

**ABERDEEN SCHOOL DISTRICT NO. 5  
ABERDEEN, WASHINGTON**

Regular Meeting of the Board of Directors  
Community Room, Aberdeen High School  
April 16, 2024, 6 p.m.

**AGENDA**

6:00 p.m. Call to Order

Flag Salute

**Consent Agenda**

1. Minutes
2. Accounts Payable
3. Overnight & Out-of-State Trip Request
4. Gift to the District

Comments from Board Members

Comments from Student Representatives

Comments from the Public

Comment on agenda items is welcome at this time. Please sign up on the sheet provided at the entrance to the meeting and specify the agenda item you wish to address. Please limit your comments to three minutes. Comment on all matters is welcome via email to [schoolboard@asd5.org](mailto:schoolboard@asd5.org).

Presentations

1. [Stevens Elementary School Presentation](#)

Old Business

1. [Policy 1340 Targeting Student Learning](#)
2. [Policy 2000 Student Learning Goals](#)
3. [Policy 2004 Performance Improvement Goals](#)
4. [Policy 2005 School Improvement Plans](#)
5. [Policy 2020 Instructional Materials](#)

Superintendent's Report

1. Resolution 2024-01 Reduction in Force
2. District Survey
3. WSSDA Regional Meeting

Board Meeting Agenda  
April 16, 2024

Financial Services

1. [Fiscal Status Report](#)
2. [TCF Architecture Addendum](#)
3. [Architectural Services](#)

New Business

1. [Medical Assistant Program](#)
2. [Fire Science Program](#)
3. [24-25 Special Education Service Providers](#)
4. [Migrant Nurse Services](#)
5. [Behavior Analyst Services](#)
6. Next Meeting

Executive Session / Closed Session

Personnel Matters

1. [Personnel Report](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5  
BOARD INFORMATION AND BACKGROUND

April 16, 2024, 6 p.m.

Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on March 19, 2024, are enclosed for your review and approval.
2. Accounts Payable – The payroll and accounts payable for March are enclosed for your review and approval.
3. Overnight & Out-of-State Trip Request – The CTE business class at the Harbor Learning Center is requesting permission to travel to the Job Corps at Tongue Point in Astoria, Ore., on April 24 and April 30.
4. Gift to the District – The Grays Harbor Community Foundation has awarded a \$5,000 grant to A.J. West Elementary School for an upgrade in the library.

Comments from the Board

Comments from Student Representatives

Comments from the Public

The Board welcomes public comment on agenda items at this time. Please sign up on the sheet provided at the entrance to the meeting and indicate the agenda item you wish to address. Please limit your comments to three minutes. Written public comment on both agenda and non-agenda matters is also welcome via email. Comments should be submitted to [schoolboard@asd5.org](mailto:schoolboard@asd5.org) before noon on the day of the meeting and will be included in the public record.

Individual student matters or complaints against employees should not be brought forward at a public meeting. The Superintendent's Office or board president should be contacted directly.

Presentations

1. Stevens Elementary Annual Report – Principal Jamie Stotler will present the school's annual report and improvement plan. [Enclosure 2](#)

Old Business

1. Policy 1340 – Targeting Student Learning is presented for second reading and adoption to incorporate the district mission, vision, values and goals. [Enclosure 3](#)
2. Policy 2000 – Student Learning Goals is presented for second reading and adoption to incorporate the district mission, vision, values and goals [Enclosure 4](#)

3. Policy 2004 – Performance Improvement Goals is presented for second reading and adoption to incorporate the district mission, vision, values and goals. [Enclosure 5](#)
4. Policy 2005 – School Improvement Plans is presented for second reading and adoption to incorporate district mission, vision, values and goals. [Enclosure 6](#)
5. Policy 2020 – Instructional Materials – A WSSDA-recommended update to the policy governing course design and the selection of instructional materials is presented for second reading and adoption. [Enclosure 7](#)

#### Superintendent's Report

1. Resolution 2024-01 Reduction in Force – Superintendent Thake will present a recommendation to plan for reduced educational programs in 2024-2025 due to forecasts showing increased costs will exceed revenues.
2. District Survey – A reminder that the climate survey is still open until April 19.
3. WSSDA Regional Meeting – A reminder that the next regional meeting for District 5 is scheduled for 6 p.m. on May 6 in Rainier.

#### Financial Services

1. Fiscal Status Report – Elyssa Louderback, executive director of business and operations, will present the Fiscal Status Report for March. [Enclosure 8](#)
2. TCF Architecture Addendum – An addendum to the contract with TCF Architecture for the Seismic Phase I study is enclosed for your review and approval. [Enclosure 9](#)
3. Architectural Services – A recommendation to contract with TCF Architecture for facilities master planning as part of the Capital Projects Levy. [Enclosure 10](#)

#### New Business

1. Medical Assistant Program Contract – A contract with Grays Harbor College to provide instructional and other services for the Medical Assistant Program at the Skills Center is presented for your review and approval. [Enclosure 11](#)
2. Fire Science Program – A contract with the Aberdeen Fire Department for the Fire Science Program. [Enclosure 12](#)
3. Special Education Service Providers – The district advertised for providers of special education services and is presenting a list of companies to be made eligible as providers in 2024-2025 for your consideration. [Enclosure 13](#)
4. Migrant Nurse Services – A contract for the provision of supplemental nursing services in the Migrant Education Program is presented for your review and approval. [Enclosure 14](#)
5. Behavior Analyst Services – A contract with ESD 113 for the services of a board-certified behavior analyst (BCBA) in the district is presented for your review and approval. [Enclosure 15](#)

Board Information  
April 16, 2024

6. Next Meeting – The next regular meeting is scheduled for Tuesday, May 7, in the Community Room at Aberdeen High School.

Executive Session / Closed Session

At this time the meeting will recess for an executive session expected to last 15 minutes under RCW 42.30.110 (g): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

1. Personnel Report [Enclosure 16](#)

ADJOURN

## ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the  
Board of Directors – March 19, 2024

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 6:00 p.m. Tuesday, March 19, 2024, in the Community Room at Aberdeen High School. In attendance were Annica Mizin, Suzy Ritter and Jeremy Wright, along with student representatives Harnoor Jandu and Mikyla Gunter, Superintendent Jeffrey Thake and 19 patrons and staff. Director Jessica Jurasin was excused.

The meeting began with the flag salute.

On a motion by Director Mizin and seconded by Director Ritter, the Board approved the corrected consent agenda, which included the minutes from the regular meeting on March 5, 2024, February payroll 835900 through 835930 totaling \$4,050,970.93, General Fund vouchers 835931 and 835951 through 836050 totaling \$2,006,219.73, ASB Fund vouchers 835932 through 835950 and 836051 totaling \$50,419.66, and trip requests for the SkillsUSA team at Aberdeen High School to travel to Tacoma for the state competition on March 21-23, the FFA Forestry team at AHS to travel to Burlington for a career development event on March 22-23 and the FBLA team at AHS to travel to Spokane for the state leadership conference on April 24-27.

Representative Mikyla Gunter reported that the basket bingo event raised \$4,000 for the COPE and Snug Harbor programs at the Harbor Learning Center and that juniors are looking forward to participating in Business Week on March 25-29.

Representative Harnoor Jandu said Aberdeen High School reported that mock interviews for sophomores took place, spring sports have begun and juniors at AHS are also looking forward to Business Week.

Andrew Twyman of the ESD 112 Construction Services Group provided an update on the architectural and engineering work that will be taking place in the district this spring and summer as part of the OSPI Seismic Safety Phase I Study. In addition, Superintendent Thake reported that an advisory group is being formed to consider the results and will participate in the eventual recommendation on whether to retrofit, relocate or install tsunami towers at eligible school sites.

Superintendent Thake presented updates to four policies for first reading with a recommendation to add language aligning the policies with the district's updated Mission, Vision, Values and Goals statements: Policy 1340 Targeting Student Learning, Policy 2000 Student Learning Goals, Policy 2004 Performance Improvement Goals and Policy 2005 School Improvement Plans.

Superintendent Thake reported that the stakeholder survey through the Center for Educational Effectiveness will open on March 21 and be available to patrons through April 19.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM  
STUDENT  
REPRESENTATIVES

SEISMIC SAFETY  
OVERVIEW

SUPERINTENDENT  
REPORT

MISSION, VISION,  
VALUES, GOALS

SURVEY

Elyssa Louderback, interim executive director of business and operations, presented the Fiscal Status Report for February. With 50 percent of the year elapsed, the district has received 46 percent of expected revenues and incurred 49.8 percent of budgeted expenditures. Under enrollment, she reported the average annual FTE of 3,070 is 66.13 above budget. She reported fund balances of \$910,017.12 in the General Fund, \$416,433.36 in the Capital Projects Fund, \$890,951.58 in the Debt Service Fund, \$366,972.61 in the Associated Student Body Fund and \$454,685.16 in the Transportation Vehicle Fund.

FISCAL STATUS  
REPORT

Facilities Supervisor Mike Pauley presented a report on the various maintenance projects that have taken place in the district in 2022-23 and so far this year, and presented an overview of upcoming projects.

FACILITIES  
OVERVIEW

Mr. Pauley also reported that the district has been selected to participate in an energy efficiency program through the Bonneville Power Administration and that the district has been awarded a \$200,000 grant for a new playground at Robert Gray Elementary School.

Mike Pauley also presented the annual ICOS (Information and Condition of Schools) report for Aberdeen High School and Robert Gray Elementary School, which will be submitted to the Office of Superintendent of Public Instruction.

ASSET  
PRESERVATION  
REPORT

Teaching and Learning Director Traci Sandstrom presented an update to the policy governing course design and the selection of instructional materials – Policy 2020 Instructional Materials. She noted that the Board is responsible for the adoption of core materials and that the update to the policy requires that the Instructional Materials Committee be appointed by the Board. It was agreed that Director Jeremy Wright will serve on the committee.

POLICY 2020  
INSTRUCTIONAL  
MATERIALS

Following a presentation by Teaching and Learning Director Traci Sandstrom, on a motion by Director Wright and seconded by Director Ritter, the Board approved a contract with Battelle for Kids to work with the district on developing a “Portrait of a Graduate” as part of the work to implement the district’s Mission, Vision, Values and Goals.

BATTELLE FOR  
KIDS CONTRACT

On a motion by Director Ritter and seconded by Director Mizin, the Board approved a contract with Multi-Sport 360 in Montesano allowing Aberdeen High School baseball athletes to take part in the program and use the facilities.

MULTI-SPORT 360

On a motion by Director Ritter and seconded by Director Mizin, the Board approved the placement of Amy Allen and Olivia Martin of Soliant Health LLC as speech language pathologists in the district.

SOLIANT HEALTH  
SLP PLACEMENT

On a motion by Director Wright and seconded by Director Ritter, the Board approved a personal services contract with Annette Moir to provide classroom support in the district.

PERSONAL  
SERVICES  
CONTRACT

On a motion by Director Wright and seconded by Director Ritter, the Board declared as surplus a list of equipment and materials that are no longer useable or no longer needed for an educational purpose as recommended by the Business Office.

SURPLUS  
EQUIPMENT

President Durney announced that the next regular meeting of the Board is scheduled for 6 p.m. Tuesday, April 16, in the Community Room at Aberdeen High School. The meeting on April 2 is canceled due to Spring Break.

NEXT MEETING

At 6:56 p.m., President Durney recessed the meeting for an executive session expected to last 20 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 7:16 p.m., the meeting was extended for 5 minutes. The meeting reconvened in regular session at 7:21 p.m.

EXECUTIVE  
SESSION

On a motion by Director Ritter and seconded by Director Mizin, the Board approved the Personnel Report.

PERSONNEL  
REPORT

Under certificated matters, the Board approved the hiring of Janet Hubbard as interim principal at Robert Gray Elementary School effective March 11; approved applications for reinstatement from Susan Ball and Doris Hatton as teachers in the district effective 2024-25; approved leaves of absence for Jenna Doll at Hopkins Preschool effective April 7 to June 13 and for Tristan Stutesman at Stevens Elementary School effective April 15-19; approved supplemental contracts for Richard Bates, Lynn Green and Traci Sandstrom for additional support effective February 14 and Cynthia Bonnanzio and Cyndy Mitby, National Board Certification stipends, for 2024-2024, and approved the hiring of Kathleen Smith as a substitute teacher for the district.

CERTIFICATED

Under classified matters, the Board approved the hiring of Andria Hainey as a certified occupational therapy assistant for the district effective August 21; approved leaves of absence for Brenda Girard, a Food Service worker at Aberdeen High School, effective Jan. 25 to March 31, Glenda Smith, a custodian at Miller Junior High School, effective March 21-31, and for Michael Smith, an MTSS assistant at Miller Junior High School, effective April 15 to June 13; approved the retirement of Gina Salick, office coordinator at the Hopkins Preschool, effective June 28, and approved the hiring of Abby Billie, Andrew Dahl, Shyylah Heisen, Garrett Tagueant, Evelyn Santiago Torres and Belen Torres Morales as substitutes for the district.

CLASSIFIED

There being no further business, the regular meeting was adjourned at 7:22 p.m.

ADJOURN

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Jeffrey Thake, Secretary

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Jennifer Durney, President





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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,147,649.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 836052 through 836052, totaling \$2,147,649.51

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

Check Nbr	Vendor Name	Check Date	Check Amount
836052	1ST SECURITY BANK PAYROLL/PERS	03/28/2024	2,147,649.51
1	Computer	Check(s) For a Total of	2,147,649.51

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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,064,701.37. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 836053 through 836082, totaling \$2,064,701.37

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

Check Nbr	Vendor Name	Check Date	Check Amount
836053	1st Security Bank-Child Suppo	03/28/2024	1,392.80
836054	Aberdeen High School-AHS Schol	03/28/2024	75.00
836055	Aberdeen Sch Dist Kitchen Fund	03/28/2024	24.00
836056	Aberdeen School District-SERS	03/28/2024	166,023.99
836057	Aberdeen School District-TRS	03/28/2024	350,776.95
836058	Aberdeen School District Defer	03/28/2024	22,344.00
836059	ARMANDA CORP	03/28/2024	1,364.55
836060	Bank Of The Pacific	03/28/2024	746,145.07
836061	Cnty/city Mun Ees	03/28/2024	3,479.09
836062	Dynamic Collectors	03/28/2024	2,329.41
836063	E.S.D.#113 Unemployment Coop	03/28/2024	17,788.54
836064	Ed.Serv.Dist.#113	03/28/2024	34,740.19
836065	Employment Security	03/28/2024	22,795.78
836066	EMPLOYMENT SECURITY DEPT LTC	03/28/2024	9,912.85
836067	First Choice Health	03/28/2024	1,311.75
836068	GESA	03/28/2024	5,885.00
836069	HCA-SEBB BENEFITS-600D01	03/28/2024	603,050.00
836070	HCA-SEBB FLEX SPEND-600D01	03/28/2024	4,376.73
836071	Legal Shield	03/28/2024	63.80
836072	Pse Of Wa	03/28/2024	6,448.04
836073	The Standard Insurance Company	03/28/2024	6,833.12
836074	Tsa Consulting Group Inc	03/28/2024	12,522.00
836075	Twin Star Credit Union	03/28/2024	240.00
836076	Twin Star Scholarship Acct	03/28/2024	62.50
836077	Twinstar Pse Local Dues	03/28/2024	62.50
836078	United Way	03/28/2024	342.38
836079	Veba Contributions-Y1286.001	03/28/2024	18,970.94
836080	Wa State School Ret Assn	03/28/2024	84.00
836081	Wea Chinook	03/28/2024	104.03
836082	Wea Payroll Deductions	03/28/2024	25,152.36

30 Computer Check(s) For a Total of 2,064,701.37

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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$71,078.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL & ASB FUNDS  
Warrant Numbers 836083 through 836084, totaling \$71,078.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
836083	1ST SECURITY BANK PC	04/16/2024	58,557.09 GF
836084	1ST SECURITY BANK PC	04/16/2024	12,521.81 ASB
2	Computer	Check(s) For a Total of	71,078.90

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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$27,857.24. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND  
Warrant Numbers 836085 through 836104, totaling \$27,857.24

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

Check Nbr	Vendor Name	Check Date	Check Amount
836085	Aberdeen Sd #5 Revolving Fund	04/16/2024	1,821.20
836086	Aberdeen School District #5	04/16/2024	726.09
836087	Aberdeen School District #5	04/16/2024	9.60
836088	Aberdeen High School (asb)	04/16/2024	280.00
836089	Bsn Sports	04/16/2024	10,880.86
836090	Erwin-Svoboda, Ruth Margretta	04/16/2024	19.47
836091	Green, Bailee C	04/16/2024	49.36
836092	GUZMAN, MARK	04/16/2024	270.00
836093	Harbor Awards & Engraving	04/16/2024	1,747.47
836094	Harbor Pacific Bottling Co	04/16/2024	91.63
836095	Hoquiam High School	04/16/2024	200.00
836096	Music Theatre International	04/16/2024	83.38
836097	PORTA PHONE CO.	04/16/2024	797.13
836098	Rebel Athletic, Inc.	04/16/2024	1,082.05
836099	TUMWATER FOOTBALL BOOSTERS	04/16/2024	125.00
836100	Washington FFA Assoc	04/16/2024	17.00
836101	Washington Officials Associati	04/16/2024	2,275.00
836102	Weatherwax Asb Fund	04/16/2024	2,102.00
836103	Wenatchee High School ASB	04/16/2024	2,400.00
836104	World's Finest Chocolates	04/16/2024	2,880.00

20 Computer Check(s) For a Total of 27,857.24


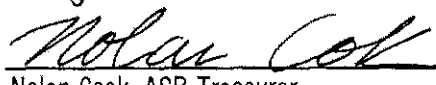
# ABERDEEN HIGH SCHOOL ASB

## Accounts Payable April 2024

The following bills were submitted for payment by the Comptroller's office for the month of April:

DATE	CLUB/ACCOUNT	PAYEE	DESCRIPTION	AMOUNT
03-06-2024	1015/Reserve	Aberdeen School District	February Postage	\$ 9.60
03-06-2024	4166/FFA	WA FFA Association	FFA Dues	\$ 17.00
03-18-2024	4045/Musical	Music Theatre International	Musical Fees	\$ 83.38
03-18-2024	2015/Officials	Washington Officials Assoc.	Game Fees	\$ 2,275.00
03-19-2024	2060/Football	Tumwater Football Boosters	Football Camp	\$ 125.00
03-21-2024	2060/Football	Porta Phone	Headset Reconditioning	\$ 797.13
03-21-2024	Varies	Harbor Awards	Winter Awards	\$ 1,747.47
03-21-2024	2015/Uniforms	Rebel Athletic, Inc.	Cheer Uniforms	\$ 1,082.05
03-22-2024	4130/Flying	Mark Guzman	ASL Presenter	\$ 270.00
03-22-2024	2015/Uniforms	BSN Sports	Baseball Uniforms	\$ 10,880.86
03-25-2024	2140/Wrestling	Hoquiam High School	Grizzly Alumni Invitational	\$ 200.00
03-25-2024	Varies	World's Finest Chocolate	Vendor Share	\$ 2,880.00
03-25-2024	6240/InvestED	AHS-ASB	InvestED ASB Cards	\$ 280.00
03-25-2024	0125/General	U.S. Bank	VISA Procurement Card Purchases - John	\$ 2,617.27
03-25-2024	Varies	U.S. Bank	VISA Procurement Card Purchases	\$ 13,526.31
03-25-2024	Varies	Weatherwax ASB Fund	Imprest Reimbursement	\$ 2,102.00
03-27-2024	2060/Football	Wenatchee High School	Football Camp	\$ 2,400.00
<b>Total:</b>				<b>\$ 41,293.07</b>

<b>Motion / Tabled By:</b>
Mylan Bruner
<b>Seconded By:</b>
Sawyer Shoemaker
<b>ASB Meeting Date:</b>
March 27, 2024

 Michaela Hoover, Comptroller	4/8/24 Date
 Nolan Cook, ASB Treasurer	4/8/24 Date

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As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$3,275.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: CAPITAL PROJECTS  
Warrant Numbers 836105 through 836105, totaling \$3,275.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
836105	Haley & Aldrich, Inc.	04/16/2024	3,275.90
1	Computer	Check(s) For a Total of	3,275.90

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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,551,188.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND  
Warrant Numbers 836106 through 836181, totaling \$1,551,188.93

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

Check Nbr	Vendor Name	Check Date	Check Amount
836106	1ST SECURITY BANK PAYROLL/PERS	04/16/2024	5,823.83
836107	Aberdeen Office Equipment Inc	04/16/2024	15,350.08
836108	Aberdeen Sanitation	04/16/2024	7,891.86
836109	Aberdeen Sd #5 Revolving Fund	04/16/2024	185.00
836110	Airgas Usa, Llc	04/16/2024	6.00
836111	Amazon Capital Services	04/16/2024	4,673.62
836112	Aps, Inc	04/16/2024	905.25
836113	Aramark Uniform Services	04/16/2024	79.60
836114	BAILEY, SHANNON	04/16/2024	1,465.72
836115	Bsn Sports	04/16/2024	6,818.37
836116	CARTRIDGE WORKS	04/16/2024	1,404.00
836117	Cascade Natural Gas	04/16/2024	32,601.79
836118	Caskey Industrial Supply Co In	04/16/2024	518.97
836119	Consolidated Electrical Distri	04/16/2024	2,613.11
836120	Central Welding Supply	04/16/2024	39,373.03
836121	CHARLIES PRODUCE	04/16/2024	16,640.64
836122	CHAVEZ, MARIA	04/16/2024	5,400.00
836123	Cintas Corporation	04/16/2024	3,660.09
836124	Comcast	04/16/2024	442.15
836125	Copeland, Carla Marie	04/16/2024	1,668.00
836126	Creative Office	04/16/2024	3,933.43
836127	Cts Language Link	04/16/2024	26.69
836128	Dairy Fresh Farms	04/16/2024	15,713.85
836129	Dancing Goats Coffee	04/16/2024	335.87
836130	Domino's Pizza	04/16/2024	220.69
836131	EMERALD LEARNING CENTER	04/16/2024	12,500.00
836132	ESD 113	04/16/2024	10,817.75
836133	Espresso Products Direct (epd	04/16/2024	254.82
836134	Fastenal Company	04/16/2024	62.54
836135	Ferrellgas	04/16/2024	2,134.57
836136	Franz Family Bakeries	04/16/2024	3,708.94
836137	G12 Communications LLC	04/16/2024	839.00
836138	Gh County Water District #2	04/16/2024	620.00



Check Nbr	Vendor Name	Check Date	Check Amount
836139	GOODHEART-WILCOX PUBLISHER	04/16/2024	134.93
836140	GRANITE TELECOMMUNICATIONS LLC	04/16/2024	1,856.67
836141	Grays Harbor County Auditor	04/16/2024	35,461.23
836142	Grays Harbor College	04/16/2024	625,535.66
836143	Guardian Security Systems, Inc	04/16/2024	861.30
836144	Harbor Auto & Truck Parts	04/16/2024	7,017.68
836145	Harbor Disposal Co Inc	04/16/2024	2,289.53
836146	Home Depot	04/16/2024	2,586.10
836147	Hoquiam School District #28	04/16/2024	108,426.19
836148	Johnstone, Mia	04/16/2024	3,825.00
836149	Jostens Inc	04/16/2024	35.45
836150	KCDA Purchasing Coop.	04/16/2024	1,739.60
836151	Lemay Mobile Shredding	04/16/2024	298.00
836152	MATCO TOOLS	04/16/2024	7,744.63
836153	MinuteMan Press	04/16/2024	286.69
836154	Office Of Minority/women's Bus	04/16/2024	633.41
836155	OSPI	04/16/2024	6,648.92
836156	Parris, Trinity A	04/16/2024	976.25
836157	Petrocard Inc	04/16/2024	19,406.99
836158	PRO CARE THERAPY	04/16/2024	3,916.00
836159	Pud #1 Of Grays Harbor Co	04/16/2024	48,882.40
836160	Ricoh Usa Inc	04/16/2024	735.41
836161	SOLIANT EDUCATION	04/16/2024	51,107.95
836162	Sound Publishing, Inc.	04/16/2024	134.17
836163	South Puget Sound Community Co	04/16/2024	2,636.22
836164	State Auditor's Office	04/16/2024	26,900.48
836165	STEVENS CLAY P.S.	04/16/2024	192.50
836166	Taylor, Ann	04/16/2024	2,914.29
836167	Ted Brown Music	04/16/2024	435.72
836168	THE DEVEREUX FOUNDATION	04/16/2024	77,720.72
836169	The Hello Foundation	04/16/2024	81,243.00
836170	THE HERITAGE INSTITUTE	04/16/2024	760.00
836171	THE MATH LEARNING CENTER	04/16/2024	9,719.03
836172	THE STEPPING STONES GROUP LLC	04/16/2024	30,375.00
836173	US Foods - Seattle	04/16/2024	75,883.15
836174	Us Postal Service (cmrs-Fp)	04/16/2024	2,000.00
836175	Valley Greens	04/16/2024	760.00
836176	Verizon Wireless	04/16/2024	2,762.59
836177	Wash State Center For Childhoo	04/16/2024	337.50
836178	Wcp Solutions	04/16/2024	2,141.56
836179	West Coast Mechanical Solution	04/16/2024	44,749.35
836180	WSIPC	04/16/2024	327.30
836181	YMCA	04/16/2024	60,101.10

76 Computer Check(s) For a Total of 1,551,188.93

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

As of April 16, 2024, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$444.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX  
Warrant Numbers 836182 through 836183, totaling \$444.28

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

Check Nbr	Vendor Name	Check Date	Check Amount
836182	Bank Of The Pacific (use Tax)	04/16/2024	425.67 GF
836183	Bank Of The Pacific (use Tax)	04/16/2024	18.61 ASB
2	Computer	Check(s) For a Total of	444.28

**OVERNIGHT & OUT-OF-STATE STUDENT TRIP REQUEST**

Overnight or out-of-state field trips require approval by the Board of Directors. Use the form below as an outline for the information necessary to submit a request for Board approval. Requests must be submitted to the building principal at least three weeks prior to submission to the Board. Following approval by the building principal and/or ASB, forward the request to the superintendent one week prior to the next scheduled Board meeting.

