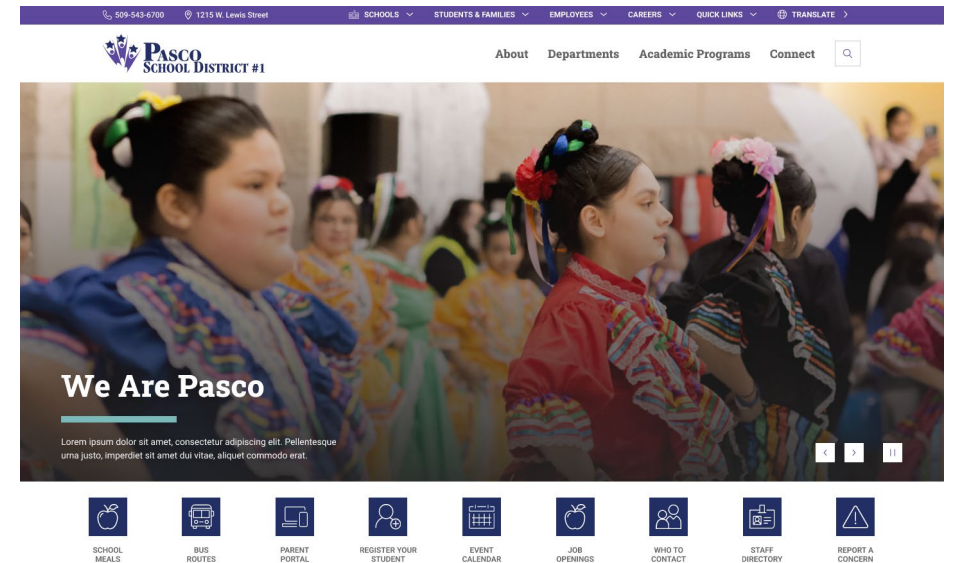
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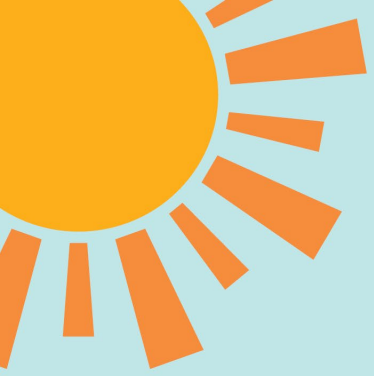
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# NEW PSD WEBSITE COMING SOON

- Final design for district and school pages was approved in May 2023 based on feedback from Board, students, parents, and staff.
- What to expect?
  - Modern design
  - User-friendly navigation
  - Accessible and mobile friendly content
  - Organized and up-to-date content
  - Representative of Pasco
- Website launching in late October, early November





# PSD AMBASSADORS



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# 2023-24 PROGRAM COMING SOON

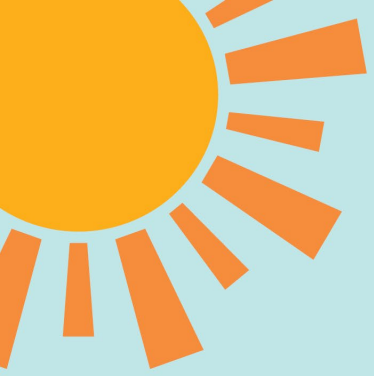
- Applications for the 2023-24 PSD Ambassadors Program will open in October 2023.
- We will communicate when the application is open via email, the *Positively Pasco* newsletter, social media outlets, and the App.
- The program will take place November 2023 – May 2024 (7 months/sessions)





# KEY TAKE AWAYS

- **Stakeholders (Staff, Students, Families, and Community)**
  - Watch PSD's regular communication channels over the summer and into August for information about the high school boundary and naming processes...
  - and, October of an opportunity to participate in PSD's Ambassador Program
- **Board**
  - Staff will be requesting action on:
    - School names in October
    - School boundaries in May



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**Board Meeting: June 27, 2023**

**Item No. : 12**

**Future Agenda Items**

<b>07/25/2023</b>			
<b>Study/Retreat</b>	<b>Reports/Discussion/Updates</b>	<b>Action Item</b>	<b>Consent Agenda</b>
Annual District Objectives Identification	WSSDA School Board of the Year Application		
	2023-24 Budget Presentation		
	Tentative High School Naming		