Group/Team CTE Business Comm

School HLC

Advisor Tammy Heath Phone 360-538-3312

Date(s) of Trip April 30th, 24 Destination Astoria, OR

Lodging Location N/A Lodging Phone N/A

Objective of Trip Campus Visit Job Corps Tongue Point

Number of Students 15 Number of Chaperones 2

Cost per Student school lunch Cost per Chaperone 0

Funding Source and/or Account Code CTE

Type of Transportation Bus Bus form required YES  NO

ASB Approval N/A Date \_\_\_\_\_

Principal Approval [Signature] Date 3/27/24

Board Approval \_\_\_\_\_ Date \_\_\_\_\_

*(Reference School Board Policy – Field Trips and Excursions 2320 and 2320P)*

**Field Trip Harbor Learning Center  
Tuesday April 30th Tongue Point Job Corps  
Astoria, OR**

9:00 am - departing HLC - up to 15 students / 3 chaperones

10:30 am - arriving at Tongue Point

10:30 am - 12:00 pm tour of campus

12:00 ish - another **lunch in the campus cafeteria**

12:45 ish - depart

2:45 ish - Arrive at HLC

- Students will enjoy their **school lunch** on the bus on the way down
- Please wear comfortable shoes, we will be walking around the campus.
- You do not need a backpack and can leave it on the bus if you choose to bring it.
- Astoria is about a 2 hour ride on the bus so bring your phone or just catch up on sleep.
- We do not stop along the way
- Bag lunch is supplied by the cafeteria and we are also eating lunch at the Job Corps campus cafeteria.

Any questions or concerns please contact me.

Tammy Heth

[theth@asd5.org](mailto:theth@asd5.org)

360.538.3312 classroom

360.538.2180 office

Chaperones;

Counselor - Kasi Turner

Support Staff - Bryce Fitzpatrick



# Grays Harbor Community Foundation

P.O. Box 615, 705 J Street, Hoquiam WA 98550 | Phone: (360) 532-1600 | E-mail: [info@gh-cf.org](mailto:info@gh-cf.org)

## Board of Directors

### OFFICERS

Kathryn Skolrood  
Chair  
Molly Bold  
Vice Chair  
George Donovan  
Secretary  
Mike Stoney  
Treasurer

### ELECTED MEMBERS

Dr. Donald Arima  
Dr. Edward Brewster  
David Burnett  
Judith Davis  
Lynn Green  
Tim Martin  
Wes Peterson  
Tom Quigg  
Mike Sand  
Mark Stensager  
Bill Stewart  
Richard Vroman  
Maryann Welch

### EMERITUS MEMBERS

Todd Lindley  
Stan Pinnick  
Randy Rust

### Staff

Eric Potts  
Executive Director  
Jessica Hoover  
Senior Program Officer  
Valerie Piper  
Finance & Accounting Officer  
Lyndsie Winter  
Administrative Assistant

March 28, 2024

Aberdeen School District  
ATTN: Traci Sandstrom  
216 North G Street  
Aberdeen, WA 98520

Dear Traci,

Congratulations! The Grays Harbor Community Foundation is excited to announce you have been awarded a grant in the amount of **\$5000**. Your project, **AJ West Library Upgrades**, is awarded from the Quarterly Impact Grants Fund held at the Grays Harbor Community Foundation.

Enclosed, please find a copy of our Grant Award Agreement form. Have an authorized individual of your organization sign the included Agreement Form and return it to the Foundation. Upon our receipt of the signed Agreement, we will issue your check.

Final progress reports are required three months after funds are awarded (July 1, 2024) to be considered for future grant opportunities. You can access the final report by logging into your account. Please use this letter as your reminder to complete the report on time as we share all reports with our Board of Directors.

The board and staff of the Foundation appreciate your organization for the work it does to improve the lives of our community. Congratulations and good luck with your work in the coming year.

Sincerely,

Eric Potts  
Executive Director



# STEVENS ELEMENTARY HUSKIES



# MEET THE FAMILY









## 2023 – 2024 SCHOOL IMPROVEMENT GOALS

1. 100% of all Stevens Huskies will reach 100% of their expected growth in ELA BASED ON THE iREADY ASSESSMENT.
2. 100% OF ALL STEVENS HUSKIES WILL REACH 100% OF THEIR EXPECTED GROWTH IN MATH BASED ON THE iREADY ASSESSMENT.
3. STEVENS WILL REDUCE THE NUMBER OF ABSENCES BY 5% FROM 2022–2023 SCHOOL YEAR.





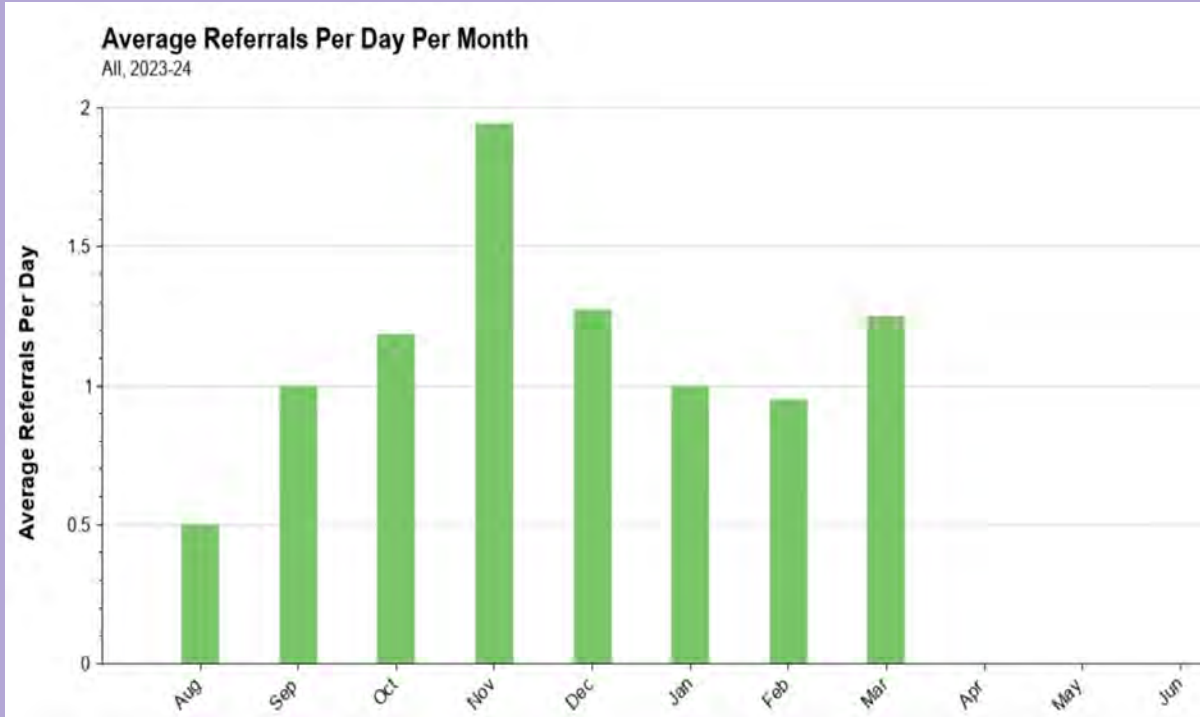
# SCHOOL-WIDE PBIS

ASB  
HUSKY CELEBRATIONS  
MONTHLY PBIS ASSEMBLIES  
HUSKY STORE





# PBIS UPDATE



160 OFFICE  
REFERRALS

1.2 REFERRALS PER  
DAY





# PLAYWORKS RECESS PROGRAM

## IMPLEMENTATION OF PLAYWORKS PROGRAM RECESS AMBASSADORS



PLAYWORKS

GAMES of the WEEK			
<b>RECESS RULES</b>	<b>CAT AND MOUSE</b>	<b>HULA HOOP FOUR SQUARE</b>	<b>RECESS CONSEQUENCES</b>
<b>RESPECT</b> Be a Team Player			<b>1st</b> Verbal Warning
<b>RESPONSIBLE</b> Always Try Your Best	<b>GAME RULES</b>		<b>2nd</b> Break with Teacher
<b>SAFE</b> Be Responsible			<b>3rd</b> Choose a New Game
<b>KIND</b> Everyone Participate			<b>WORD of the WEEK</b> Teacher: Stevens Students: Huskies





# STUDENT CENTERED PROGRAMS

FALL & WINTER ASB

RECESS AMBASSADORS

STUDENT PRODUCED NEWSLETTER

BUDDY CLASSROOMS

5TH GRADE BASKETBALL

MISSOULA CHILDREN'S THEATER

SHOP WITH A COP

VETERAN'S DAY ASSEMBLY





# ANNUAL SCHOOL FOCUS

LAYERED  
ELA  
APPROACH

## ALL STUDENTS

INDIVIDUALIZED DIGITAL  
PATHWAYS ~ I-READY  
TIER 1 INTERVENTIONS

## SOME STUDENTS

EMBEDDED IN THE CORE  
CLASSROOM, SMALL  
GROUP INTERVENTIONS

## FEW STUDENTS

EXPLICIT  
INTERVENTIONS TO  
ADDRESS SKILL GAPS

## OUTCOMES

PROMOTES A  
POSITIVE LEARNING  
ENVIRONMENT  
WHERE EVERY  
STUDENT GETS  
WHAT THEY NEED.

★ EVERY  
STUDENT  
SUCCEEDS ★



## SCHOOL-WIDE COMMITMENTS TO LEARNING:



- TIERED INSTRUCTIONAL APPROACH:
  - 60 MINUTE UNINTERRUPTED ELA BLOCK
  - 30 MINUTE MTSS INTERVENTION
  - 30 MINUTE EL &/OR SPECIAL EDUCATION INTERVENTION
  - INTERVENTIONS ALIGNED ACROSS PROGRAMS
- IMPLEMENTATION OF HEGGERTY & REALLY GREAT READING IN THE CLASSROOM
- GRADE LEVEL DATA ACTION MEETINGS
- SCHOOL IMPROVEMENT GOALS LINKED TO STUDENT PROGRESS AND GROWTH ON



## MTSS UPDATE



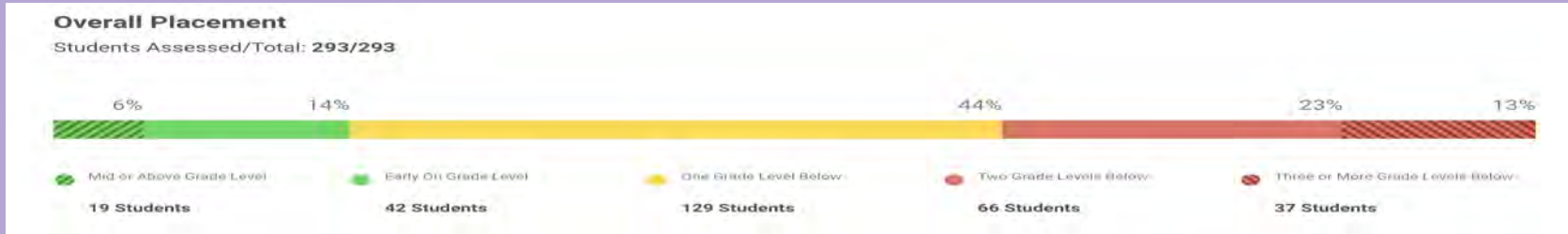
- STUDENT-CENTERED INSTRUCTIONAL APPROACH
  - DRIVEN BY INDIVIDUAL STUDENT NEEDS, NOT LABELS
- ALIGNED WITH THE SCIENCE OF READING PRINCIPLES
  - EMPHASIZES EXPLICIT, SYSTEMATIC, MULTISENSORY AND CUMULATIVE INSTRUCTION
- COLLABORATIVE FRAMEWORK
  - COORDINATION ACROSS SUPPORT PROGRAMS (MTSS, SpEd, EL)
  - REGULAR TEAM MEETINGS
    - BIWEEKLY SPECIALIST MEETINGS
- CONTINUOUS PROGRESS MONITORING
  - ONGOING ASSESSMENT WITH FREQUENT ADJUSTMENTS



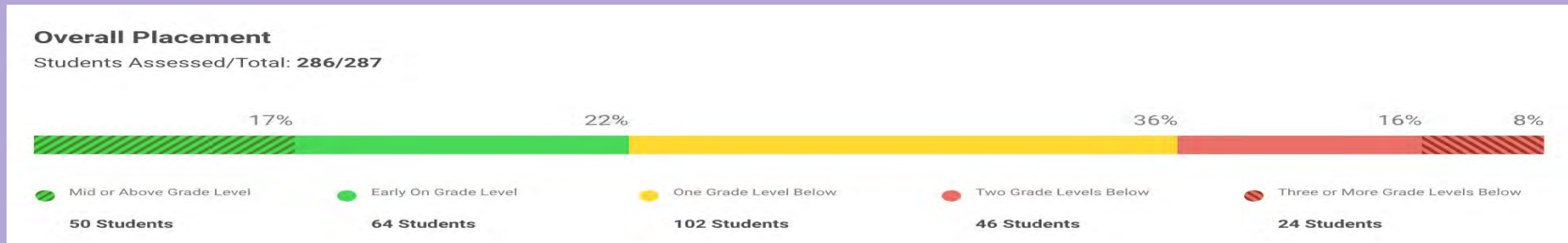


# ACADEMIC UPDATES: ELA

FALL 23/24



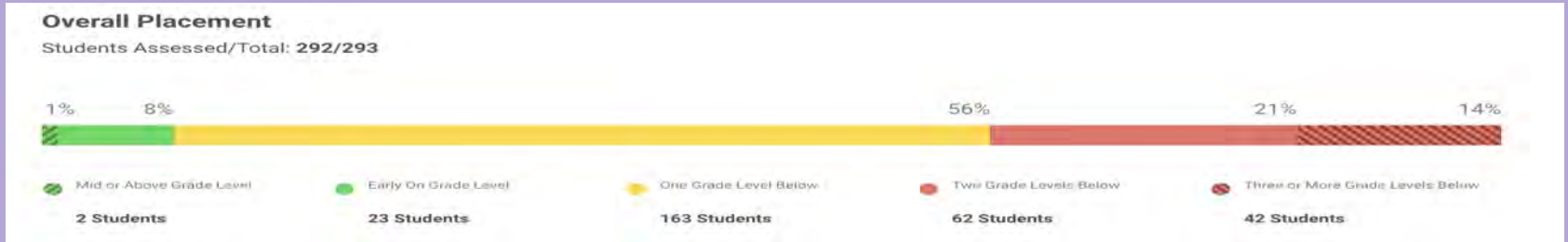
WINTER 23/24



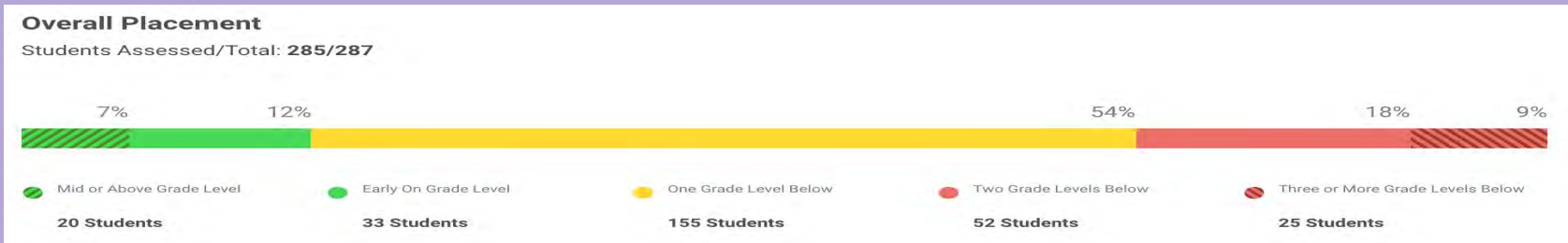


# ACADEMIC UPDATES: MATH

FALL 23/24



WINTER 23/24

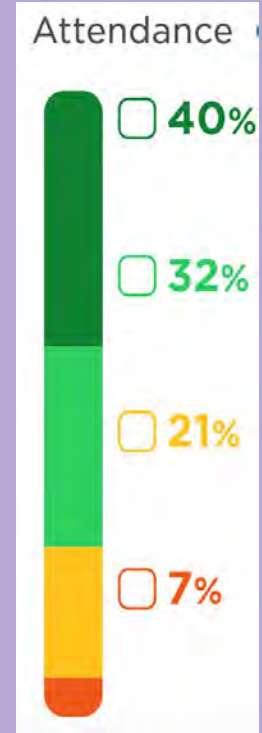
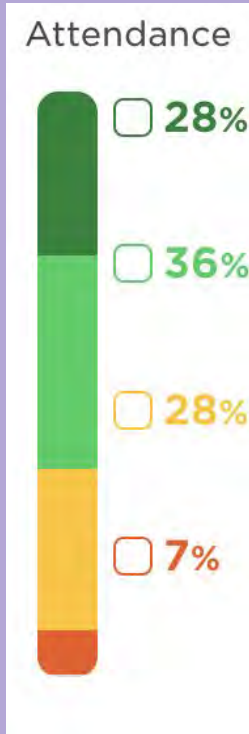




# ATTENDANCE UPDATES

YTD 22/23

YTD 23/24



\*DAILY AM ANNOUNCEMENTS OF CLASSROOMS WITH PERFECT ATTENDANCE

\*SCHOOL WIDE ATTENDANCE BINGO

\*MONTHLY PERFECT ATTENDANCE AND ON TRACK ATTENDANCE AWARDS

\*WEEKLY DATA ON MONDAY MEMO

\*MONTHLY DATA ON PTO PRINCIPAL REPORT AND SCHOOL NEWSLETTER

\*ATTENDANCE LETTERS

\*ATTENDANCE CONFERENCES (ENGAGEMENT TEAM)



# HIGHLIGHTS

## STEVENS SCHOOL INVOLVEMENT

HUSKY DIGS

MISSOULA CHILDREN'S THEATRE

PTSO FALL FEST, HOLIDAY FAMILY CRAFT NIGHT, BINGO

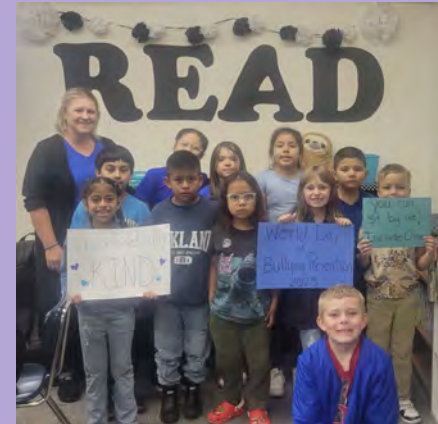
5TH GRADE BAND & ORCHESTRA: 40 STUDENTS

DAILY MORNING ANNOUNCEMENT VIDEO

PRESCHOOL PUMPKIN PATCH

BULLY PREVENTION MONTH & BLUE SHIRT TUESDAY'S

MISS GRAYS HARBOR CLASSROOM VISITS





# Husky Digs

## Spring 2024









## UPCOMING EVENTS

APRIL 8TH–JUNE 7TH: SPRING HUSKY DIGS (FRIDAY'S 9:30–10:15)

APRIL 15TH–MAY 3RD: SBA TESTING

APRIL 22–24TH: OUTDOOR SCHOOL

APRIL 29TH: PACIFIC SCIENCE CENTER

APRIL 30TH: APRIL PBIS AWARDS ASSEMBLY

MAY 18TH: DONUTS WITH GROWN UPS

MAY 30TH: MAY PBIS AWARDS ASSEMBLY

JUNE 10TH–13TH: END OF YEAR ACTIVITIES



# Husky Digs

## Spring 2024





# ART PROJECTS KINDERGARTEN AND FIRST GRADE

Painting  
Drawing  
Coloring and More!



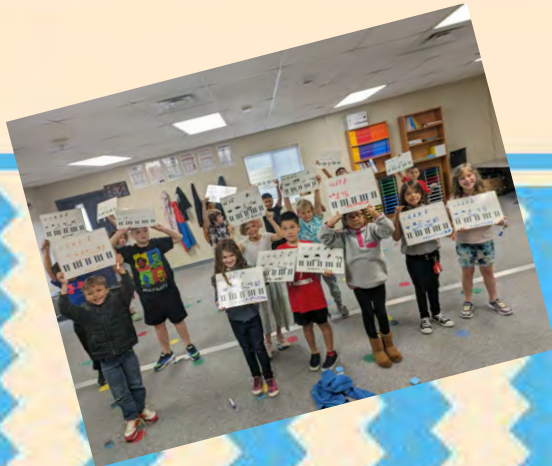
Be Creative!  
Have fun with  
art!  
Learn about  
famous  
artists!



Let's make a  
book of  
memories!

# Yearbook

4th and 5th Grade





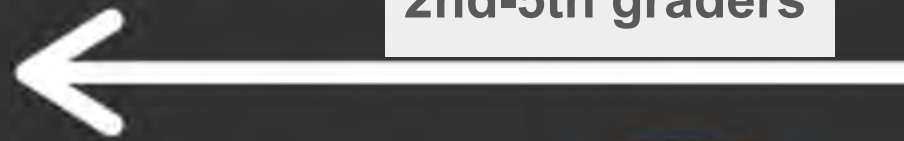




# LEGO STEM

*activities*

2nd-5th graders

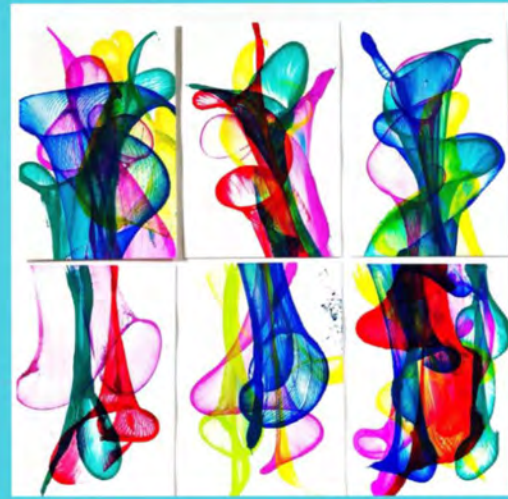


A pair of red, vertically pleated theater curtains with a scalloped valance at the top, framing a white central area.

# Musical Production

Come sing and act with us  
K-5

# 2nd & 3rd Grade Spring Art





# 4th-5th Grade Art

Learn to paint using the styles and techniques of famous artists:

Vincent Van Gogh - Expressionism  
Leonid Afremov - Impressionism  
Georges Seurat - Pointillism





# Chess Club

Learn how the pieces move, how to play, strategies, and battle others at chess!

Grades 3-5





# Puzzle Club

Are you good at solving puzzles? Would you like to practice your puzzle solving skills?

Join us in the Puzzle Club and share your skills!

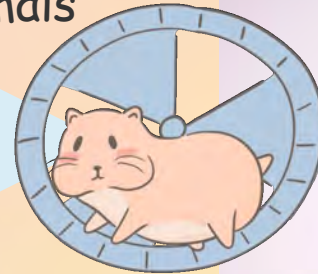
Kinder-5th Grade

# Paws for A Cause Crew

- Learn all about what a shelter is
- Take virtual tours of our local shelter, PAWS
- Create toys and items for the shelter animals
- Advocate for animal adoption

Embark on a Pawsome Adventure  
Become a Pet Hero!

(1st - 5th Grade)



# Making Smiles :) and Friendships :) Kids Cooking Class Grades K-2

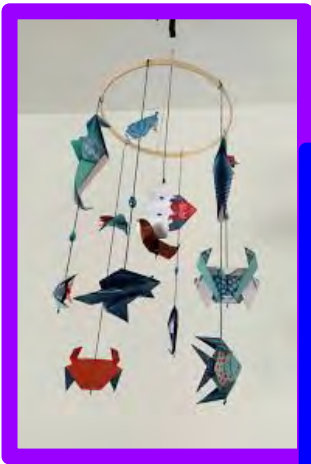
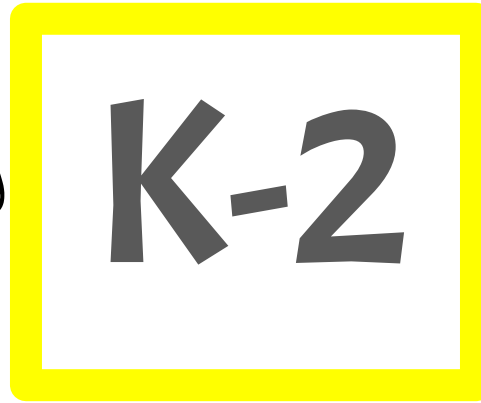


Come learn, laugh, **bake**, and eat with us :)

# Origami

Origami is the art of paper folding using a sheet of square paper.

Learn basic folding techniques to make fun creations.





# Exploring through Science K-2!

Let's create new experiments each week!

Learn about the Scientific Process!

Have Fun!!



SCIENCE



# Net Games

Come learn and play different Net Games with Mr. Stutesman and Ms. Gentry! 2nd grade-5th graders!

- Volleyball
- Badminton
- Pickleball



# CLAY ART K-5





# Fiber Arts

## 1st-5th Grade

- \*Sew a cushion
- \*Learn how to weave
- \*Learn beginning crochet
- \*Make a project bag

K	1st	2nd	3rd	4th-5th
Art	Art	Art	Art	Art
Clay Art	Clay Art	Origami	Clay Art	Clay Art
Science	Science	Baking	Net Games	Net Games
Origami	Origami	Science	Paws	Paws
Baking	Baking	Clay Art	Puzzle Club	Puzzle Club
Puzzle Club	Paws (limited spots)	Net Games	Chess Club	Chess Club
Musical	Puzzle Club	Paws	Musical	Musical
	Musical	Puzzle Club	Lego	Lego
	Fiber Arts	Musical	Explore Washington	Explore Washington
		Lego	Fiber Arts	Yearbook
		Fiber Arts		Fiber Arts

## TARGETING STUDENT LEARNING

The Aberdeen School District Board of Directors recognizes that one of its key functions is holding the district accountable for student learning. It is the board's goal to provide opportunities for all students to become responsible and respectful global citizens who contribute to their economic well-being and that of their families and communities, who explore and understand different perspectives and who enjoy productive and satisfying lives. It is the mission of the Aberdeen School District to facilitate an innovative, empowering and equitable learning experience for every student by creating a community of confident, connected, future-ready, critical thinkers. To this end, the board will engage in development, implementation and annual review of a Targeting Student Learning program. The Aberdeen School District value statements include the following:

- Every student can learn.
- Positive relationships.
- Respectful culture.
- Practice growth mindset.
- Future focused.
- Attendance matters.
- Shared accountability, and
- Healthy choices.

### A. Goals

The district will strive to provide students with opportunities to develop academic and technical skills essential to meeting four goals:

1. Read with comprehension, write with skill and communicate effectively and responsibly in a variety of ways and settings;
2. Know and apply the core concepts and principles of mathematics, social, physical, information technology and life sciences, civics and history, geography, arts and health and fitness; as articulated by the state standards;
3. Think analytically, logically, and creatively, and integrate experience and knowledge to form reasoned judgments and solve problems; and
4. Understand the importance of work and how performance, effort, and decisions directly affect future career and educational opportunities.

These guiding statements will be used in pursuit of district goals:

- Students will be "life ready" with 21<sup>st</sup> Century skills.
- Students will be reading at or above grade level by the end of 3<sup>rd</sup> Grade.

- Students will be Algebra ready by 9<sup>th</sup> Grade.
- Students will have multiple opportunities to explore careers and learn life skills, and
- Our entire school community engages with a growth mindset for continuous improvement.

## **B. Step One: Development and Implementation**

The Board will develop and implement a Targeting Student Learning program by scheduling a review of current district policy in the following key areas relevant to student learning:

1. Governance and Planning (includes board philosophy, strategic planning and budget planning);
2. Academic Standards and Assessment;
3. Education Program (includes integrated academic and applied instruction, specialized instruction programs and alternative instruction programs);
4. Instructional Materials (includes instructional material development, content and evaluation);
5. Instruction (includes instructional goals, delivery);
6. Learning Environment/Climate (includes equal educational opportunities, safety and security, student welfare services, student rights and responsibilities, student activities);
7. Professional Standards (includes teacher and other professional staff recruitment and selection, staff orientation, staff development, evaluation, superintendent recruitment and selection); and
8. Parent/Community Engagement (includes shared decision-making, parent involvement, volunteers, and community partnerships).

Review of current district policy should include:

- Discussion of each individual policy topic;
- Assessing current district policy on each topic;
- Gathering information on each topic with the assistance of students, parents, staff and/or community members; and
- Determining the direction the Board wishes to take in updating existing policy or crafting new policy on each topic.

## **C. Step Two: Adoption**

The Board will adopt any necessary policy amendments or new policies to align with the Targeting Student Learning goals listed above.

**D. Step Three: Assign action items**

The Board will assign to itself and/or the superintendent necessary action item(s) to support the new policy language.

**E. Step Four: Annual Review**

Once the board has implemented a Targeting Student Learning program, the following timeline may be used to schedule annual review of each policy topic as well as any necessary policy amendments and action items:

## Annual Review of Targeting Student Learning Program

<b>Policy Topic</b>	<b>Monitoring Date</b>	<b>Acceptance/ Compliance</b>	<b>Policy Amendment(s)</b>	<b>Board/Supt Action</b>
Governance & Planning	March [ <i>As a part of Board Self-Assessment</i> ]			
Academic Standards & Assessment	<del>April</del> Building presentations monthly			
Education Program	May Building presentations monthly			
Curriculum	January			
Instruction	February			
Learning Environment	September			
Professional Standards	October			
Parent/Community Engagement	December [ <i>Note: New board members begin their term in odd-numbered years</i> ]			

## Cross References:

1005 - Key Functions of the Board  
1310 - Policy Adoption, Manuals and Administrative Procedures  
1820 - Board Self-Assessment  
2000 - Student Learning Goals  
2004 - Accountability Goals



2020 - Course Design, Selection and Adoption of Instructional  
Materials

Legal References:

RCW 28A.150.210 Basic education — Goals of school districts.  
RCW 28A.320.015 School boards of directors — Powers —  
Notice of adoption of policy.

Adopted: 4/17/18

Revised: \_\_\_\_\_

## STUDENT LEARNING GOALS

A basic education is an evolving program of instruction that is intended to prepare students to become responsible and respectful global citizens, to contribute to their economic well-being and that of their families and communities, to explore and understand different perspectives and to enjoy productive and satisfying lives. It is the school board's mission to facilitate an innovative, empowering and equitable learning experience for every student by creating a community of confident, connected, future-ready critical thinkers. With the involvement of parent and community members, the goal of the district is to provide opportunities for every student to develop the skills and knowledge essential to:

- A. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences;
- B. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history; including different cultures and participation in representative government; geography; arts; and health and fitness;
- C. Think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and
- D. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.

These goals will be placed within a context of a performance-based educational system in which high standards are set for all students. Parents are primary partners in the education of their children, and students take responsibility for their learning. How instruction is provided to meet these learning goals is the decision of the school board and district educators. An assessment system for determining if students have successfully learned the essential academic learning requirements based on the student learning goals shall be adopted by the district as required by state law.

The Aberdeen School District has identified the following values:

- Every student can learn,
- Positive relationships,
- Respectful culture,
- Practice growth mindset,
- Future focused,
- Attendance matters,
- Shared accountability, and
- Healthy choices.

The following guiding statements will be used in pursuit of district goals by 2030:

- Students will be “life ready” with 21<sup>st</sup> Century skills.
- Students will be reading at or above grade level by the end of 3<sup>rd</sup> Grade.
- Students will be Algebra ready by 9<sup>th</sup> Grade.
- Students will have multiple opportunities to explore careers and learn life skills, and
- Our entire school community engages with a growth mindset for continuous improvement.

---

Legal References:	RCW 28A.150.210	Basic Education – Goals of school districts
	28A.655.010	Washington commission on student learning - Definitions

Adoption Date: 04/16/96  
Revised: 03/16/99, 06/06/06, 2/05/08, 10/04/22, \_\_\_\_\_

### Adopting Performance Improvement Goals

Annually, the board will do the following:

1. Adopt district-wide **mission, vision, values and guiding statements to frame building-specific** performance improvement goals for the measures included in the Washington school improvement framework.
2. Direct each school in the district that enrolls students in grades three through eight and/or high school to establish goals to increase the measures included in the Washington school improvement framework consistent with state and district goals.

The district and each school in the district will establish English language arts and mathematics improvement goals using the **federal** requirements ~~of the Elementary and Secondary Education Act (the “ESEA”)~~ to determine the increase in requirements described above for all students and for each of the groups required ~~by the ESEA~~ **under the federal requirements**.

The district and each school will establish annual performance improvement goals in accordance with the following:

1. As a starting point for determining annual performance improvement goals, the district and each school will use the most recently available results of the school improvement framework.
  - a. **Each building will use the results of their most recent Semi-Annual Report.**
2. The performance improvement goals for assessments administered in the spring of 2027 must be consistent with the goals outlined in the state consolidated plan. At a minimum, the district and each school must adopt the following goals:
  - a. Ninety percent of students eligible to be assessed will meet standard on the required state assessments.
  - b. The graduation rate for all students and each of the groups ~~required by the ESEA~~ **referenced in WAC 180-105-020(2)** will not be less than ninety percent.
  - c. Performance improvement goals using the **federal** requirements ~~of the ESEA~~ to determine the increase in the percentage of students making progress toward English language proficiency included in the Washington school improvement framework.
3. The district and each school must establish goals for each of the Washington school improvement framework indicators for all students and for each of the groups ~~required by the ESEA~~ **referenced in WAC 180-105-020(2)**.

### Reporting Progress

Annually, the board will report the following information at a public meeting and in writing:

1. The district’s performance improvement goals;

- a. Each school will deliver an annual report to the school board with building-specific goals that are aligned with the district mission, vision and values statements. (See policies 1340 and 2000)
- 2. Student performance relative to the goals;
  - a. District benchmark assessments will be the metric the Aberdeen School District uses to measure progress toward learning goals.
- 3. District and building plans to achieve the goals, including curriculum and instruction, parent and guardian involvement, and resources available to parents and guardians to assist students in meeting the state standards.
  - a. Climate surveys will be administered to students, staff and community members for each corresponding school.

Annually, the district will report the district’s progress toward meeting the district and building goals in a news release to local media.

In each school’s annual performance report, the district will include school-level goals, student performance relative to the goals, and a summary of school-level plans to achieve the goals.

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Cross References:	Policy 4000	Public Information Program
Legal References:	RCW 28A.655.100	Performance goals – Reporting requirements
	RCW 28A.655.110	Annual school performance report—Model report form
	WAC 180-105-020	<u>Reading and mathematics Performance improvement goals</u>
	<del>WAC 180-105-040</del>	Definitions
	WAC 180-105-060	High school graduation

Adoption Date: 10/19/99  
 Revised: 11/15/00, 12/04/01, 12/16/03, 06/06/06, 12/03/13, 10/04/22, \_\_\_\_\_

## SCHOOL IMPROVEMENT PLANS

Each school shall develop and adopt a school improvement planning process, with annual review for progress and necessary changes. Each school shall submit its plan to the Board of Directors in October of each year for initial approval and annual review.

Each school improvement plan or process will be data driven and will promote a positive impact on student learning. A positive impact on student learning means promoting the continuous achievement of the state learning goals, essential academic learning requirements, and the achievement of nonacademic growth in areas like public speaking, leadership, interpersonal relationship skills, team work, self-confidence and resiliency. The intent is that students can meet the goals of Washington's basic education system: to become responsible citizens, to contribute to their own economic well-being and that of their families and communities, and to enjoy productive and satisfying lives.

Each school improvement plan shall be based on a building self-review that is aligned with the district's Mission, Vision, Values and Guiding Statements and includes the active participation and input of building staff, students, parents and community members.

Each school improvement plan shall address the following elements:

- Characteristics of effective schools as identified by the Office of the Superintendent of Public Instruction and the educational service district (a plan may focus on one or several of the characteristics for up to three years);
- Educational equity factors including gender, race, ethnicity, culture, language and physical and mental ability;
- Use of technology;
- Parent and community involvement; and
- Other factors identified by the school community for inclusion in the plan or process.

### Guiding statements for 2030 goals:

- Students will be "life ready" with 21<sup>st</sup> Century skills.
- Students will be reading at or above grade level by the end of 3<sup>rd</sup> Grade.
- Students will be Algebra ready by 9<sup>th</sup> Grade.
- Students will have multiple opportunities to explore careers and learn life skills.
- Our entire school community engages with a growth mindset for continuous improvement.

Any school participation in a program of school improvement assistance through the state accountability system or the federal Elementary and Secondary Education Act will constitute sufficient compliance with this policy.





## **CURRICULUM DEVELOPMENT COURSE DESIGN, SELECTION AND ADOPTION OF INSTRUCTIONAL MATERIALS**

The board recognizes its responsibility for the improvement and growth of the educational program of the schools. To this end, ~~the curriculum shall~~ course designs will be evaluated, adapted and developed on a continuing basis ~~and in accordance with a plan for curriculum growth.~~ Instructional materials shall be selected to assist ensure alignment with state learning standards and enable all students ~~in attaining the basic~~ to master the foundational skills and work skills as required by the state ~~knowledge to achieve readiness for college or career pathways as confident, connected, future-ready critical thinkers.~~ *(NOTE: this statement is lifted from the district mission and vision one-pager. The WSSDA language said students will attain college and career readiness.)*

~~All new courses or major modifications to existing courses must be approved by the superintendent prior to implementation. The superintendent, in turn, shall inform the board before the new course or major revision to an existing course is implemented.~~

~~The superintendent shall establish procedures for curriculum development, which provide for involvement of community representatives and staff members at appropriate times, the annual review of selected areas on a cyclical basis, and any suggested changes that should be made as a result of the curriculum study. Such review shall take place at least once during each seven-year period.~~

### **Definitions**

For the purpose of policy and procedure 2020, the following definitions will apply:

**Course Design** is the process that includes identifying and sequencing essential content supporting students' skill development towards state learning standards. Course design involves providing appropriate instructional materials, professional development, and support systems for teachers as they implement the course.

**Instructional Materials** are all materials designed for use by students and their teachers as learning resources to help students to acquire facts, skills, and/or to develop cognitive processes. These instructional materials, used to help students meet state learning standards, may be printed or digital, and may include textbooks, technology-based materials, other educational media, and assessments. They may carry different licensing types from open to all rights reserved. For the purposes of this policy, there are five categories of instructional materials:

**Core Instructional Materials** are the primary instructional resources for a given course. They are district-approved and provided to all students to help meet learning standards and provide instruction towards course requirements.

**Alternative Core Materials** are the primary instructional materials for a given course that are used with a subset of students. These materials are intended to replace approved core materials and may be used for specialized course offerings or flexible learning environments.

**Intervention Materials** are designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards. Intervention materials are used with students to accelerate progress toward particular learning goals based on systematic assessment, decision-making, and progress monitoring.

**Supplemental Materials** are used in conjunction with the core instructional materials of a course. These items extend and support instruction. They include, but are not limited to, books, periodicals, visual aids, video, sound recordings, computer software and other digital content.

**Temporary Supplemental Materials** are those items used in conjunction with the core instructional materials of a course that are of interest or value for a short period of time and are chosen within district-established guidelines. They are not intended to supplant the adopted curriculum nor be used on a regular instructional basis. Examples might include timely articles from relevant, reliable sources, websites, or news broadcasts. The use of temporary supplemental materials for time periods of over one year requires consideration of the material as either part of the core instructional material for a course or supplemental material for the course depending on the nature and scope of the material.

**Instructional Materials Committee** is the body that makes core instructional materials adoption recommendations to the School Board based on superintendent-established procedures.

### Course Design

The superintendent or designee will establish procedures for course design that:

1. Provide for the regular review of selected content areas and implementation of any suggested changes.
2. Provide for involvement of community representatives and staff members at appropriate times.

### Selection and Adoption of Instructional Materials

The board is legally responsible for the selection of all instructional materials used in the district. Instructional materials shall be defined as all printed, filmed or recorded materials furnished by the district for student use and/or included on students' reading lists. The primary objective in selecting instructional materials is to implement, enrich and support the educational program of the schools. All instructional materials shall be selected in conformance with:

1. Applicable state and federal laws,

2. ~~The stated~~ Goals and/or **learning** standards of the district **and state**, and
3. **Procedures established by the Instructional Materials Committee which address the criteria detailed in the corresponding Procedure 2020P.**

#### Criteria for Selection of Instructional Materials

~~Staff shall rely on reason and professional judgment in the selection of high quality materials that comprise a comprehensive collection appropriate for the instructional program. Instructional materials selected shall include, but are not limited to, those which:~~

- ~~A. Enrich and support the curriculum, taking into consideration the varied instructional needs, abilities, interests, and maturity levels of the students served.~~
- ~~B. Stimulate student growth in conceptual thinking, factual knowledge, physical fitness and literary and ethical standards.~~
- ~~C. Provide sufficient variety so as to present opposing views of controversial issues in order that students may develop the skills of critical analysis and informed decision-making.~~
- ~~D. Contribute to the development of an understanding of the ethnic, cultural, and occupational diversity of American life.~~
- ~~E. Present objectively the concerns of and build upon the contributions, current and historical, of both sexes, and members of religious, ethnic and cultural groups. The district recognizes that under certain conditions biased materials may represent appropriate resources in presenting contrasting and differing points of view.~~
- ~~F. Provide models which may be used as a vehicle for the development of self-respect, ethnic pride and appreciation of cultural differences, based on respect for the worth, dignity, and personal values of every individual.~~

~~Any requests from organizations which provide supplemental instructional materials and/or aids must be examined to insure that such materials meet the criteria above. The principal shall review for accuracy and educational value to the total school program all materials or activities proposed by outside sources for student or staff use.~~

~~The responsibility for preparing all student reading lists and for examining, evaluating and selecting all supplementary materials is delegated to the professional staff of the district. Textbooks shall be adopted by the board prior to their use in schools except for trial use texts of a pilot nature, which may be authorized by the superintendent for use for a period of no more than one school year prior to board adoption. Materials approved for trial use shall be restricted to classes specified.~~

**The board is responsible for the adoption of all core materials used in the district.**

The superintendent, or designee, will establish procedures for core material, alternate core, and intervention material selection and adoption using criteria around evidence-based practices.

The superintendent will ensure that a listing of all core instructional materials used within the school curriculum is maintained in the district and is available for public review either in-person or online.

The intent of the board is that the superintendent delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the professional staff of the district. This includes preparing all student reading lists. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students.

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Cross References:	Board Policy 6881	<del>Disposal of Surplus Equipment or Materials</del>
	Board Policy 2027	<u>District Ownership of Staff-Created Work</u>
Legal References:	RCW 28A.150.230	Basic Education Act of 1977
	28A.320.230	Instructional materials—Instructional materials committee
	28A.405.060	Course of study and regulations
	28A.640	Sexual Equality Mandated for Public Schools
	WAC 392-190-050	Course offerings--Generally--Separate sessions or groups permissible



Adoption Date: 04/16/96  
Revised: 06/06/06; \_\_\_\_\_

## **Course Design, Selection and Adoption of Instructional Materials**

For the purposes of this procedure, the definitions from Policy 2020 will apply.

District course design and core instructional materials should be regularly reviewed to ensure their ongoing alignment with state law, teaching and learning standards, and research-based best practices. All students will receive high quality core instruction and, as appropriate, strategic and intensive intervention supports matched to student needs.

### **Course Design**

#### **Existing Courses**

The superintendent or designee will establish a regular cycle of course design review and development that includes examination by review committees composed of district subject area coordinators and, as appropriate, external content area experts. This review cycle should be based on student need, changing demographics and funding. The cycle should cover each content area to ensure current course relevance. The course design process should review:

1. Relevance, rigor, and alignment to state learning standards;
2. Efficacy of core, alternative core, and intervention instructional materials that support student learning, and
3. Processes and resources used to assess student progress and address teacher professional learning.

Recommendations of this review may lead to:

1. Affirmation of continued use of current processes and instructional materials;
2. Establishment of a timeline for completion of recommended tasks;
3. Creation and assignment of tasks to subcommittees as required to select, write, or revise the course design;
4. Recommendation of new instructional materials selection to the Instructional Materials Committee;
5. Design of course implementation and staff development plans;
6. Identification of projected budget needs in accordance with established timelines, and/or
7. Maintained communications with impacted stakeholders.

#### **New Courses or Major Modifications to Existing Courses**

New course offerings or major course modifications that propose significant changes to course objectives or scope will be reviewed by the Superintendent or designee prior to being scheduled to ensure that the course is rigorous, utilizes appropriate instructional materials, and is a carefully considered part of the school's college and career pathways.

When the implementation of new or modified courses requires the adoption of new instructional resources, those resource recommendations will be forwarded to the Instructional Materials

Committee for consideration using the process outlined below.

**Selection and Adoption of Instructional Materials**

For the purposes of this procedure, instructional materials used in the school district will be classified as core, alternative core, intervention, supplemental, and temporary supplemental and shall be selected according to the procedures that follow.

The principal is responsible for ensuring the continuing familiarity of his/her certificated staff with the requirement of this policy and procedure. The district office will provide such technical assistance as may be necessary to accomplish this.

**Roles and Responsibilities in the Selection and Adoption of Instructional Materials**

<b><u>Instructional Material Type</u></b>	<b><u>Role</u></b>				
	<b><u>Certificated Teaching Staff</u></b>	<b><u>Principal</u></b>	<b><u>Superintendent</u></b>	<b><u>Instructional Materials Committee (IMC)</u></b>	<b><u>School Board</u></b>
<b><u>Core material</u></b>	<u>Identify</u>		<u>Establish adoption procedure</u>	<u>Recommend</u>	<u>Adopt</u>
<b><u>Alternative core</u></b>	<u>Identify</u>		<u>Designate selector</u>		
<b><u>Intervention</u></b>	<u>Identify</u>		<u>Designate selector</u>		
<b><u>Supplemental</u></b>	<u>Identify</u>	<u>Designate selector</u>			
<b><u>Temporary Supplemental</u></b>	<u>Select – within district guidelines</u>				

**Instructional Material Delivery Formats**

Instructional materials may be delivered in many formats, and may include textbooks, technology-based materials, or other educational media.

**Open Educational Resources**

Open Educational Resources (OER) are teaching and learning resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. A wide variety of free, high quality instructional content is available from supplemental to core instructional materials. District staff are encouraged to consider OER when selecting instructional materials. OER are subject to the same selection and adoption procedures as other instructional materials outlined in this document.

**Technology-based Resources**

When instructional materials are technology based, district educational technology staff should be consulted regarding the technological impacts of the suggested program. Equity of access for students and teachers must be considered for all core materials delivered in digital formats.

## Core Instructional Material Selection

### Instructional Materials Committee

The Instructional Materials Committee (IMC) ~~has been~~ **is** formed to establish and monitor such procedures as may be necessary for the ~~selecting, adopting and discarding of instructional materials owned and~~ **evaluation and recommendation of core materials** used by the district **in conformance to stated criteria**. The committee will act upon requests for ~~text~~ **core material** approval ~~and removal~~ and will evaluate and act upon citizens' requests for reconsideration of instructional **core** materials. ~~The function of the committee is to insure that materials are selected in conformance to stated criteria.~~

**Committee meetings will be held on a schedule determined by the district. Special meetings may be called by the committee chairman if necessary. The committee secretary will provide department heads, principals, and program developers with copies of the committee meeting schedule.**

**The committee will consist of: *[District Note: Describe the membership of the committee here.]* Instructional Materials Committees may include parents, but state law provides that parents must make up less than one-half the committee.**

**Members will be appointed by the superintendent or designee. Membership must be approved by the Board of Directors. The chairman and the secretary will be permanent members of the committee. Other members will have three-year terms. Temporary appointments of one year or less may be made to fill vacancies.**

### **Criteria for Selection of Core Instructional Materials**

**Core instructional materials shall be selected based upon the degree to which they:**

- A. Demonstrate likelihood of impact as shown by scientific or evidence-based research;**
- B. Enable implementation of the district's developed curriculum and meet state standards and College Readiness requirements;**
- C. Provide sufficient flexibility to meet the varied needs and abilities of the students served;**
- D. Provide clear and appropriate differentiation components for English Language Learners, special education students, students with academic opportunity gaps, and highly capable students;**
- E. Where appropriate, present balanced but differing views of issues, controversial or otherwise, in order that students may develop critical analysis and informed decision-making skills;**
- F. Demonstrate consideration of appropriate format(s) (including technological, visual, and/or auditory components);**
- G. Support an equitable access to learning and learning materials for all students; including the provision of appropriate, high-quality accessible instructional materials to all students with disabilities who require them; and**

H. Are free of stereotyping and gender, race, class, and other forms of bias, recognizing that under certain circumstances biased materials may serve as appropriate resources to present contrasting and differing points of view, and biased materials may be employed in order to teach students about bias, stereotyping, and propaganda in historical or contemporary contexts. The *Washington Models for the Evaluation of Bias Content in Instructional Materials*, published by the Office of Superintendent of Public Instruction (OSPI) should be consulted in the selection process to further to the goal of eliminating content bias:

<https://www.k12.wa.us/CurriculumInstruct/InstructionalMaterialsReview.aspx>.

### **Identification of Core Instructional Materials**

Core materials shall be initially selected by such certificated staff as the superintendent or designee may assign. Materials must meet the Criteria for the Selection of Core Materials above.

### **Recommendation of Core Instructional Materials**

The IMC will receive recommended district material proposals through superintendent-assigned staff. Core material will be reviewed according to superintendent-established procedures to ensure compliance with the above selection criteria and by using instructional material evaluation tools listed on the OSPI website:

<https://www.k12.wa.us/CurriculumInstruct/InstructionalMaterialsReview.aspx>

Based on its evaluation, the IMC will recommend instructional materials to the board for adoption.

### **Adoption of Core Instructional Materials**

Core material will be approved by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement.

### **Regularly Scheduled Core Material Updates**

Any courses using OER as their core material shall annually convene a representative group of district teachers of the course to revise and improve the core material. Adaptations shall be based on teacher and student suggestions and data from state or district assessments identifying areas of lower student performance. Revised versions of the core material will be implemented for the following school year.

If the adaptations to the core material results in significant changes to course objectives or scope, the revised resource shall be forwarded to the Instructional Materials Committee for consideration and, formal recommendation for board adoption.

### **Exceptional Needs or Rapidly Changing Circumstances**

The superintendent or designee may authorize the acquisition of alternative core instructional materials to meet exceptional needs or rapidly changing circumstances. However, expanded use of core instructional materials selected for exceptional needs will require adoption through the formal process.



**College in the High School, Advanced Placement, and/or International Baccalaureate**

College in the High School, Advanced Placement (AP), and/or International Baccalaureate (IB) courses may have varying course designs as necessitated by their course credit transfer requirements.

**Field Testing**

The Superintendent or designee may consider the use of field testing as part of the adoption process. Field testing can provide a flexible opportunity to investigate the effectiveness of curricular approaches, instructional materials, and/or assessment resources through careful experimentation for an identified purpose based on student needs.

Trial-use core instructional material of an experimental, field-test nature may be authorized for use by the superintendent for a period of no more than one school year prior to adoption through the formal process.

**Citizen Access to View Core Materials**

Members of the community are invited to review any core instructional materials in current or proposed use. Such review may be accomplished at the school, in the district office, or online. The review and examination process should be arranged in a way to avoid disrupting the educational program. The review of core materials should be undertaken with the knowledge of district objectives in mind.

**Intervention Instructional Material Selection**

Instructional materials designed to support strategic or intensive intervention for students who are at risk of not meeting established learning standards will be approved by the superintendent or designee based upon evidence from reputable sources (e.g., National Center on Response to Intervention, Johns Hopkins Best Evidence Encyclopedia).

**Alternative Core Instructional Material Selection**

The superintendent, or designee, will establish procedures through which schools may be approved to use alternative core materials for specialized course offerings or flexible learning environments. In many cases, the superintendent may decide that selection of these alternative core materials be made by certificated staff designated by the building principal.

**Supplemental Material Selection**

Supplemental materials will not require IMC approval or board adoption.

The superintendent shall delegate responsibility for examining, evaluating, and selecting all supplemental and temporary supplemental materials to the principal or professional staff of the district. This includes preparing all student reading lists using state standards-aligned resources/repositories. Staff will rely on reason and professional judgment in the selection of high quality supplemental materials that align to state learning standards and are appropriate for the instructional program and developmental level and interests of their students. While supplemental materials do not require item-by-item approval of the IMC, staff are expected to thoroughly preview such materials and to give due consideration to the text complexity, developmental level of students; appropriateness of language or images; bias against racial,

gender, ethnic, or other social groups; and other sensitive issues.

### **Temporary Supplemental Material Selection**

Professional staff of the district will rely on reason and professional judgment in the selection of high quality temporary supplemental materials that are appropriate for the instructional program and developmental level and interests of their students.

### **Protest Procedure for Instructional Materials**

When a parent/guardian or employee challenges any instructional materials used or restricted from use in the schools, the following steps should be taken:

1. Concerns should first be discussed with the certificated teacher and/or the school principal. All parties are urged to resolve the concern at this level.
2. If the concerns cannot be resolved through discussion at the school level, the following steps will be taken and the challenged instructional material will continue to be used until a decision is rendered.
  - a. If the challenged instructional material is supplemental in nature, at a parent's written request to the principal, the supplemental material may be asked to be withdrawn from their student. The principal shall facilitate a meeting of the complainant(s) and appropriate school staff. Following the meeting, the principal shall respond with a written decision. If warranted by the scope of the supplemental material, an appeal may be submitted to the Superintendent, or designee requesting review by the Instructional Materials Committee and a written decision.
  - b. If the instructional material is core, alternative core, or intervention material, the parent/guardian or employee may register a request for reconsideration with the Superintendent or designee. This request will be forwarded to the Instructional Materials Committee. The IMC will review the complaint and establish a timely process for public consideration of the complaint, if appropriate.

All instructional material reconsideration decisions will be by majority vote of the IMC and are final. Decisions of the committee will be delivered in writing to the Superintendent, complainant, and affected staff within ten (10) school business days.

### **Instructional Materials Committee**

~~The Instructional Materials Committee has been formed to establish and monitor such procedures as may be necessary for the selecting, adopting and discarding of instructional materials owned and used by the district. The committee will act upon requests for text approval and removal and will evaluate and act upon citizens' requests for reconsideration of instructional materials. The function of the committee is to insure that materials are selected in conformance to stated criteria.~~

### **Initial Selection**

~~Texts shall be initially selected by such certificated staff as the superintendent may designate.~~

~~Supplementary materials shall be selected by certificated staff using such materials with the understanding that while such materials do not require item by item approval of the committee, they must be selected under the criteria detailed below and are subject to normal reconsideration procedures. Supplementary materials supplement the major text of a course and are held in nine or fewer copies in a given classroom.~~

~~(Trial use texts of an experimental, pilot nature may be authorized for use by the superintendent for a period of no more than one school year prior to board approval for general use throughout the district).~~

APPROVAL

~~Texts shall be approved by the committee. Supplementary materials shall not require committee approval.~~

ADOPTION

~~Texts shall be adopted by the board prior to their use in classrooms. Texts selected previously are exempt from this requirement. Supplementary materials shall not require board adoption.~~

The following checklist is provided to help text selectors follow the above criteria. Selections which receive "fair" or "poor" ratings on any items should be avoided. If materials uniquely suited to an important purpose fail to meet the above criteria, they may be used in conjunction with countervailing materials.

Bias Content: \_\_\_\_\_ Excellent/Good/Fair/Poor/Not App.

1. \_\_\_\_\_ Presents more than one view  
point of controversial issues. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Presents minorities  
realistically. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Includes contributions of  
minority authors. \_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_ Presents non-stereotypic  
models. \_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_ Facilitates the sharing of  
cultural differences. \_\_\_\_\_  
\_\_\_\_\_

6. Promotes the positive nature of differences. \_\_\_\_\_  
\_\_\_\_\_

7. Includes the contributions, inventions, or discoveries of minorities. \_\_\_\_\_  
\_\_\_\_\_

8. Includes the contributions, inventions, or discoveries of women. \_\_\_\_\_  
\_\_\_\_\_

9. Presents minorities in a manner that promotes ethnic pride. \_\_\_\_\_  
\_\_\_\_\_

10. Facilitates an environment open to discovery and experimentation. \_\_\_\_\_  
\_\_\_\_\_

To evaluate materials by these criteria, text selectors may find the following steps helpful:

- A. Read reviews in the professional periodicals and research available through the curriculum office, state superintendent of public instruction, etc.
- B. Review copies of other available texts.
- C. Check the reading level of the text through use of a standard readability formula.

Removal of Instructional Materials

Instructional materials may be removed from collections at any time that they no longer meet the criteria for initial selection outlined in "Criteria for Selection of Instructional Material." Any instructional materials may be removed when the administration judges such removal to be in the best interests of the district. Ordinary procedures for withdrawal of materials are outlined below:

- A. Texts shall be removed from collections on the criteria for selection in this procedure and on the availability of suitable replacement materials.
- B. Supplementary materials shall be removed from collections by individual certificated staff holding such collections with the advice and consent of his/her immediate supervisor.

Citizens are invited to review any instructional materials in current use or proposed for district purchase. Such review may be accomplished at the school or in the district. The review and examination process should be arranged in a way to avoid disrupting the educational program.

~~The review of materials should be undertaken with the knowledge of district objectives in mind. The following activities will be employed to help citizens become familiar with instructional materials:~~

- ~~A. A variety of learning materials will be available for perusal at any time in the district office.~~
- ~~B. Displays of learning materials may be provided in schools during P.T.A. meetings, parent-teacher conferences and public meetings during the school year.~~

~~A citizen wishing to protest use of any instructional materials in the school system must use the form for requesting reconsideration of instructional materials. These forms are available from the district curriculum office. The complainant will deliver the completed request form to the instructional materials committee secretary, who will take the following steps to assure timely consideration of requests:~~

- ~~A. Set a time and place for an open hearing of the complaint by the instructional materials committee. Such hearing shall be within 30 days of the committee secretary's receipt of the completed request form.~~
- ~~B. Notify the complainant and appropriate staff, including those using the materials, of the time and place of the meeting. Such notification shall include an invitation to present relevant information, oral or written.~~
- ~~C. Assemble such data, including reviews and professional opinions of the materials, the staff member's objectives in using the materials, and the specific objections of the complainant, as may be necessary for the committee to properly judge the request for reconsideration.~~

~~Hearings of a citizen's request for reconsideration shall be open to the public. The committee shall consider all matters presented and give reasonable credit to such matters according to the weight to which they are reasonably entitled. Decisions shall be by majority vote of the committee.~~

~~Decisions of the committee shall be delivered in writing to the complainant and affected staff within 10 days.~~

### Curriculum Development

~~The curriculum of the district shall be reviewed on a regularly scheduled basis. The following elements of a curricular area will be studied:~~

- ~~1. The appropriateness of the objectives in relation to district goals,~~
- ~~2. The materials and technology~~
- ~~3. The results as determined by local and standardized tests, and~~
- ~~4. The articulation between grades and schools.~~

~~The cycle for curriculum review is as follows:-~~



1st year ——— Science  
2nd year ——— Social studies  
3rd year ——— Mathematics  
4th year ——— Language Arts, including English, reading, writing, spelling 5th year  
————— Fine Arts  
6th year ——— Health and Fitness  
7th year ——— Bi lingual, and world language

~~The review of career and technical curriculum programs will be ongoing.~~

March 2024



Our Children,  
Our Schools,  
Our Future

TO: Dr. Jeffrey Thake, Superintendent  
 FROM: Elyssa Louderback, Executive Director of Business & Operations  
 SUBJECT: Monthly Budget Report for March, 2024  
 DATE: April 16, 2024

**GENERAL FUND SUMMARY:**

Revenue--Receipts were \$ 5,829,976.13.

Expenditures-- Expenditures totaled \$ 5,659,734.40. Expenditures for staff salary and benefits account for 74.4% of all expenditures for the month and 78.6% of year to date total expenditures.

Fund Balance— Current month ending fund balance is \$ 1,081,993.76. We had a positive cash flow of \$ 170,241.73 for the month. We will continue to monitor the cash flow for this year very closely.

**Additional General Fund Information**

**Revenue by Major Category:**

<u>Revenue Source</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>% Actual</u>	<u>Largely Comprised of:</u>
Local Taxes	\$ 5,129,067	\$ 2,563,962	49.99%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 674,160	\$ 290,760	43.13%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 31,992,402	\$ 18,072,750	56.49%	Apportionment and LEA
State, Special	\$ 12,539,386	\$ 7,618,983	60.76%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 25,000	\$ -	0.00%	Federal Forest; deducted from apportionment
Federal, Special	\$ 11,922,725	\$ 5,931,226	49.75%	Food Service, Fed Grants (Title I, Title 2, ESSER, etc)
Other Districts	\$ 202,200	\$ 97,439	48.19%	Non high payments from Cosmopolis SD
Other Agencies	\$ 28,750	\$ 16,702	58.10%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
<b>Totals</b>	<b>\$ 62,513,690</b>	<b>\$ 34,591,822</b>	<b>55.33%</b>	
			<b>58.33%</b>	<b>% of fiscal year elapsed</b>

**General Fund Expenditures by Activity:** (The budget is an estimate and actual expenditures may be less or more than the estimates. Line item expenditures may exceed the estimated budget as long as total expenditures do not exceed the overall budget.)

Board of Directors	\$ 104,500	\$ 38,918	37.24%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 447,575	\$ 277,687	62.04%	General Admin/ Supt Office
Business Office	\$ 589,589	\$ 418,628	71.00%	Fiscal operations
Human Resources	\$ 497,908	\$ 249,643	50.14%	Personnel & recruitment, labor relations
Public Relations	\$ 40,000	\$ 14,499	36.25%	Educational/admin info to public
Supervision of Instruction	\$ 1,193,960	\$ 683,714	57.26%	includes secretarial support
Learning Resources	\$ 359,562	\$ 215,828	60.03%	Library resources & staffing
Principal's Office	\$ 3,441,279	\$ 1,930,136	56.09%	includes Secretarial support
Guidance/Counseling	\$ 2,050,081	\$ 1,081,397	52.75%	Counselors/support services
Pupil Management	\$ 11,978	\$ 22,205	100.00%	Bus & playground management, etc
Health Services	\$ 2,154,300	\$ 1,842,394	85.52%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 36,357,616	\$ 20,037,572	55.11%	classroom teachers/para support
Extra-curricular	\$ 1,384,918	\$ 851,573	61.49%	Coaching, advising, ASB supervision
Payments to other districts	\$ -	\$ 219,039	0.00%	CTE/Skills Center fees/tuition to other schools
Instructional Prof Dev	\$ 1,431,979	\$ 829,535	57.93%	Prof development; instructional staff
Instructional Technology	\$ 580,755	\$ 152,373	26.24%	classroom technology
Curriculum	\$ 1,027,138	\$ 586,608	57.11%	District materials adoptions/purchases; staff
Food Services	\$ 2,740,894	\$ 1,728,150	63.05%	Mgmt of food service for district
Transportation	\$ 1,531,849	\$ 854,092	55.76%	Co-op payments, fuel, insurance
Maint & Operations	\$ 4,302,455	\$ 2,411,754	56.06%	cust/maint/grounds, warehouse, security
Other Services	\$ 2,323,482	\$ 2,136,693	91.96%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (203,500)	\$ (114,705)	56.37%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 295,000	\$ 266,431	90.32%	Transfers (to Cap Proj/ Debt Service)
Totals	\$ 62,368,319	\$ 36,734,164	58.90%	
			58.33%	% of fiscal year elapsed

**CAPITAL PROJECTS FUND SUMMARY:**

Revenue -- Total receipts were \$ 2,794.79 and consist of rental fees and interest.

Expenditures — There were no expenditures for the month.

Fund Balance — Current monthly ending fund balance is \$ 419,228.15.

**DEBT SERVICE FUND SUMMARY:**

Revenue -- Total receipts were \$ 16,767.09 and consists of tax payments and transfers.

Expenditures — There were no expenditures for the month.

Fund Balance — Current month ending fund balance is \$ 907,718.67. Funds in this account are held for bond principal and interest payments.

**ASSOCIATED STUDENT BODY FUND SUMMARY:**

Revenue — There was \$ 20,206.43 revenue for the month.

Expenditures -- Expenditures total 32.42% of the budgeted expenditures for this fiscal year.

Fund Balance — Current month ending fund balance is \$ 336,915.72.

**TRANSPORTATION VEHICLE FUND SUMMARY:**

Revenue – There was \$3,898.61 revenue for the month.

Expenditures — There were no expenditures for the month.

Fund Balance — Current month ending fund balance is \$ 458,583.77.

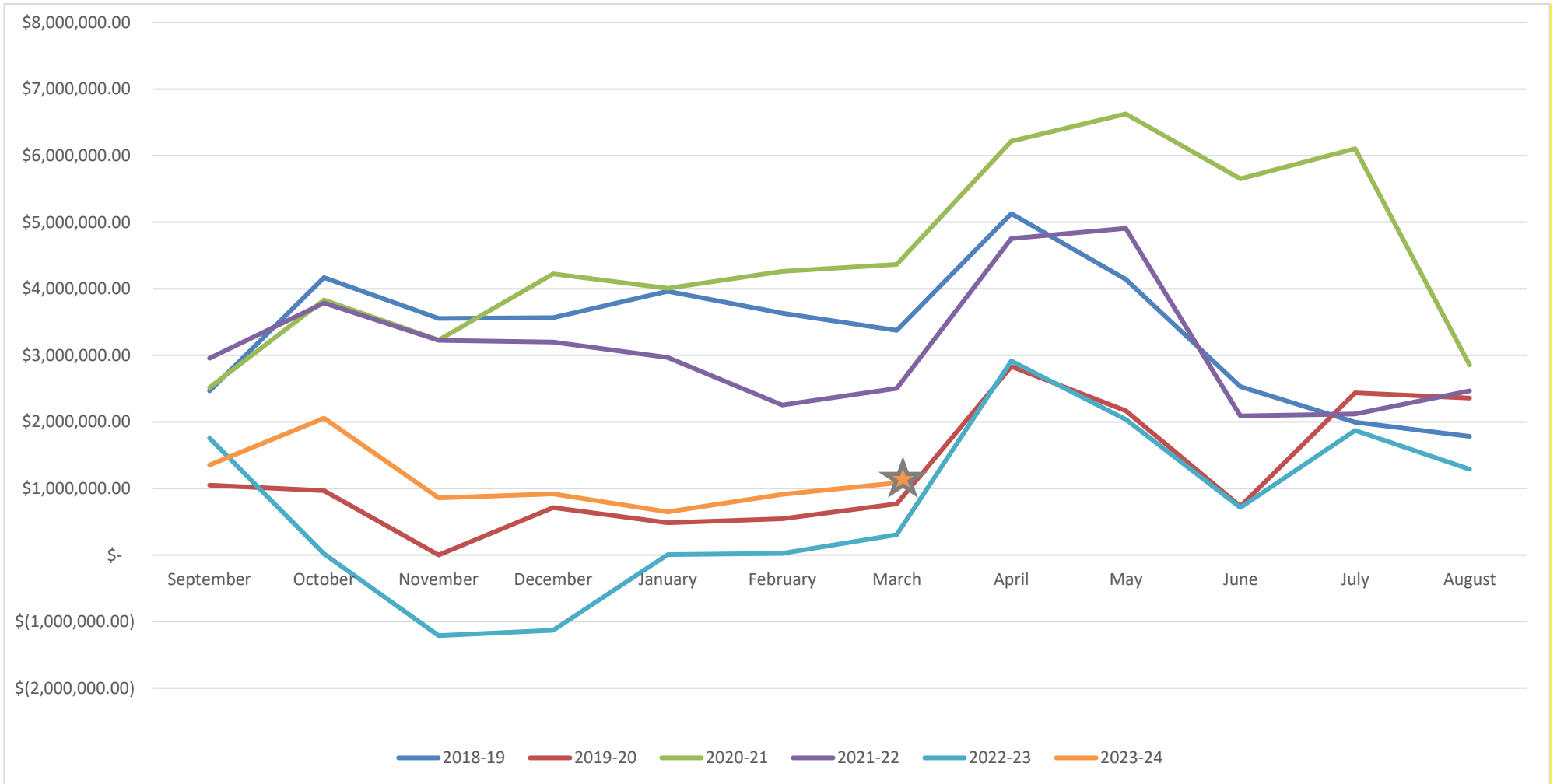
***SUMMARY OF BUDGET EXPENDITURE CAPACITY***

**Budget Capacity as of March, 2024:**

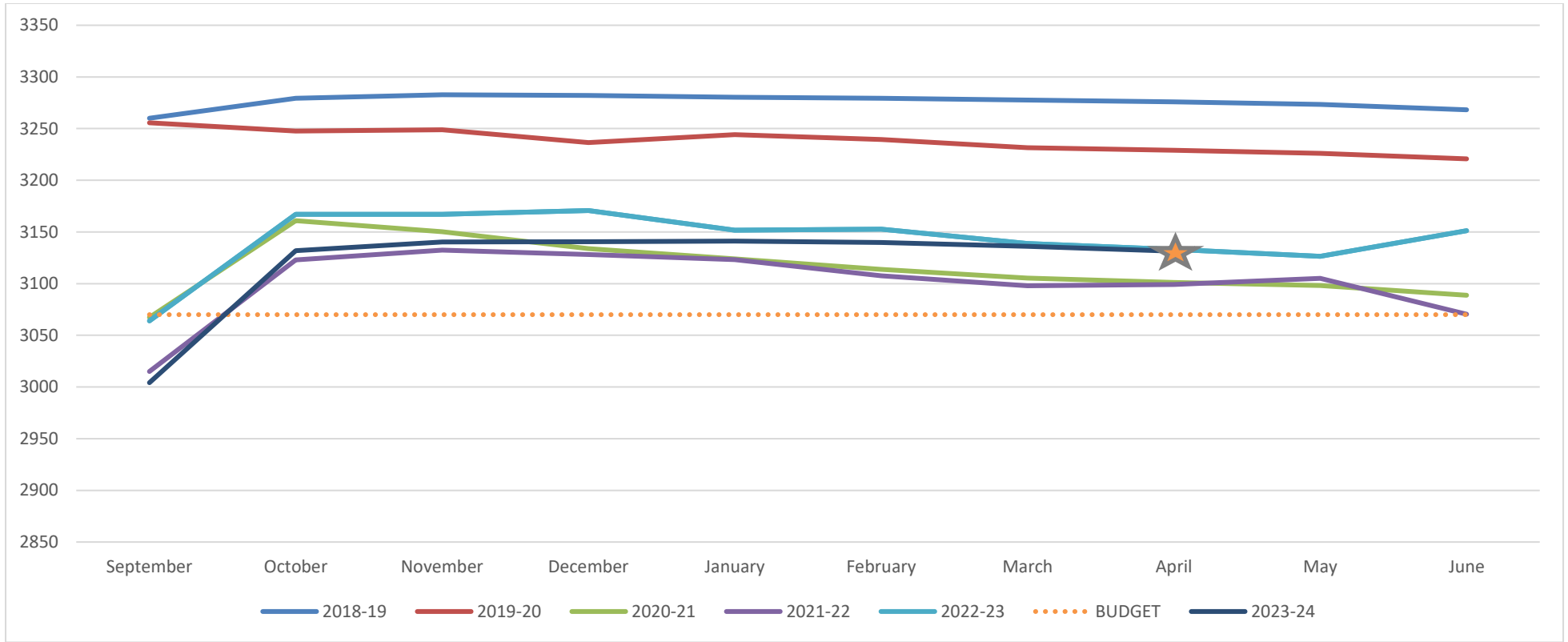
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General	\$ 62,368,331	\$ 36,467,733	\$ 25,900,598	58.47%	41.53%
Capital Projects	\$ 450,000	\$ 196,818	\$ 253,182	43.74%	56.26%
Debt Service	\$ 3,256,985	\$ 3,233,773	\$ 23,212	99.29%	0.71%
ASB	\$ 435,568	\$ 141,199	\$ 294,369	32.42%	67.58%
Trans Vehicle	\$ 400,000	\$ 126,044	\$ 273,956	31.51%	68.49%

# GENERAL FUND FUND BALANCE TRENDS

End of March, 2024



# ENROLLMENT TRENDS as of April, 2024



AAFTE	Grades K – 5	Gr. 6 – 8	HS	Subtotal	Run Start/ Open Door	+/- (Budget) **
2023-24 Budget	1,233	709	995	2,945	125	(+61.30) 3,070
2023-24 Actual	1,274.87	721.24	984.05	2,980.16	151.15	3,131.30
2022-23 Actual	1,292.06	759.62	982.59	3,034.27	127.93	<b>3,162.20</b>
2021-22 Actual	1,299.38	775.67	963.66	3,038.71	75.13	<b>+ 13.84 (3,100)</b>
2020-21 Actual	1,287.98	777.52	943.61	3,015.97	85.44	<b>+ 1.41 (3,100)</b>
2019-20 Actual	1,445.35	805.48	980.66	3,231.49	98.98	<b>+ 40.47 (3,290)</b>
2018-19 Actual	1,778.50	496.06	993.69	3,268.24	82.30	<b>+ 60.54 (3,290)</b>

\*\* New to the 2018-19 school year, RS/Open Doors are being included in the Budget enrollment data. They had not been included in budget projections as the funds “pass through” to other entities.



10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of March, 2024

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	5,129,067	427,764.84	2,563,962.26		2,565,104.74	49.99
2000 LOCAL SUPPORT NONTAX	674,160	58,365.14	290,759.75		383,400.25	43.13
3000 STATE, GENERAL PURPOSE	31,992,402	2,789,295.94	18,072,749.93		13,919,652.07	56.49
4000 STATE, SPECIAL PURPOSE	12,539,386	1,031,749.64	7,618,982.65		4,920,403.35	60.76
5000 FEDERAL, GENERAL PURPOSE	25,000	.00	.00		25,000.00	0.00
6000 FEDERAL, SPECIAL PURPOSE	11,922,725	1,518,719.01	5,931,226.37		5,991,498.63	49.75
7000 REVENUES FR OTH SCH DIST	202,200	160.00	97,438.55		104,761.45	48.19
8000 OTHER AGENCIES AND ASSOCIATES	28,750	3,921.56	16,702.45		12,047.55	58.10
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	62,513,690	5,829,976.13	34,591,821.96		27,921,868.04	55.33
<u>B. EXPENDITURES</u>						
00 Regular Instruction	24,712,137	2,120,863.37	12,898,807.54	32,790.30	11,780,539.16	52.33
10 Federal Stimulus	4,561,856	359,404.82	2,520,497.77	34,221.64	2,007,136.59	56.00
20 Special Ed Instruction	8,297,633	937,405.82	5,586,525.53	78.45	2,711,029.02	67.33
30 Voc. Ed Instruction	3,045,094	264,450.56	1,830,281.45	76,268.01	1,138,544.54	62.61
40 Skills Center Instruction	340,488	34,434.00	228,557.53	0.00	111,930.47	67.13
50+60 Compensatory Ed Instruct.	6,684,530	545,542.11	3,645,050.74	3,525.77	3,035,953.49	54.58
70 Other Instructional Pgms	926,792	33,138.38	342,054.69	58,105.91	526,631.40	43.18
80 Community Services	2,168,545	212,373.03	1,245,666.84	1,068.74	921,809.42	57.49
90 Support Services	11,631,257	1,152,122.31	8,170,291.36	161,592.49	3,299,373.15	71.63
<u>Total EXPENDITURES</u>	62,368,332	5,659,734.40	36,467,733.45	367,651.31	25,532,947.24	59.06
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	295,000	.00	266,430.50			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	149,642-	170,241.73	2,142,341.99-		1,992,699.99-	> 1000
<u>F. TOTAL BEGINNING FUND BALANCE</u>	3,963,078		3,224,335.75			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,813,436		1,081,993.76			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	527,610	1,120,330.63
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	250,000	81,543.30
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	14,070	14,070.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	107,286-	2,142,341.99-
G/L 891 Unassigned Min Fnd Bal Policy	3,129,042	2,008,391.82
G/L 896 Change in Accounting Principles	0	.00
G/L 897 Change to or within the Financi	0	.00
<u>TOTAL</u>	3,813,436	1,081,993.76

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of March, 2024

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	19,500	2,794.79	26,334.21		6,834.21-	135.05
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	111,714.27		111,714.27-	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	19,500	2,794.79	138,048.48		118,548.48-	707.94
<b>B. EXPENDITURES</b>						
10 Sites	0	.00	196,817.63	0.00	196,817.63-	0.00
20 Buildings	350,000	.00	.00	0.00	350,000.00	0.00
30 Equipment	100,000	.00	.00	0.00	100,000.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	450,000	.00	196,817.63	0.00	253,182.37	43.74
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</b>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	430,500-	2,794.79	58,769.15-		371,730.85	86.35-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	462,753		477,997.30			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>						
<u>(E+F + OR - G)</u>	32,253		419,228.15			

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	.00
G/L 863 Restricted from State Proceeds	0	.00
G/L 864 Restricted from Fed Proceeds	0	111,714.27-
G/L 865 Restricted from Other Proceeds	0	.00
G/L 866 Restrictd from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	32,253	530,942.42
G/L 890 Unassigned Fund Balance	0	.00
G/L 896 Change in Accounting Principles	0	.00
G/L 897 Change to or within the Financi	0	.00
<u>TOTAL</u>	32,253	419,228.15

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of March, 2024

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	1,140,788	13,036.34	1,196,855.34		56,067.34-	104.91
2000 Local Support Nontax	1,500	3,730.75	60,787.46		59,287.46-	> 1000
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	295,000	.00	266,430.50		28,569.50	90.32
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>1,437,288</u>	<u>16,767.09</u>	<u>1,524,073.30</u>		<u>86,785.30-</u>	<u>106.04</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,175,000	.00	3,175,000.00	0.00	.00	100.00
Interest On Bonds	81,085	.00	58,278.00	0.00	22,807.00	71.87
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	.00	494.54	0.00	405.46	54.95
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	<u>3,256,985</u>	<u>.00</u>	<u>3,233,772.54</u>	<u>0.00</u>	<u>23,212.46</u>	<u>99.29</u>
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>D. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	<u>1,819,697-</u>	<u>16,767.09</u>	<u>1,709,699.24-</u>		<u>109,997.76</u>	<u>6.04-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,529,890</u>		<u>2,617,417.91</u>			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXX</u>		<u>.00</u>			
<u>H. TOTAL ENDING FUND BALANCE</u>	<u>710,193</u>		<u>907,718.67</u>			
<u>(E+F + OR - G)</u>						
<u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	710,193		907,718.67			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	<u>710,193</u>		<u>907,718.67</u>			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of March, 2024

	ANNUAL	ACTUAL	ACTUAL			
A. REVENUES	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 General Student Body	63,844	6,722.41	54,660.79		9,183.21	85.62
2000 Athletics	112,670	4,692.25	96,615.80		16,054.20	85.75
3000 Classes	2,500	.00	.00		2,500.00	0.00
4000 Clubs	168,475	8,791.77	41,409.06		127,065.94	24.58
6000 Private Moneys	80,200	.00	4,227.69		75,972.31	5.27
<u>Total REVENUES</u>	427,689	20,206.43	196,913.34		230,775.66	46.04
<u>B. EXPENDITURES</u>						
1000 General Student Body	34,235	608.20	12,272.30	0.00	21,962.70	35.85
2000 Athletics	156,351	38,296.28	91,202.64	29,059.27	36,089.09	76.92
3000 Classes	2,500	.00	.00	0.00	2,500.00	0.00
4000 Clubs	162,282	11,266.40	34,141.00	836.32	127,304.68	21.55
6000 Private Moneys	80,200	95.00	3,583.40	0.00	76,616.60	4.47
<u>Total EXPENDITURES</u>	435,568	50,265.88	141,199.34	29,895.59	264,473.07	39.28
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES (A-B)</u>	7,879-	30,059.45-	55,714.00		63,593.00	807.12-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	378,353		281,201.72			
<u>E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>F. TOTAL ENDING FUND BALANCE</u>	370,474		336,915.72			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	7,500		7,500.00			
G/L 819 Restricted for Fund Purposes	362,974		329,415.72			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<u>TOTAL</u>	370,474		336,915.72			



90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2023 (September 1, 2023 - August 31, 2024)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of March, 2024

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	5,150	3,898.61	13,717.54		8,567.54-	266.36
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	368,914	.00	.00		368,914.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	30,000	.00	.00		30,000.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</b>	<b>404,064</b>	<b>3,898.61</b>	<b>13,717.54</b>		<b>390,346.46</b>	<b>3.39</b>
<b>B. 9900 TRANSFERS IN FROM GF</b>	<b>0</b>	<b>.00</b>	<b>.00</b>		<b>.00</b>	<b>0.00</b>
<b>C. Total REV./OTHER FIN. SOURCES</b>	<b>404,064</b>	<b>3,898.61</b>	<b>13,717.54</b>		<b>390,346.46</b>	<b>3.39</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	400,000	.00	126,043.68	386,507.70	112,551.38-	128.14
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>400,000</b>	<b>.00</b>	<b>126,043.68</b>	<b>386,507.70</b>	<b>112,551.38-</b>	<b>128.14</b>
<b>E. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>F. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</b>	<b>4,064</b>	<b>3,898.61</b>	<b>112,326.14-</b>		<b>116,390.14-</b>	<b>&lt; 1000-</b>
<b>H. TOTAL BEGINNING FUND BALANCE</b>	<b>194,705</b>		<b>570,909.91</b>			
<b>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXXXX</b>		<b>.00</b>			
<b>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</b>	<b>198,769</b>		<b>458,583.77</b>			
<b>K. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	198,769		458,583.77			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
G/L 896 Change in Accounting Principles	0		.00			
G/L 897 Change to or within the Financi	0		.00			
<b>TOTAL</b>	<b>198,769</b>		<b>458,583.77</b>			

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

April 10, 2024

Re: Aberdeen School District  
OSPI School Seismic Safety Grant - Phase I Planning  
TCF Project No. 2024-002  
Additional Services Request #1  
Attn: Mr. Andrew Twyman, Associate Director of Design, Value Engineering + Construction Project Management

Dear Andy,

I am pleased to provide you with this additional services request for the added design services scope associated with the addition of (3) schools to the existing OSPI School Seismic Safety Grant - Phase I Planning Project.

This fee proposal is to provide you with our latest understanding of the scope, fee, schedule, and project requirements. Our goal in preparing this fee proposal is to provide you with the services that you desire and set fees that will allow us to do a quality job for you. Our proposal is based on the understanding and assumptions noted herein.

**Project Schedule:** See attached proposed project schedule.

**General Project Scope:** The phase 1 scope includes the geotechnical analysis, structural assessment, and master planning services at each campus location listed below to evaluate the potential viability for relocations, seismic retrofit, and/or construction of vertical evacuation towers. Future phases, if approved, may include professional services throughout the design and construction phases or a study of building relocation at different project sites.

We broke our phase 1 fee proposal into two (2) parts. The first part includes the initial Geotech and Structural exploration and analysis to validate the viability of completing a seismic retrofit and tsunami evacuation structure at each project site. If, through this initial investigation, seismic retrofit and vertical tsunami evacuation is determined feasible the Design Team may request additional funds to further develop our analysis and aid in the creation of more detailed retrofit and evacuation structure concepts. If determined infeasible, our assumption is the Team will be asked to study alternative site locations. It is our understanding that an additional service will fund the study work at the alternative sites.

**School Sites:** The following school sites indicated in **bold** below are part of this additional services request and will be evaluated as part of the Phase 1 scope in addition to the other school currently being studied under our current contract:

- **Central Park Elementary School**
- **McDermoth Elementary School**
- **Robert Gray Elementary School**
- Harbor Learning Center
- AJ West Elementary School
- Stevens Elementary School
- Miller Junior High School

**Project Budget:** The study will provide cost analysis for the scope of work covered in the study to help the Owner determine a MACC for future projects.

**Construction Delivery Method:** The cost estimator will use Design-Bid-Build as the basis for the construction delivery method when creating the cost estimates for the projects.

**Architectural Services:** Our architecture services will include the following:

- *General Administration & Correspondence:* Correspond with CSG|ESD 112, Aberdeen School District and consultants and attend virtual meetings as required to support project needs.
- *Owner Meetings:* Attend Owner Meetings two (2) times a month with CSG|ESD 112 from March Through November.
- *Site Visits:* Perform a site visit to all three (3) sites being studied. TCF to document findings for use in the Master Plan report.
- *Master Plan Creation:* Facilitation of meetings to define scope of vertical evacuation structure location, capacity, and design criteria. Review high level phasing and scheduling for seismic retrofit work. Create master plan site concepts to support master plan concept creation. Outline architectural scope anticipated for seismic retrofit concept and include in phase report.
- *Cost Estimate Coordination:* Work with engineers and 3<sup>rd</sup> party cost estimator to estimate Masterplan scope.
- *Public Meeting Prep & Attendance:* We will help work with the District to create a “Task Force” representative of the broad community. TCF will collaborate with the district on creating material to distribute to the “Task Force” to update them on the planning process.
- *Agency Coordination, Code Review & Land Use Regulatory Research & Documentation:* Perform an initial high level building code and land use review. Full code review to be performed in future phases.
- *Report Creation:* Create phase report summarizing master plan findings and analysis.
- *OSPI School Seismic Grant Presentation & Prep:* Prepare, attend and help present the findings of the Master Plan analysis and findings.

**Consultants:** As coordinated with you the following are the proposed consultants that we plan on using on this project:

- **Geotechnical Engineer:** Haley & Aldrich
- **Civil Engineer:** LDC
- **Structural Engineer:** Degenkolb Engineers
- **Cost Control Consultant:** RC Cost Group

**Consultants Services:** See attached consultant proposals for a detailed description of their services.

**Fee Type:** Our fee is proposed on a fixed fee basis.



**Contract Type:** We propose issuing an amendment to the existing short form Prime Agreement for this added scope.

**Reimbursable Expenses:** Reimbursable Expenses plus mark-ups will be charged in addition to our Services fees. We have provided an estimate for expenses. We will bill our expenses on the project as incurred plus a 10% mark-up.

Please give me a call if you have any questions.

Respectfully,  
TCF Architecture PLLC

A handwritten signature in black ink that reads 'Steve Wachtler'.

Steve Wachtler, AIA  
Principal

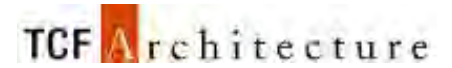
**Attachments:**

Project Schedule

Exhibit A: Fee Calculations

Consultant Fee Proposals: Haley & Aldrich, LDC, Degenkolb Engineers, and RC Cost Group

# ASD Study Preliminary Schedule



Task Name	Start Date	End Date	ASD	ESD 112	H&A	TCF	Degenkolb	LDC	RC Cost	Assigned To	Comments	2024				2025			
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>SCHOOL CALENDAR</b>	04/01/24	09/02/24																	
Spring Break	04/01/24	04/05/24																	
Memorial Day	05/27/24	05/27/24																	
Summer Break	06/13/24	08/27/24																	
First Day of School	08/28/24	08/28/24																	
Labor Day	09/02/24	09/02/24																	
<b>Board Meeting Schedule</b>	04/18/25	07/25/25																	
Board Meeting at Harbor Learning Center	04/18/25	04/18/25																	
Board Meeting at Aberdeen High School	05/09/25	05/09/25																	
Board Meeting at Aberdeen High School	05/23/25	05/23/25																	
Board Meeting at Aberdeen High School	06/06/25	06/06/25																	
Board Meeting at Aberdeen High School	06/20/25	06/20/25																	
Board Meeting at Aberdeen High School	07/11/25	07/11/25																	
Board Meeting at Aberdeen High School	07/25/25	07/25/25																	
<b>DESIGN SCHEDULE OVERVIEW</b>																			
<b>AJ West, Harbor, Stevens, &amp; Miller</b>	02/01/24	07/01/24																	
Contracts	02/01/24	03/29/24	X				X												
Geotechnical Exploration	04/01/24	04/17/24					X												
Tsunami Evacuation Structure Site Review (See below for Detailed Schedule)	04/01/24	04/01/24	X	X			X	X											
Site Visits	04/01/24	04/03/24					X	X											
Structural Analysis	04/01/24	06/20/24						X											
Geotechnical Analysis & Lab Results to Design Team	05/29/24	05/29/24					X												
Seismic Retrofit Masterplan Creation	04/01/24	06/21/24					X	X	X										
Cost Estimating	06/24/24	06/28/24								X									
Draft Master Plan Report Issuance	07/01/24	07/01/24					X												
<b>Robert Gray, McDermoth, Central Park</b>	04/10/24	07/31/24																	
ASR Approval/Contracts	04/10/24	04/25/24	X				X												
Tsunami Evacuation Structure Site Review	TBD	TBD	X	X			X	X											Date to be confirmed. Tentatively looking at week of June 17th
Site Visits	TBD	TBD					X	X											Date to be confirmed. Tentatively looking at week of June 17th
Structural Analysis	04/26/24	07/17/24						X											
Geotech Exploration	05/06/24	05/15/24					X												
Geotechnical Analysis & Lab Results to Design Team	07/03/24	07/03/24					X												
Seismic Retrofit Masterplan Creation	04/26/24	07/19/24					X	X	X										
Cost Estimating	07/22/24	07/26/24								X									
Draft Master Plan Report Issuance	07/31/24	07/31/24					X												
<b>MASTER PLAN MEETINGS</b>	03/14/24	07/31/24																	
Bi-weekly Team Meetings - 8:30am Thursdays	03/14/24	07/31/24	X	X			X	X											Others to be invited dependent on agenda
<b>Geotechnical Exploration</b>	04/01/24	04/17/24																	
Mark Borings / Walk sites w/ ASD staff	04/01/24	04/01/24	X				X												



Task Name	Start Date	End Date	ASD	ESD 112	H&A	TCF	Degenkolb	LDC	RC Cost	Assigned To	Comments	2024				2025			
												Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
40 AJ West Borings	04/08/24	04/09/24			X														
41 Harbor Borings	04/10/24	04/11/24			X														
42 Stevens Borings	04/12/24	04/15/24			X														
43 Miller Borings	04/16/24	04/17/24			X														
44 AJ West CPTs	04/10/24	04/10/24			X														
45 Harbor CPTs	04/10/24	04/10/24			X														
46 Stevens CPTs	04/11/24	04/11/24			X														
47 Miller CPTs	04/11/24	04/11/24			X														
48 Central Park Borings	TBD	TBD			X														
49 Robert Gray Borings	TBD	TBD			X														
50 McDermoth Borings	TBD	TBD			X														
51 Central Park CPTs	TBD	TBD			X														
52 Robert Gray CPTs	TBD	TBD			X														
53 McDermoth CPTs	TBD	TBD			X														
54 <b>Site Investigation &amp; Tsunami Discussion</b>	04/01/24	06/17/24																	
55 Check in with ASD at SD Facilities Bldg. for keys / badging at 9am	04/01/24	04/01/24	X	X	X	X	X					Address: 200 W King St Aberdeen, WA 98520							
56 Stevens Tsunami discussion - 10am	04/01/24	04/01/24	X	X		X	X												
57 Miller Tsunami discussion - 11am	04/01/24	04/01/24	X	X		X	X												
58 Lunch - Noon	04/01/24	04/01/24	X	X		X	X												
59 Harbor Tsunami discussion - 1pm	04/01/24	04/01/24	X	X		X	X												
60 AJ West Intro & Tsunami discussion - 2pm	04/01/24	04/01/24	X	X		X	X												
61 TCF Site Investigations School Group #1 / review	04/01/24	04/02/24				X													
62 Degenkolb Site Investigations School Group #1 / analysis	04/01/24	04/03/24					X												
63 Central Park Tsunami discussion	TBD	TBD	X	X		X	X					Date to be confirmed. Tentatively looking at week of June 17th							
64 Robert Gray Tsunami discussion	TBD	TBD	X	X		X	X												
65 McDermoth Tsunami discussion	TBD	TBD	X	X		X	X												
66 TCF Site Investigations School Group #2 / review	06/17/24	06/17/24				X													
67 Degenkolb Site Investigations School Group #2 / analysis	06/17/24	06/17/24					X												

# OSPI School Seismic Safety Grant - Phase 1

## Aberdeen School District



### Exhibit A - ASR #1 Fee Calculation

Revised: 4/10/2024

**SUMMARY OF WORK / ASSUMPTIONS:** The following is a detailed breakdown of the scope of services and projected hours that TCF Architecture will provide for the Aberdeen School District OSPI School Seismic Safety Grant - Phase I Planning Project for Additional Services Request #1. Also reference our fee proposal letter for additional clarification on these items.

TASK	PROJECT TASK DESCRIPTION	TEAM MEMBER HOURS / FEES				TOTALS
		Principal	Project Architect	Job Captain	Administrative	
<b>TASK 1 - ARCHITECTURAL SERVICES</b>						
<b>Site 5 (Central Park Elementary School)</b>						
1.01	General Admin, Project Management & Correspondence	10.0			2.0	
1.02	Owner Meetings	2.00				
1.03	Site Visit & Documentation	4.0				
1.04	Master Plan Creation	16.0	16.0	8.0		
1.05	Cost Estimate Coordination	1.0				
1.06	Public Outreach	2.0				
1.07	Review Concept Options with District	1.0				
1.08	Agency Coordination, Code Review & Land Use Regulatory Research & Documentation		2.0			
1.09	Report Creation	4.0				
1.10	OSPI School Seismic Safety Grant Presentation & Prep	2.0				
<b>Site 6 (McDermoth Elementary School)</b>						
1.11	General Admin, Project Management & Correspondence	10.0			2.0	
1.12	Owner Meetings	2.00				
1.13	Site Visit & Documentation	4.0				
1.14	Master Plan Creation	16.0	16.0	8.0		
1.15	Cost Estimate Coordination	1.0				
1.16	Public Outreach	2.0				
1.17	Review Concept Options with District	1.0				
1.18	Agency Coordination, Code Review & Land Use Regulatory Research & Documentation		2.0			
1.19	Report Creation	4.0				
1.20	OSPI School Seismic Safety Grant Presentation & Prep	2.0				
<b>Site 7 (Robert Gray Elementary School)</b>						
1.21	General Admin, Project Management & Correspondence	10.0			2.0	
1.22	Owner Meetings	2.00				
1.23	Site Visit & Documentation	4.0				
1.24	Master Plan Creation	16.0	16.0	7.0		
1.25	Cost Estimate Coordination	1.0				
1.26	Public Outreach	2.0				

TASK	PROJECT TASK DESCRIPTION	TEAM MEMBER HOURS / FEES				TOTALS
		Principal	Project Architect	Job Captain	Administrative	
1.27	Review Concept Options with District	1.0				
1.28	Agency Coordination, Code Review & Land Use Regulatory Research & Documentation		2.0			
1.29	Report Creation	4.0				
1.30	OSPI School Seismic Safety Grant Presentation & Prep	2.0				
	ESTIMATED HOURS	126.0	54.0	23.0	6.0	
	HOURLY RATE	\$325	\$185	\$135	\$115	
	ESTIMATED FEES	\$40,950	\$9,990	\$3,105	\$690	
Reimbursable Expenses						\$400
<b>TOTAL TASK 1 ARCHITECTURAL FEE</b>						<b>\$55,135</b>

TASK 2 - GEOTECHNICAL SERVICES - Part 1				
2.01	Geotechnical Engineering, Fixed Fee Site 5 - Haley & Aldrich: See Attached Proposal		\$30,000	
2.02	Geotechnical Engineering, Contingency for poor Soils Site 5 - Haley & Aldrich: See attached Proposal		\$3,000	
2.03	Geotechnical Engineering, Fixed Fee Site 6 - Haley & Aldrich: See Attached Proposal		\$30,000	
2.04	Geotechnical Engineering, Contingency for poor Soils Site 6 - Haley & Aldrich: See attached Proposal		\$3,000	
2.05	Geotechnical Engineering, Fixed Fee Site 7 - Haley & Aldrich: See Attached Proposal		\$30,000	
2.06	Geotechnical Engineering, Contingency for poor Soils Site 7 - Haley & Aldrich: See attached Proposal		\$3,000	
	SUBTOTAL CONSULTANT FEES		\$99,000	
	10% MARKUP ON CONSULTANT FEES		\$9,900	
	SUBTOTAL		\$108,900	

TASK	PROJECT TASK DESCRIPTION	TEAM MEMBER HOURS / FEES				TOTALS
		Principal	Project Architect	Job Captain	Administrative	
<b>TOTAL TASK 2 FEE</b>						<b>\$108,900</b>

**TASK 3 - CIVIL SERVICES - Part 1 & 2**

3.01	Civil Engineering, Fixed Fee Site 5 - LDC: See Attached Proposal				\$2,000	
3.02	Civil Engineering, Fixed Fee Site 6 - LDC: See Attached Proposal				\$2,000	
3.03	Civil Engineering, Fixed Fee Site 7 - LDC: See Attached Proposal				\$2,000	
SUBTOTAL CONSULTANT FEES					\$6,000	
10% MARKUP ON CONSULTANT FEES					\$600	
SUBTOTAL					\$6,600	
<b>TOTAL TASK 3 FEE</b>						<b>\$6,600</b>

**TASK 4 - STRUCTURAL CONSULTANT SERVICES - Part 1**

4.01	Structural Engineering, Fixed Fee Site 5 - Degenkolb: See Attached Proposal				\$19,777	
4.02	Structural Engineering, Fixed Fee Site 6 - Degenkolb: See Attached Proposal				\$19,777	
4.03	Structural Engineering, Fixed Fee Site 7 - Degenkolb: See Attached Proposal				\$19,777	
4.04	Reimbursable Expenses				\$1,000	
SUBTOTAL CONSULTANT FEES					\$60,331	
10% MARKUP ON CONSULTANT FEES					\$6,033	
SUBTOTAL					\$66,364	
<b>TOTAL TASK 4 FEE</b>						<b>\$66,364</b>

**TASK 5 - COST ESTIMATING CONSULTANT SERVICES - Part 1 & 2**

5.01	Cost Estimating, Fixed Fee Site 5 - RC Cost Group: See Attached Proposal				\$888	
5.02	Cost Estimating, Fixed Fee Site 6 - RC Cost Group: See Attached Proposal				\$888	
5.03	Cost Estimating, Fixed Fee Site 7 - RC Cost Group: See Attached Proposal				\$889	
SUBTOTAL CONSULTANT FEES					\$2,665	
10% MARKUP ON CONSULTANT FEES					\$267	
SUBTOTAL					\$2,932	
<b>TOTAL TASK 5 FEE</b>						<b>\$2,932</b>

**TOTAL FEES SITE 1 - Part 1** **\$79,977**

**TOTAL FEES SITE 2 - Part 1** **\$79,977**

**TOTAL FEES SITE 3 - Part 1** **\$79,977**

**TOTAL FEES - Part 1 Scope** **\$239,931**

**TOTAL FEES - Part 2 Scope** **TBD**



HALEY & ALDRICH, INC.  
300 West 15th South  
Vancouver, WA 98660  
360.448.4189

10 April 2024  
File No. P210746-000

TCF Architecture PLLC  
124 North I Street  
Tacoma, Washington 98403

Attention: Steve Wachtler, AIA, Principal

Subject: Proposal for Preliminary Geotechnical Engineering Services  
Aberdeen School District No. 5  
Central Park Elementary School  
601 School Road  
Aberdeen, Washington 98520

Dear Steve Wachtler:

Haley & Aldrich, Inc. (Haley & Aldrich) is pleased to submit this proposal for preliminary geotechnical engineering services to the Aberdeen School District No. 5 (District) in connection with an Office of Superintendent of Public Instruction (OSPI) School Seismic Safety Retrofit Program Phase 1 study for Central Park Elementary School (site). This proposal presents our scope of services and estimated costs to provide geotechnical engineering design services.

This proposal is based on our conversations and correspondence with you and Andy Twyman with Educational Service District No. 112 Construction Services Group (ESD 112/CSG); the Request for Proposal for similar, recent projects, titled, "Aberdeen School District, OSPI School Seismic Safety Grant - Phase I Planning, TCF Project No. 2024-002, Request for Proposal", prepared by TCF Architecture PLLC (TCF Architecture) and dated 12 February 2024; and our work on other projects in the general site vicinity.

## Project Understanding

We understand the project consists of a seismic retrofit of the District's Central Park Elementary School located in Aberdeen, Washington. Our study will be geared toward preliminarily fulfilling the geotechnical requirements of American Society of Civil Engineers (ASCE) 41 - *Seismic Evaluation and Retrofit of Existing Buildings*, including performing geologic research, subsurface exploration, laboratory testing, preliminary engineering analysis, reporting, and geotechnical project management. We will work in concert with the project team, including the District, TCF Architecture, ESD 112/CSG, and other consultants. Preliminary geotechnical seismic analysis and design recommendations will be developed, as will the scope for supplemental exploration and/or analysis, which may be required to develop design-level geotechnical recommendations if the project is advanced through the OSPI program. You have requested that the geotechnical investigation be split into two basic parts, consisting of a field services task and an engineering services task.

A cursory review of state-published geology and geologic and seismic hazard maps indicates that the site is located over a geologic unit consisting of Pleistocene glacial till mapped in a zone of very low liquefaction hazard.

## Scope of Services

Based on our communication with the project team and our knowledge of the project area, Haley & Aldrich proposes to conduct the following scope of services.

### PART 1 - GEOTECHNICAL FIELD SERVICES AND LIMITED SEISMIC HAZARD EVALUATION

1. Attend a 1-hour virtual Owner Kick-Off Meeting, if requested.
2. Review readily available geologic maps, water well logs, and Washington State Department of Natural Resources reports in the site vicinity, as well as other geotechnical reports and plans provided by others (if any) for general information regarding subsurface soil and groundwater conditions and geologic hazards.
3. Conduct a geotechnical reconnaissance of the site, mark the site for utility location, and notify the "One-Call" service for public utility locates.
4. Engage a private utility locator to further attempt to identify underground utilities at the site outside of the public right-of-way (ROW). Also, meet with District facilities staff to locate and clear proposed exploration locations. The limitations of our utility locating work are outlined at the end of this proposal.
5. Prepare a project-specific health and safety plan for the protection of our personnel during field activities.
6. Conduct a limited program of subsurface exploration and *in-situ* testing to characterize subsurface conditions at the site, including:
  - Exploring the site through a combination of drilled borings and a geophysical survey, as follows:
    - Drill two mud-rotary borings to depths of up to 50 feet below ground surface (bgs) or practical refusal, whichever is encountered first.
    - Perform one Multichannel Analysis of Surface Waves geophysical survey to develop a shear wave velocity profile to a depth of at least 100 feet bgs.
    - The information from these explorations will assist with site class determination and be used for the development of seismic design values and foundation design parameters.
  - Collecting standard penetration test or Dames and Moore split-spoon samples at 2.5- to 5-foot intervals from the ground surface to 50 feet bgs.
  - Observing the explorations, logging the subsurface conditions, and transporting collected samples to our laboratory for further visual examination and testing.
  - Drumming and hauling the borehole spoils and disposing of them at an off-site location.



- Backfilling the boreholes in accordance with Washington State Department of Ecology regulations and patching the surface with cold-patch asphalt in paved areas or gravel in vegetated areas.
  - Cleaning the exploration locations by raking or sweeping, as appropriate.
7. Conduct a series of geotechnical laboratory tests on selected soil samples obtained from the explorations to evaluate the engineering and index properties of the site soils. The specific tests conducted will depend upon the actual conditions encountered. For budgeting purposes, we have assumed the tests will include up to 12 moisture content determinations, eight sieve analyses or fines content tests, and two suites of corrosion potential-related tests.
  8. Develop code-based seismic design values in conformance with ASCE 41 Section 2.4 and ASCE 7 Section 11.4. However, this does not include conducting site-specific seismic or ground response analyses per ASCE 7 Chapter 21, which will be completed under a separate scope of services if needed.
  9. Conduct limited seismic hazard analysis including:
    - Assessing liquefaction potential analysis per the method presented by Idriss & Boulanger (2014).
    - Assessing lateral spreading at the site, including an evaluation of local and regional topography and nearby bathymetry. Lateral spread hazards will be evaluated using limit equilibrium stability analysis and estimation of liquefied shear strain cumulation.

## **PART 2 - GEOTECHNICAL ENGINEERING SERVICES**

1. Conduct engineering analyses to evaluate seismic hazards not evaluated in Part 1, settlement, and preliminary geotechnical design recommendations for new and retrofitted foundations and retaining walls (if any), including:
  - Evaluating the potential for seismically or load-induced ground settlement.
  - Developing preliminary design parameters for shallow and/or deep foundations, as appropriate, including bearing capacity, lateral earth pressures, subgrade modulus (soil spring), and other soil parameters required by the structural engineer.
2. Prepare one draft and one final preliminary geotechnical report summarizing our findings and recommendations for the school retrofits, including information related to:
  - Subsurface soil and groundwater conditions;
  - Geologic hazards;
  - Earthwork and shoring considerations;
  - Seismic and ground settlement hazards;
  - Preliminary seismic design criteria;
  - Preliminary foundation design parameters (new and retrofitted foundation elements);

- Preliminary floor slab-on-grade design parameters;
  - Ground improvement concepts, if appropriate; and
  - Recommended scope of supplemental geotechnical work.
3. Attend up to two, 30-minute virtual project team meetings.
  4. Provide geotechnical project management and support services, including coordination of subcontractors and Haley & Aldrich staff and consulting with project team members.

## Deliverables

- A draft preliminary geotechnical report in electronic (PDF) format; and
- A final preliminary geotechnical report in PDF format and three hard copies (if required).

## Project Fee

Haley & Aldrich will provide these services on a time and expenses basis for a not-to-exceed fee of **\$30,000** for Part 1 - Geotechnical Field Services, and **\$15,000** for Part 2 - Geotechnical Engineering Services, for a total fee of **\$45,000**, per the attached table. We recommend a 10-percent contingency be budgeted to account for potential field difficulties or complex soil conditions. Additional work beyond that described above (e.g., site response analysis, if required by site conditions exposed during the course of this study) will be completed for an additional cost to be negotiated.

## Limiting Assumptions

In preparing our geotechnical scope of services and fee estimate, we have made the following assumptions:

- ESD 112/CSG or others will coordinate and provide right-of-access to the proposed exploration locations.
- No infiltration testing for stormwater disposal systems is required.
- If seismic response analysis per ASCE 7 Chapter 21 is required based on site conditions encountered during our exploration, or if this analysis is requested by the structural engineer, these services can be provided at an additional cost in a separate phase of work.
- Washington State prevailing wages will be paid to the drilling and utility locating subcontractors. However, federal (Davis Bacon) prevailing wages do not apply.
- No formal restoration of the ground surface/vegetation will be required other than backfilling the boreholes and removing soil spoils from the site.
- Haley & Aldrich will be authorized to perform field exploration for Central Park Elementary, Robert Gray Elementary, and McDermoth Elementary under one mobilization. In the case of separate authorizations, extra costs may be applied due to separate mobilization to the sites.

- Exploration drilling can be completed during regular business hours (Monday through Friday, 7 a.m. to 6 p.m.). In case of weekend or night work, extra cost may be applied.
- Contaminated soils will not be encountered.
- The assessment of oil and other hazardous materials or mold and other biological pollutants is not included in our scope of services. Also, the characterization of excavated soil or groundwater that will be generated as a result of the planned construction activity to assess possible requirements for managing contaminated media is excluded from this scope.
- Final design services are not included in this scope.
- Construction support services are not included in this scope.
- We will perform our work in general accordance with the standard of care of our profession, which means generally accepted professional practices in the same or similar localities related to the nature of the work accomplished at the time the services are performed.

## **Limitations of Utility Locates**

We are required by Washington State Law to call a Utility Location Center (811) before performing subsurface explorations. This “one-call system” prompts multiple utility owners to clear exploration locations in the public ROW. The location of utilities on private property is the responsibility of the property owner or facility operator. Haley & Aldrich conducts research for private properties, including hiring a private firm that uses specialized equipment to locate conducting underground utilities and reviewing plans provided by the owner and other utility maps, such as those that may be readily available online. Such services by the Consultant or its Subconsultant will be performed in a manner consistent with the ordinary standard of professional care. The District acknowledges that such research may not identify all utilities, such as plastic water and gas lines, plastic or tile sewer lines, concrete or plastic drain lines, or fiber optic lines, and that the information upon which Haley & Aldrich reasonably relies may contain errors or be incomplete. Haley & Aldrich cannot be held responsible for damages, including consequential damages, related to striking underground utilities that are not shown on plans or made of a conducting material and that could not be reasonably detected.

## **Authorization**

Haley & Aldrich will provide the services described herein in accordance with the attached Fee Schedule, which is integral to this proposal. This proposal is valid for a period of 60 days from the date of this letter. If acceptance and authorization to proceed are not received within that period, we reserve the right to renegotiate the estimated fee, schedule for completion, and scope of services.

If the above arrangements are satisfactory to you, please issue a contract for our review.

TCF Architecture PLLC

10 April 2024

Page 6

We appreciate the opportunity to submit this proposal and look forward to our association with you on this project. Please contact the undersigned if you wish to discuss this proposal or any aspect of the project.

Sincerely yours,  
**HALEY & ALDRICH, INC.**



Micah D. Hintz, P.E.  
Project Manager



Daniel J. Trisler, P.E.  
Principal Geotechnical Engineer

Attachments:

Summary of Hours and Expenses  
Standard Fee Schedule 2024-RS2

[https://haleyaldrich.sharepoint.com/sites/AberdeenSchoolDistrictNo.5/Shared Documents/0210746.Aberdeen SD Central Park ES/Deliverables/Central Park ES/Proposal/2024\\_0410\\_HAI\\_Aberdeen\\_CentralParkES\\_F.docx](https://haleyaldrich.sharepoint.com/sites/AberdeenSchoolDistrictNo.5/Shared Documents/0210746.Aberdeen SD Central Park ES/Deliverables/Central Park ES/Proposal/2024_0410_HAI_Aberdeen_CentralParkES_F.docx)

SUMMARY OF HOURS AND EXPENSES  
 OSPI SCHOOL SEISMIC SAFETY RETROFIT PROGRAM PHASE 1  
 CENTRAL PARK ELEMENTARY SCHOOL  
 ABERDEEN, WASHINGTON

Task Description	Sr. Principal	Principal	Senior Project Manager	Project Manager/ Senior Technical Specialist	Technical Specialist	Project Professional	Staff Professional 2	Staff Professional 1	Project Controls	Project Technician	Project Support		Professional Staff Fees Subtotal	Reimbursables / Expenses	Total
<b>Billing Rates (2024)</b>	\$375	\$355	\$262	\$219	\$200	\$191	\$172	\$155	\$143	\$130	\$118				
Part 1 Geotechnical Field Services															
Project Kick-off Meeting				1.0									\$219		\$219
Safety Plan, Site Recon, Utility Locate				2.0	4.0					4.0			\$1,758	\$94	\$1,852
Subsurface Investigation				1.0						24.0			\$3,339	\$17,934	\$21,273
Laboratory Testing and Sample Review				1.5	2.0						2.0		\$965	\$1,950	\$2,915
Site Class and Seismic Design Values					2.0		2.0						\$744		\$744
Limited Seismic Hazard Analysis				1.0	4.0	4.0	5.0				3.0		\$2,997		\$2,997
<b>Part 1 Subtotal</b>															\$30,000
Part 2 Geotechnical Design Services															
Engineering Analysis				2.0	6.0		10.0						\$3,358		\$3,358
Geotechnical Report		4.0		6.0	32.0						4.0		\$9,606		\$9,606
Project Management				6.0							3.0		\$1,668		\$1,668
Consultation and Meetings (2 meetings)		1.0											\$355		\$355
<b>Part 2 Subtotal</b>															\$14,987
<b>TOTAL</b>	<b>0.0</b>	<b>5.0</b>	<b>0.0</b>	<b>20.5</b>	<b>50.0</b>	<b>4.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>28.0</b>	<b>12.0</b>	<b>0.0</b>	<b>\$25,009</b>	<b>\$19,978</b>	<b>\$44,987</b>
Part 1 Recommended Contingency (10%)															\$3,000
Part 2 Recommended Contingency (10%)															\$1,500

**FEES FOR SERVICES**

Fees for services will be based on the time worked on the project by staff personnel plus reimbursable expenses. The fee will be computed as follows.

1. Labor related fees will be computed based on personnel billing rates in effect at the time the services are performed. Personnel billing rates are subject to revision on, or about, 1 January and 1 July of each year. The hourly rates are fully inclusive of fringe benefits, burden, and fee. Current rates are provided in the table below.

<i>Classification</i>	<i>Hourly Rate</i>
<i>Project Support</i>	<i>\$118</i>
<i>Technician</i>	<i>\$118</i>
<i>Project Technician</i>	<i>\$130</i>
<i>Senior Technician</i>	<i>\$142</i>
<i>Project Controls</i>	<i>\$143</i>
<i>Staff Professional 1</i>	<i>\$155</i>
<i>Staff Professional 2</i>	<i>\$172</i>
<i>Project Professional</i>	<i>\$191</i>
<i>Technical Specialist</i>	<i>\$200</i>
<i>Project Manager / Senior Technical Specialist</i>	<i>\$219</i>
<i>Senior Project Manager / Technical Expert</i>	<i>\$262</i>
<i>Program Manager / Senior Technical Expert</i>	<i>\$335</i>
<i>Principal</i>	<i>\$355</i>
<i>Senior Principal</i>	<i>\$375</i>

2. Pre-trial conferences, depositions, and expert testimony will be billed at one and one-half (1.5) times the rates quoted above.
3. Second and Third Shift, Weekend, and Holiday hours will be billed at \$40/hour premium. Second and Third Shifts are those starting between 4 PM and 4 AM.
4. Field visits will be billed at 4-hour minimum; night shifts will be billed at 8-hour minimum. Cancellation of scheduled night shift within 24 hours will be charged the full 8 hours.
5. Direct non-salary expenses will be billed at our cost plus fifteen (15) percent, except for employee vehicle use which will be billed at IRS allowed mileage rates.
6. General project-related expenses such as mobile phone expenses (including mobile app fees); in-house reproduction; printing costs for reports, drawings, and other project records; mail and overnight document delivery; and long-term electronic and paper document storage will be billed as a general communication fee at a rate of four (4) percent of the labor charges.
7. Subcontractors will be billed at our cost plus fifteen (15) percent.
8. Equipment and laboratory testing will be billed at rates listed in the attached Equipment and Laboratory Rate Schedules, as applicable.

**EQUIPMENT RATE SCHEDULE**

<b>AIR MONITORING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Drager/Rae Sampling Kit (tubes not included)</i>	\$10	\$40	\$120
<i>Dust Monitor</i>	\$100	\$400	\$1,200
<i>Four-Gas Meter</i>	\$43	\$172	\$516
<i>Photoionization Detector - 10.6 or 11.7 eV</i>	\$70	\$280	\$840
<b>FIELD TESTING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Double Ring Infiltrometer</i>	\$250	---	---
<i>Field Supplies</i>	\$28	\$112	\$448
<i>Guelph Permeameter</i>	\$150	---	---
<i>Inclinometer Readings</i>	\$250	---	---
<i>Sand Cone Field Density Kit</i>	\$75	\$225	\$725
<i>pH Meter</i>	\$15	\$60	\$180
<i>Pile Load Testing (per test)</i>	\$1,500	---	---
<i>Plate Load Tester (per day)</i>	\$50	---	---
<i>Pit Box Test (per day)</i>	\$400	---	---
<i>Slug Test Kit (per day)</i>	\$350	---	---
<i>Wood Pile Load Testing (per test)</i>	\$250	---	---
<b>SAMPLING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Groundwater Sampling Bundle with Bladder Pump</i>	\$315	\$1,000	\$3,000
<i>Groundwater Sampling Bundle with Peristaltic Pump</i>	\$250	\$750	\$2,100
<i>Groundwater Sampling Bundle with Grundfos Pump</i>	\$350	\$1,100	\$3,100
<i>Rotohammer Drill</i>	\$100	\$400	---
<i>Soil Sampling or Tank Pull Equipment Bundle</i>	\$150	\$350	\$1,050
<i>Soil Vapor Sampling Bundle</i>	\$400	\$1,400	\$2,600
<i>Turbidity Meter</i>	\$20	\$80	\$240
<i>YSI Meter with Flow Cell</i>	\$100	\$400	\$1,200
<b>WATER LEVEL METERS AND INTERFACE PROBES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Barologger</i>	\$10	\$40	\$120
<i>Levelogger</i>	\$25	\$100	\$300
<i>Oil/Water Interface Probe</i>	\$50	\$200	\$600
<i>Water Level Indicator</i>	\$20	\$80	\$240
<b>GEOTECHNICAL INSTRUMENTATION</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Cone Penetrometer</i>	\$15	\$60	\$180
<i>Crack Monitors - Electronic Datalogger</i>	---	\$120	\$360
<i>Dynamic Cone Penetrometer</i>	\$150	---	---
<i>Electronic Readout Box</i>	\$25	\$100	\$300
<i>Geokon LC-2 Single Channel Logger</i>	---	\$80	\$240
<i>Geokon - CR 800 Vibrating Wire Datalogger with Modem</i>	---	\$100	\$300
<i>Geokon GK 401 Vibrating Wire Readout Box</i>	\$50	\$100	\$300
<i>In-Place Inclinometer Rental</i>	---	---	\$1,250
<i>Modem</i>	---	---	\$250
<i>Nuclear Density Gauge</i>	\$100	\$300	\$900



**EQUIPMENT RATE SCHEDULE (continued)**

<b>GEOTECHNICAL INSTRUMENTATION (continued)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Power System - Battery	\$5	\$20	\$60
Power System - Solar	\$15	\$60	\$180
Seismograph - Manual	\$75	\$225	\$725
Seismograph - Remote Units	\$100	\$275	\$825
Tiltmeter	---	\$150	\$450
Vibration and Sound Monitoring Station	\$125	\$325	\$925
VDV Web Service	---	---	\$200
<b>UAS DATA ACQUISITION &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
UAS Digital Imagery Equipment	---	\$200	\$800
UAS Digital Imagery w/Ground Control Package (UAS + GNSS)	---	\$300	\$1,200
UAS Hyperspectral Equipment	---	\$300	\$1,200
UAS Hyperspectral w/Ground Control Package (UAS w/HS + GNSS)	---	\$400	\$1,600
<b>LiDAR SCANNING &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
LiDAR Scanning Equipment (Terrestrial & Aerial)	---	\$400	\$1,600
LiDAR Equipment w/Ground Control Package (LiDAR + GNSS)	---	\$500	\$2,000
<b>MISCELLANEOUS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Camera - Digital	\$10		
Decontamination Kit (each)	\$50	---	---
Field Truck (including fuel)	\$95	\$380	\$1,140
Generator	\$50	\$200	\$600
GeoTech Sample Jars 16 oz. (per box)	\$10	---	---
GPS Unit	\$150	\$600	\$1,800
Harness with Restraint Lanyard	\$40	\$160	\$480
Motorola CP200d Radio (pair)	---	\$35	\$140
Personal Protective Equipment - Level C (per person)	\$45	---	---
R/V Catalyst - 26 Ft Sampling Vessel	\$600	---	---
Research Nets	\$60	---	---
Sampling Tubing (roll)	\$20	---	---
Saximeter II	\$35	\$140	\$420
Sound Level Meter	\$50	\$200	\$600
Tool Trailer	\$300	---	---

**LABORATORY RATE SCHEDULE**

<b>SOIL CLASSIFICATION AND INDEX TESTS</b>	<b>Unit Price</b>
<i>Atterberg Limits - 1 Point</i>	\$125
<i>Atterberg Limits - 3 Point</i>	\$180
<i>Grain Size - Hydrometer and Sieve Analysis</i>	\$300
<i>Grain Size - 200 Wash</i>	\$100
<i>Grain Size- Sieve Analysis (Standard Sample)</i>	\$125
<i>Grain Size - Sieve Analysis (Bulk Sample)</i>	\$150
<i>Grain Size - Hydrometer</i>	\$175
<i>Water Content</i>	\$25
<i>Organic Content</i>	\$75
<i>Specific Gravity</i>	\$125
<i>Visual Classification</i>	\$15
<b>SOIL MOISTURE-DENSITY TESTS</b>	<b>Unit Price</b>
<i>Bulk Density</i>	\$100
<i>California Bearing Ratio (CBR)</i>	\$650
<i>Proctor - 1 Point</i>	\$120
<i>Proctor - 4 Point</i>	\$250
<i>Proctor - 4 Point (Cohesive Soil)</i>	\$300
<b>SOIL CONSOLIDATION AND STRENGTH TESTS</b>	<b>Unit Price</b>
<i>Consolidation - Constant Rate of Strain (CRS)</i>	\$650
<i>Consolidation - Incremental</i>	\$500
<i>Unconfined Compression</i>	\$100
<i>Direct Simple Shear (DSS)</i>	\$300
<i>Cyclic Direct Simple Shear (CDSS)</i>	\$650
<i>Triaxial Compression - Isotropic Consolidation</i>	\$500
<i>Triaxial Compression - Ko/anisotropic Consolidation</i>	\$800
<i>Triaxial Compression - Unconsolidated</i>	\$300
<b>SURCHARGE RATES</b>	<b>Unit Price</b>
<i>Atterberg Limits Dry Prep</i>	\$15
<i>Atterberg Limits Organic Classification</i>	\$40
<i>Sample Preparation</i>	\$120
<i>Triaxial High Pressure (over 100 psi)</i>	\$100
<i>Tube Cut (per cut)</i>	\$25
<i>Tube Extrusion</i>	\$100

*Additional H&A Laboratory analyses, pricing, and rush rates available upon request.*



HALEY & ALDRICH, INC.  
300 West 15th South  
Vancouver, WA 98660  
360.448.4189

10 April 2024  
File No. P210747-000

TCF Architecture PLLC  
124 North I Street  
Tacoma, Washington 98403

Attention: Steve Wachtler, AIA, Principal

Subject: Proposal for Preliminary Geotechnical Engineering Services  
Aberdeen School District No. 5  
McDermoth Elementary School  
409 N K Street  
Aberdeen, Washington 98520

Dear Steve Wachtler:

Haley & Aldrich, Inc. (Haley & Aldrich) is pleased to submit this proposal for preliminary geotechnical engineering services to the Aberdeen School District No. 5 (District) in connection with an Office of Superintendent of Public Instruction (OSPI) School Seismic Safety Retrofit Program Phase 1 study for McDermoth Elementary School (site). This proposal presents our scope of services and estimated costs to provide geotechnical engineering design services.

This proposal is based on our conversations and correspondence with you and Andy Twyman with Educational Service District No. 112 Construction Services Group (ESD 112/CSG); the Request for Proposal for similar, recent projects, titled, "Aberdeen School District, OSPI School Seismic Safety Grant - Phase I Planning, TCF Project No. 2024-002, Request for Proposal", prepared by TCF Architecture PLLC (TCF Architecture) and dated 12 February 2024; and our work on other projects in the general site vicinity.

## Project Understanding

We understand the project consists of a seismic retrofit of the District's McDermoth Elementary School located in Aberdeen, Washington. Our study will be geared toward preliminarily fulfilling the geotechnical requirements of American Society of Civil Engineers (ASCE) 41 - *Seismic Evaluation and Retrofit of Existing Buildings*, including performing geologic research, subsurface exploration, laboratory testing, preliminary engineering analysis, reporting, and geotechnical project management. We will work in concert with the project team, including the District, TCF Architecture, ESD 112/CSG, and other consultants. Preliminary geotechnical seismic analysis and design recommendations will be developed, as will the scope for supplemental exploration and/or analysis, which may be required to develop design-level geotechnical recommendations if the project is advanced through the OSPI program. You have requested that the geotechnical investigation be split into two basic parts, consisting of a field services task and an engineering services task.

A cursory review of state-provided geotechnical reports, geology maps, and geologic and seismic hazard maps indicates that the site is located over a geologic unit consisting of Quaternary alluvium mapped in a zone of moderate to high liquefaction hazard. A geotechnical report<sup>1</sup> prepared in 1997 in support of school renovations includes boring logs indicating a profile of very loose to loose silt and sand overlying dense sands beginning at depths of 20 to 25 feet below ground surface (bgs). Sedimentary bedrock was identified at depths on the order of 30 feet below surface grades.

## Scope of Services

Based on our communication with the project team and our knowledge of the project area, Haley & Aldrich proposes to conduct the following scope of services.

### PART 1 - GEOTECHNICAL FIELD SERVICES AND LIMITED SEISMIC HAZARD EVALUATION

1. Attend a 1-hour virtual Owner Kick-Off Meeting, if requested.
2. Review readily available geologic maps, water well logs, and Washington State Department of Natural Resources reports in the site vicinity, as well as other geotechnical reports and plans provided by others (if any) for general information regarding subsurface soil and groundwater conditions and geologic hazards.
3. Conduct a geotechnical reconnaissance of the site, mark the site for utility location, and notify the "One-Call" service for public utility locates.
4. Engage a private utility locator to further attempt to identify underground utilities at the site outside of the public right-of-way (ROW). Also, meet with District facilities staff to locate and clear proposed exploration locations. The limitations of our utility locating work are outlined at the end of this proposal.
5. Prepare a project-specific health and safety plan for the protection of our personnel during field activities.
6. Conduct a limited program of subsurface exploration and *in-situ* testing to characterize subsurface conditions at the site, including:
  - Exploring the site through a combination of drilled borings and a geophysical survey, as follows:
    - Drill three to four mud-rotary borings to depths of 20 to 50 feet bgs or practical refusal, whichever is encountered first. A maximum of 120 feet will be drilled across all borings.
    - Perform one Multichannel Analysis of Surface Waves geophysical survey to develop a shear wave velocity profile to a depth of at least 100 feet bgs.
    - The information from these explorations will assist with site class determination and be used for the development of seismic design values and foundation design parameters.

---

<sup>1</sup> Giles Engineering Associates, Inc., 1997. Geotechnical Engineering Exploration and Analysis, Proposed McDermoth Elementary School Additions and Renovations. 7 April.

- Collecting standard penetration test or Dames and Moore split-spoon samples at 2.5- to 5-foot intervals from ground surface to 50 feet bgs.
  - Collecting up to four thin-walled push samples of fine-grained soils at depths to be determined during drilling.
  - Observing the explorations, logging the subsurface conditions, and transporting collected samples to our laboratory for further visual examination and testing.
  - Drumming and hauling the borehole spoils and disposing of them at an off-site location.
  - Backfilling the boreholes in accordance with Washington State Department of Ecology regulations and patching the surface with cold-patch asphalt in paved areas or gravel in vegetated areas.
  - Cleaning the exploration locations by raking or sweeping, as appropriate.
7. Conduct a series of geotechnical laboratory tests on selected soil samples obtained from the explorations to evaluate the engineering and index properties of the site soils. The specific tests conducted will depend upon the actual conditions encountered. For budgeting purposes, we have assumed the tests will include up to eight moisture content determinations, two Atterberg limits determinations, seven sieve analyses or fines content tests, one consolidation test, and two suites of corrosion potential-related tests.
8. Develop code-based seismic design values in conformance with ASCE 41 Section 2.4 and ASCE 7 Section 11.4. However, this does not include conducting site-specific seismic or ground response analyses per ASCE 7 Chapter 21, which will be completed under a separate scope of services, if needed.
9. Conduct limited seismic hazard analysis including:
- Assessing liquefaction potential analysis per the method presented by Idriss & Boulanger (2014).
  - Assessing lateral spreading at the site, including an evaluation of local and regional topography and nearby bathymetry. Lateral spread hazards will be evaluated using limit equilibrium stability analysis and estimation of liquefied shear strain cumulation.

## **PART 2 - GEOTECHNICAL ENGINEERING SERVICES**

1. Conduct engineering analyses to evaluate seismic hazards not evaluated in Part 1, settlement, and preliminary geotechnical design recommendations for new and retrofitted foundations and retaining walls (if any), including:
- Evaluating the potential for seismically or load-induced ground settlement.
  - Developing preliminary design parameters for shallow and/or deep foundations, as appropriate, including bearing capacity, lateral earth pressures, subgrade modulus (soil spring), and other soil parameters required by the structural engineer.

2. Prepare one draft and one final preliminary geotechnical report summarizing our findings and recommendations for the school retrofits, including information related to:
  - Subsurface soil and groundwater conditions;
  - Geologic hazards;
  - Earthwork and shoring considerations;
  - Seismic and ground settlement hazards;
  - Preliminary seismic design criteria;
  - Preliminary foundation design parameters (new and retrofitted foundation elements);
  - Preliminary floor slab-on-grade design parameters;
  - Ground improvement concepts, if appropriate; and
  - Recommended scope of supplemental geotechnical work.
3. Attend up to two, 30-minute virtual project team meetings.
4. Provide geotechnical project management and support services, including coordination of subcontractors and Haley & Aldrich staff and consulting with project team members.

## Deliverables

- A draft preliminary geotechnical report in electronic (PDF) format; and
- A final preliminary geotechnical report in PDF format and three hard copies (if required).

## Project Fee

Haley & Aldrich will provide these services on a time and expenses basis for a not-to-exceed fee of **\$30,000** for Part 1 - Geotechnical Field Services, and **\$15,000** for Part 2 - Geotechnical Engineering Services, for a total fee of **\$45,000**, per the attached table. We recommend a 10-percent contingency be budgeted to account for potential field difficulties or complex soil conditions. Additional work beyond that described above (e.g., site response analysis, if required by site conditions exposed during the course of this study) will be completed for an additional cost to be negotiated.

## Limiting Assumptions

In preparing our geotechnical scope of services and fee estimate, we have made the following assumptions:

- ESD 112/CSG or others will coordinate and provide right-of-access to the proposed exploration locations.
- No infiltration testing for stormwater disposal systems is required.

- If seismic response analysis per ASCE 7 Chapter 21 is required based on site conditions encountered during our exploration, or if this analysis is requested by the structural engineer, these services can be provided at an additional cost in a separate phase of work.
- Washington State prevailing wages will be paid to the drilling and utility locating subcontractors. However, federal (Davis Bacon) prevailing wages do not apply.
- No formal restoration of the ground surface/vegetation will be required other than backfilling the boreholes and removing soil spoils from the site.
- Haley & Aldrich will be authorized to perform field exploration for Central Park Elementary, Robert Gray Elementary, and McDermoth Elementary under one mobilization. In the case of separate authorizations, extra costs may be applied due to separate mobilization to the sites.
- Exploration drilling and cone penetration tests can be completed during regular business hours (Monday through Friday, 7 a.m. to 6 p.m.). In case of weekend or night work, extra cost may be applied.
- Contaminated soils will not be encountered.
- The assessment of oil and other hazardous materials or mold and other biological pollutants is not included in our scope of services. Also, the characterization of excavated soil or groundwater that will be generated as a result of the planned construction activity to assess possible requirements for managing contaminated media is excluded from this scope.
- Final design services are not included in this scope.
- Construction support services are not included in this scope.
- We will perform our work in general accordance with the standard of care of our profession, which means generally accepted professional practices in the same or similar localities related to the nature of the work accomplished at the time the services are performed.

## **Limitations of Utility Locates**

We are required by Washington State Law to call a Utility Location Center (811) before performing subsurface explorations. This “one-call system” prompts multiple utility owners to clear exploration locations in the public ROW. The location of utilities on private property is the responsibility of the property owner or facility operator. Haley & Aldrich conducts research for private properties, including hiring a private firm that uses specialized equipment to locate conducting underground utilities and reviewing plans provided by the owner and other utility maps, such as those that may be readily available online. Such services by the Consultant or its Subconsultant will be performed in a manner consistent with the ordinary standard of professional care. The District acknowledges that such research may not identify all utilities, such as plastic water and gas lines, plastic or tile sewer lines, concrete or plastic drain lines, or fiber optic lines, and that the information upon which Haley & Aldrich reasonably relies may contain errors or be incomplete. Haley & Aldrich cannot be held responsible for damages, including consequential damages, related to striking underground utilities that are not shown on plans or made of a conducting material and that could not be reasonably detected.



## Authorization


Haley & Aldrich will provide the services described herein in accordance with the attached Fee Schedule, which is integral to this proposal. This proposal is valid for a period of 60 days from the date of this letter. If acceptance and authorization to proceed are not received within that period, we reserve the right to renegotiate the estimated fee, schedule for completion, and scope of services.

If the above arrangements are satisfactory to you, please issue a contract for our review.

We appreciate the opportunity to submit this proposal and look forward to our association with you on this project. Please contact the undersigned if you wish to discuss this proposal or any aspect of the project.

Sincerely yours,  
**HALEY & ALDRICH, INC.**

  
Micah D. Hintz, P.E.  
Project Manager

  
Daniel J. Trisler, P.E.  
Principal Geotechnical Engineer

### Attachments:

Summary of Hours and Expenses  
Standard Fee Schedule 2024-RS2

[https://haleyaldrich.sharepoint.com/sites/AberdeenSchoolDistrictNo.5/Shared Documents/0210748.Aberdeen SD McDermoth ES/Deliverables/McDermoth ES/Proposal/2024\\_0410\\_HAI\\_Aberdeen\\_McDermothES\\_F.docx](https://haleyaldrich.sharepoint.com/sites/AberdeenSchoolDistrictNo.5/Shared Documents/0210748.Aberdeen SD McDermoth ES/Deliverables/McDermoth ES/Proposal/2024_0410_HAI_Aberdeen_McDermothES_F.docx)

**SUMMARY OF HOURS AND EXPENSES**  
**OSPI SCHOOL SEISMIC SAFETY RETROFIT PROGRAM PHASE 1**  
MCDERMOTH ELEMENTARY SCHOOL  
ABERDEEN, WASHINGTON

<b>Task Description</b>	<b>Sr. Principal</b>	<b>Principal</b>	<b>Senior Project Manager</b>	<b>Project Manager/ Senior Technical Specialist</b>	<b>Technical Specialist</b>	<b>Project Professional</b>	<b>Staff Professional 2</b>	<b>Staff Professional 1</b>	<b>Project Controls</b>	<b>Project Technician</b>	<b>Project Support</b>		<b>Professional Staff Fees Subtotal</b>	<b>Reimbursables / Expenses</b>	<b>Total</b>
<b>Billing Rates (2024)</b>	<b>\$375</b>	<b>\$355</b>	<b>\$262</b>	<b>\$219</b>	<b>\$200</b>	<b>\$191</b>	<b>\$172</b>	<b>\$155</b>	<b>\$143</b>	<b>\$130</b>	<b>\$118</b>				
Part 1 Geotechnical Field Services															
Project Kick-off Meeting				1.0									\$219		\$219
Safety Plan, Site Recon, Utility Locate				2.0	4.0					4.0			\$1,758	\$94	\$1,852
Subsurface Investigation				1.0						24.0			\$3,339	\$17,934	\$21,273
Laboratory Testing and Sample Review				1.5	2.0						2.0		\$965	\$1,950	\$2,915
Site Class and Seismic Design Values					2.0		2.0						\$744		\$744
Limited Seismic Hazard Analysis				1.0	4.0	4.0	5.0				3.0		\$2,997		\$2,997
<b>Part 1 Subtotal</b>															\$30,000
Part 2 Geotechnical Design Services															
Engineering Analysis				2.0	6.0		10.0						\$3,358		\$3,358
Geotechnical Report		4.0		6.0	32.0						4.0		\$9,606		\$9,606
Project Management				6.0							3.0		\$1,668		\$1,668
Consultation and Meetings (2 meetings)		1.0											\$355		\$355
<b>Part 2 Subtotal</b>															\$14,987
<b>TOTAL</b>	<b>0.0</b>	<b>5.0</b>	<b>0.0</b>	<b>20.5</b>	<b>50.0</b>	<b>4.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>28.0</b>	<b>12.0</b>	<b>0.0</b>	<b>\$25,009</b>	<b>\$19,978</b>	<b>\$44,987</b>
Part 1 Recommended Contingency (10%)															\$3,000
Part 2 Recommended Contingency (10%)															\$1,500

**FEES FOR SERVICES**

Fees for services will be based on the time worked on the project by staff personnel plus reimbursable expenses. The fee will be computed as follows.

1. Labor related fees will be computed based on personnel billing rates in effect at the time the services are performed. Personnel billing rates are subject to revision on, or about, 1 January and 1 July of each year. The hourly rates are fully inclusive of fringe benefits, burden, and fee. Current rates are provided in the table below.

<i>Classification</i>	<i>Hourly Rate</i>
<i>Project Support</i>	<i>\$118</i>
<i>Technician</i>	<i>\$118</i>
<i>Project Technician</i>	<i>\$130</i>
<i>Senior Technician</i>	<i>\$142</i>
<i>Project Controls</i>	<i>\$143</i>
<i>Staff Professional 1</i>	<i>\$155</i>
<i>Staff Professional 2</i>	<i>\$172</i>
<i>Project Professional</i>	<i>\$191</i>
<i>Technical Specialist</i>	<i>\$200</i>
<i>Project Manager / Senior Technical Specialist</i>	<i>\$219</i>
<i>Senior Project Manager / Technical Expert</i>	<i>\$262</i>
<i>Program Manager / Senior Technical Expert</i>	<i>\$335</i>
<i>Principal</i>	<i>\$355</i>
<i>Senior Principal</i>	<i>\$375</i>

2. Pre-trial conferences, depositions, and expert testimony will be billed at one and one-half (1.5) times the rates quoted above.
3. Second and Third Shift, Weekend, and Holiday hours will be billed at \$40/hour premium. Second and Third Shifts are those starting between 4 PM and 4 AM.
4. Field visits will be billed at 4-hour minimum; night shifts will be billed at 8-hour minimum. Cancellation of scheduled night shift within 24 hours will be charged the full 8 hours.
5. Direct non-salary expenses will be billed at our cost plus fifteen (15) percent, except for employee vehicle use which will be billed at IRS allowed mileage rates.
6. General project-related expenses such as mobile phone expenses (including mobile app fees); in-house reproduction; printing costs for reports, drawings, and other project records; mail and overnight document delivery; and long-term electronic and paper document storage will be billed as a general communication fee at a rate of four (4) percent of the labor charges.
7. Subcontractors will be billed at our cost plus fifteen (15) percent.
8. Equipment and laboratory testing will be billed at rates listed in the attached Equipment and Laboratory Rate Schedules, as applicable.

**EQUIPMENT RATE SCHEDULE**

<b>AIR MONITORING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Drager/Rae Sampling Kit (tubes not included)</i>	\$10	\$40	\$120
<i>Dust Monitor</i>	\$100	\$400	\$1,200
<i>Four-Gas Meter</i>	\$43	\$172	\$516
<i>Photoionization Detector - 10.6 or 11.7 eV</i>	\$70	\$280	\$840
<b>FIELD TESTING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Double Ring Infiltrometer</i>	\$250	---	---
<i>Field Supplies</i>	\$28	\$112	\$448
<i>Guelph Permeameter</i>	\$150	---	---
<i>Inclinometer Readings</i>	\$250	---	---
<i>Sand Cone Field Density Kit</i>	\$75	\$225	\$725
<i>pH Meter</i>	\$15	\$60	\$180
<i>Pile Load Testing (per test)</i>	\$1,500	---	---
<i>Plate Load Tester (per day)</i>	\$50	---	---
<i>Pit Box Test (per day)</i>	\$400	---	---
<i>Slug Test Kit (per day)</i>	\$350	---	---
<i>Wood Pile Load Testing (per test)</i>	\$250	---	---
<b>SAMPLING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Groundwater Sampling Bundle with Bladder Pump</i>	\$315	\$1,000	\$3,000
<i>Groundwater Sampling Bundle with Peristaltic Pump</i>	\$250	\$750	\$2,100
<i>Groundwater Sampling Bundle with Grundfos Pump</i>	\$350	\$1,100	\$3,100
<i>Rotohammer Drill</i>	\$100	\$400	---
<i>Soil Sampling or Tank Pull Equipment Bundle</i>	\$150	\$350	\$1,050
<i>Soil Vapor Sampling Bundle</i>	\$400	\$1,400	\$2,600
<i>Turbidity Meter</i>	\$20	\$80	\$240
<i>YSI Meter with Flow Cell</i>	\$100	\$400	\$1,200
<b>WATER LEVEL METERS AND INTERFACE PROBES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Barologger</i>	\$10	\$40	\$120
<i>Levelogger</i>	\$25	\$100	\$300
<i>Oil/Water Interface Probe</i>	\$50	\$200	\$600
<i>Water Level Indicator</i>	\$20	\$80	\$240
<b>GEOTECHNICAL INSTRUMENTATION</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Cone Penetrometer</i>	\$15	\$60	\$180
<i>Crack Monitors - Electronic Datalogger</i>	---	\$120	\$360
<i>Dynamic Cone Penetrometer</i>	\$150	---	---
<i>Electronic Readout Box</i>	\$25	\$100	\$300
<i>Geokon LC-2 Single Channel Logger</i>	---	\$80	\$240
<i>Geokon - CR 800 Vibrating Wire Datalogger with Modem</i>	---	\$100	\$300
<i>Geokon GK 401 Vibrating Wire Readout Box</i>	\$50	\$100	\$300
<i>In-Place Inclinometer Rental</i>	---	---	\$1,250
<i>Modem</i>	---	---	\$250
<i>Nuclear Density Gauge</i>	\$100	\$300	\$900

**EQUIPMENT RATE SCHEDULE (continued)**

<b>GEOTECHNICAL INSTRUMENTATION (continued)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Power System - Battery	\$5	\$20	\$60
Power System - Solar	\$15	\$60	\$180
Seismograph - Manual	\$75	\$225	\$725
Seismograph - Remote Units	\$100	\$275	\$825
Tiltmeter	---	\$150	\$450
Vibration and Sound Monitoring Station	\$125	\$325	\$925
VDV Web Service	---	---	\$200
<b>UAS DATA ACQUISITION &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
UAS Digital Imagery Equipment	---	\$200	\$800
UAS Digital Imagery w/Ground Control Package (UAS + GNSS)	---	\$300	\$1,200
UAS Hyperspectral Equipment	---	\$300	\$1,200
UAS Hyperspectral w/Ground Control Package (UAS w/HS + GNSS)	---	\$400	\$1,600
<b>LIDAR SCANNING &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
LiDAR Scanning Equipment (Terrestrial & Aerial)	---	\$400	\$1,600
LiDAR Equipment w/Ground Control Package (LiDAR + GNSS)	---	\$500	\$2,000
<b>MISCELLANEOUS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Camera - Digital	\$10		
Decontamination Kit (each)	\$50	---	---
Field Truck (including fuel)	\$95	\$380	\$1,140
Generator	\$50	\$200	\$600
GeoTech Sample Jars 16 oz. (per box)	\$10	---	---
GPS Unit	\$150	\$600	\$1,800
Harness with Restraint Lanyard	\$40	\$160	\$480
Motorola CP200d Radio (pair)	---	\$35	\$140
Personal Protective Equipment - Level C (per person)	\$45	---	---
R/V Catalyst - 26 Ft Sampling Vessel	\$600	---	---
Research Nets	\$60	---	---
Sampling Tubing (roll)	\$20	---	---
Saximeter II	\$35	\$140	\$420
Sound Level Meter	\$50	\$200	\$600
Tool Trailer	\$300	---	---

**LABORATORY RATE SCHEDULE**

<b>SOIL CLASSIFICATION AND INDEX TESTS</b>	<b>Unit Price</b>
<i>Atterberg Limits - 1 Point</i>	\$125
<i>Atterberg Limits - 3 Point</i>	\$180
<i>Grain Size - Hydrometer and Sieve Analysis</i>	\$300
<i>Grain Size - 200 Wash</i>	\$100
<i>Grain Size- Sieve Analysis (Standard Sample)</i>	\$125
<i>Grain Size - Sieve Analysis (Bulk Sample)</i>	\$150
<i>Grain Size - Hydrometer</i>	\$175
<i>Water Content</i>	\$25
<i>Organic Content</i>	\$75
<i>Specific Gravity</i>	\$125
<i>Visual Classification</i>	\$15
<b>SOIL MOISTURE-DENSITY TESTS</b>	<b>Unit Price</b>
<i>Bulk Density</i>	\$100
<i>California Bearing Ratio (CBR)</i>	\$650
<i>Proctor - 1 Point</i>	\$120
<i>Proctor - 4 Point</i>	\$250
<i>Proctor - 4 Point (Cohesive Soil)</i>	\$300
<b>SOIL CONSOLIDATION AND STRENGTH TESTS</b>	<b>Unit Price</b>
<i>Consolidation - Constant Rate of Strain (CRS)</i>	\$650
<i>Consolidation - Incremental</i>	\$500
<i>Unconfined Compression</i>	\$100
<i>Direct Simple Shear (DSS)</i>	\$300
<i>Cyclic Direct Simple Shear (CDSS)</i>	\$650
<i>Triaxial Compression - Isotropic Consolidation</i>	\$500
<i>Triaxial Compression - Ko/anisotropic Consolidation</i>	\$800
<i>Triaxial Compression - Unconsolidated</i>	\$300
<b>SURCHARGE RATES</b>	<b>Unit Price</b>
<i>Atterberg Limits Dry Prep</i>	\$15
<i>Atterberg Limits Organic Classification</i>	\$40
<i>Sample Preparation</i>	\$120
<i>Triaxial High Pressure (over 100 psi)</i>	\$100
<i>Tube Cut (per cut)</i>	\$25
<i>Tube Extrusion</i>	\$100

*Additional H&A Laboratory analyses, pricing, and rush rates available upon request.*



HALEY & ALDRICH, INC.  
300 West 15th South  
Vancouver, WA 98660  
360.448.4189

10 April 2024  
File No. P210747-000

TCF Architecture PLLC  
124 North I Street  
Tacoma, Washington 98403

Attention: Steve Wachtler, AIA, Principal

Subject: Proposal for Preliminary Geotechnical Engineering Services  
Aberdeen School District No. 5  
Robert Gray Elementary School  
1516 North B Street  
Aberdeen, Washington 98520

Dear Steve Wachtler:

Haley & Aldrich, Inc. (Haley & Aldrich) is pleased to submit this proposal for preliminary geotechnical engineering services to the Aberdeen School District No. 5 (District) in connection with an Office of Superintendent of Public Instruction (OSPI) School Seismic Safety Retrofit Program Phase 1 study for Robert Gray Elementary School (site). This proposal presents our scope of services and estimated costs to provide geotechnical engineering design services.

This proposal is based on our conversations and correspondence with you and Andy Twyman with Educational Service District No. 112 Construction Services Group (ESD 112/CSG); the Request for Proposal for similar, recent projects, titled, "Aberdeen School District, OSPI School Seismic Safety Grant - Phase I Planning, TCF Project No. 2024-002, Request for Proposal", prepared by TCF Architecture PLLC (TCF Architecture) and dated 12 February 2024; and our work on other projects in the general site vicinity.

## Project Understanding

We understand the project consists of a seismic retrofit of the District's Robert Gray Elementary School located in Aberdeen, Washington. Our study will be geared toward preliminarily fulfilling the geotechnical requirements of American Society of Civil Engineers (ASCE) 41 - *Seismic Evaluation and Retrofit of Existing Buildings*, including performing geologic research, subsurface exploration, laboratory testing, preliminary engineering analysis, reporting, and geotechnical project management. We will work in concert with the project team, including the District, TCF Architecture, ESD 112/CSG, and other consultants. Preliminary geotechnical seismic analysis and design recommendations will be developed, as will the scope for supplemental exploration and/or analysis, which may be required to develop design-level geotechnical recommendations if the project is advanced through the OSPI program. You have requested that the geotechnical investigation be split into two basic parts, consisting of a field services task and an engineering services task.



A cursory review of state-published geology and geologic and seismic hazard maps indicates that the site is located over a geologic unit consisting of Tertiary sedimentary rock at the west end of the campus and Quaternary alluvium at the east end. Mapped liquefaction hazard is effectively nil at the west end due to shallow bedrock conditions but transitions to moderate to high hazard at the east end.

## Scope of Services

Based on our communication with the project team and our knowledge of the project area, Haley & Aldrich proposes to conduct the following scope of services.

### PART 1 - GEOTECHNICAL FIELD SERVICES AND LIMITED SEISMIC HAZARD EVALUATION

1. Attend a 1-hour virtual Owner Kick-Off Meeting, if requested.
2. Review readily available geologic maps, water well logs, and Washington State Department of Natural Resources reports in the site vicinity, as well as other geotechnical reports and plans provided by others (if any) for general information regarding subsurface soil and groundwater conditions and geologic hazards. We will also review our 1976 geotechnical report for the school site, which includes data from several on-site borings and cone penetration tests (CPTs).
3. Conduct a geotechnical reconnaissance of the site, mark the site for utility location, and notify the "One-Call" service for public utility locates.
4. Engage a private utility locator to further attempt to identify underground utilities at the site outside of the public right-of-way (ROW). Also, meet with District facilities staff to locate and clear proposed exploration locations. The limitations of our utility locating work are outlined at the end of this proposal.
5. Prepare a project-specific health and safety plan for the protection of our personnel during field activities.
6. Conduct a limited program of subsurface exploration and *in-situ* testing to characterize subsurface conditions at the site, including:
  - Exploring the site through a combination of drilled borings and a geophysical survey, as follows:
    - Drill two to three mud-rotary borings to depth of 30 to 60 feet below ground surface (bgs) or practical refusal, whichever is encountered first. A maximum of 120 feet of drilling will be performed.
    - Perform one Multichannel Analysis of Surface Waves geophysical survey to develop a shear wave velocity profile to a depth of at least 100 feet bgs.
    - The information from these explorations will assist with site class determination and be used for the development of seismic design values and foundation design parameters.
  - Collecting standard penetration test or Dames and Moore split-spoon samples at 2.5- to 10-foot intervals.

- Collecting up to four thin-walled push samples of fine-grained soils at depths to be determined during drilling.
  - Observing the explorations, logging the subsurface conditions, and transporting collected samples to our laboratory for further visual examination and testing.
  - Drumming and hauling the borehole spoils and disposing of them at an off-site location.
  - Backfilling the boreholes in accordance with Washington State Department of Ecology regulations and patching the surface with cold-patch asphalt in paved areas or gravel in vegetated areas.
  - Cleaning the exploration locations by raking or sweeping, as appropriate.
7. Conduct a series of geotechnical laboratory tests on selected soil samples obtained from the explorations to evaluate the engineering and index properties of the site soils. The specific tests conducted will depend upon the actual conditions encountered. For budgeting purposes, we have assumed the tests will include moisture content determinations, Atterberg limits determinations, sieve analyses, fines content tests, consolidation test, and suites of corrosion potential-related tests.
8. Develop code-based seismic design values in conformance with ASCE 41 Section 2.4 and ASCE 7 Section 11.4. However, this does not include conducting site-specific seismic or ground response analyses per ASCE 7 Chapter 21, which will be completed under a separate scope of services if needed.
9. Conduct limited seismic hazard analysis including:
- Assessing liquefaction potential analysis per the method presented by Idriss & Boulanger (2014).
  - Assessing lateral spreading at the site, including an evaluation of local and regional topography and nearby bathymetry. Lateral spread hazards will be evaluated using limit equilibrium stability analysis and estimation of liquefied shear strain cumulation.

## **PART 2 - GEOTECHNICAL ENGINEERING SERVICES**

1. Conduct engineering analyses to evaluate seismic hazards not evaluated in Part 1, settlement, and preliminary geotechnical design recommendations for new and retrofitted foundations and retaining walls (if any), including:
- Evaluating the potential for seismically or load-induced ground settlement.
  - Developing preliminary design parameters for shallow and/or deep foundations, as appropriate, including bearing capacity, lateral earth pressures, subgrade modulus (soil spring), and other soil parameters required by the structural engineer.
2. Prepare one draft and one final preliminary geotechnical report summarizing our findings and recommendations for the school retrofits, including information related to:
- Subsurface soil and groundwater conditions;

- Geologic hazards;
  - Earthwork and shoring considerations;
  - Seismic and ground settlement hazards;
  - Preliminary seismic design criteria;
  - Preliminary foundation design parameters (new and retrofitted foundation elements);
  - Preliminary floor slab-on-grade design parameters;
  - Ground improvement concepts, if appropriate; and
  - Recommended scope of supplemental geotechnical work.
3. Attend up to two, 30-minute virtual project team meetings.
  4. Provide geotechnical project management and support services, including coordination of subcontractors and Haley & Aldrich staff and consulting with project team members.

## Deliverables

- A draft preliminary geotechnical report in electronic (PDF) format; and
- A final preliminary geotechnical report in PDF format and three hard copies (if required).

## Project Fee

Haley & Aldrich will provide these services on a time and expenses basis for a not-to-exceed fee of **\$30,000** for Part 1 - Geotechnical Field Services, and **\$15,000** for Part 2 - Geotechnical Engineering Services, for a total fee of **\$45,000**, per the attached table. We recommend a 10-percent contingency be budgeted to account for potential field difficulties or complex soil conditions. Additional work beyond that described above (e.g., site response analysis, if required by site conditions exposed during the course of this study) will be completed for an additional cost to be negotiated.

## Limiting Assumptions

In preparing our geotechnical scope of services and fee estimate, we have made the following assumptions:

- ESD 112/CSG or others will coordinate and provide right-of-access to the proposed exploration locations.
- No infiltration testing for stormwater disposal systems is required.
- If seismic response analysis per ASCE 7 Chapter 21 is required based on site conditions encountered during our exploration, or if this analysis is requested by the structural engineer, these services can be provided at an additional cost in a separate phase of work.

- Washington State prevailing wages will be paid to the drilling and utility locating subcontractors. However, federal (Davis Bacon) prevailing wages do not apply.
- No formal restoration of the ground surface/vegetation will be required other than backfilling the boreholes and removing soil spoils from the site.
- Haley & Aldrich will be authorized to perform field exploration for Central Park Elementary, Robert Gray Elementary, and McDermoth Elementary under one mobilization. In the case of separate authorizations, extra costs may be applied due to separate mobilization to the sites.
- Exploration drilling and CPTs can be completed during regular business hours (Monday through Friday, 7 a.m. to 6 p.m.). In case of weekend or night work, extra cost may be applied.
- Contaminated soils will not be encountered.
- The assessment of oil and other hazardous materials or mold and other biological pollutants is not included in our scope of services. Also, the characterization of excavated soil or groundwater that will be generated as a result of the planned construction activity to assess possible requirements for managing contaminated media is excluded from this scope.
- Final design services are not included in this scope.
- Construction support services are not included in this scope.
- We will perform our work in general accordance with the standard of care of our profession, which means generally accepted professional practices in the same or similar localities related to the nature of the work accomplished at the time the services are performed.

## **Limitations of Utility Locates**

We are required by Washington State Law to call a Utility Location Center (811) before performing subsurface explorations. This “one-call system” prompts multiple utility owners to clear exploration locations in the public ROW. The location of utilities on private property is the responsibility of the property owner or facility operator. Haley & Aldrich conducts research for private properties, including hiring a private firm that uses specialized equipment to locate conducting underground utilities and reviewing plans provided by the owner and other utility maps, such as those that may be readily available online. Such services by the Consultant or its Subconsultant will be performed in a manner consistent with the ordinary standard of professional care. The District acknowledges that such research may not identify all utilities, such as plastic water and gas lines, plastic or tile sewer lines, concrete or plastic drain lines, or fiber optic lines, and that the information upon which Haley & Aldrich reasonably relies may contain errors or be incomplete. Haley & Aldrich cannot be held responsible for damages, including consequential damages, related to striking underground utilities that are not shown on plans or made of a conducting material and that could not be reasonably detected.

## Authorization

Haley & Aldrich will provide the services described herein in accordance with the attached Fee Schedule, which is integral to this proposal. This proposal is valid for a period of 60 days from the date of this letter. If acceptance and authorization to proceed are not received within that period, we reserve the right to renegotiate the estimated fee, schedule for completion, and scope of services.

If the above arrangements are satisfactory to you, please issue a contract for our review.

We appreciate the opportunity to submit this proposal and look forward to our association with you on this project. Please contact the undersigned if you wish to discuss this proposal or any aspect of the project.

Sincerely yours,  
**HALEY & ALDRICH, INC.**



Micah D. Hintz, P.E.  
Project Manager



Daniel J. Trisler, P.E.  
Principal Geotechnical Engineer

### Attachments:

Summary of Hours and Expenses  
Standard Fee Schedule 2024-RS2

SUMMARY OF HOURS AND EXPENSES  
 OSPI SCHOOL SEISMIC SAFETY RETROFIT PROGRAM PHASE 1  
 ROBERT GRAY ELEMENTARY SCHOOL  
 ABERDEEN, WASHINGTON

Task Description	Sr. Principal	Principal	Senior Project Manager	Project Manager/ Senior Technical Specialist	Technical Specialist	Project Professional	Staff Professional 2	Staff Professional 1	Project Controls	Project Technician	Project Support		Professional Staff Fees Subtotal	Reimbursables / Expenses	Total
<b>Billing Rates (2024)</b>	\$375	\$355	\$262	\$219	\$200	\$191	\$172	\$155	\$143	\$130	\$118				
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<b>Part 2 Subtotal</b>															\$14,987
<b>TOTAL</b>	<b>0.0</b>	<b>5.0</b>	<b>0.0</b>	<b>20.5</b>	<b>50.0</b>	<b>4.0</b>	<b>17.0</b>	<b>0.0</b>	<b>0.0</b>	<b>28.0</b>	<b>12.0</b>	<b>0.0</b>	<b>\$25,009</b>	<b>\$19,978</b>	<b>\$44,987</b>
Part 1 Recommended Contingency (10%)															\$3,000
Part 2 Recommended Contingency (10%)															\$1,500

**FEES FOR SERVICES**

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1. Labor related fees will be computed based on personnel billing rates in effect at the time the services are performed. Personnel billing rates are subject to revision on, or about, 1 January and 1 July of each year. The hourly rates are fully inclusive of fringe benefits, burden, and fee. Current rates are provided in the table below.

<i>Classification</i>	<i>Hourly Rate</i>
<i>Project Support</i>	<i>\$118</i>
<i>Technician</i>	<i>\$118</i>
<i>Project Technician</i>	<i>\$130</i>
<i>Senior Technician</i>	<i>\$142</i>
<i>Project Controls</i>	<i>\$143</i>
<i>Staff Professional 1</i>	<i>\$155</i>
<i>Staff Professional 2</i>	<i>\$172</i>
<i>Project Professional</i>	<i>\$191</i>
<i>Technical Specialist</i>	<i>\$200</i>
<i>Project Manager / Senior Technical Specialist</i>	<i>\$219</i>
<i>Senior Project Manager / Technical Expert</i>	<i>\$262</i>
<i>Program Manager / Senior Technical Expert</i>	<i>\$335</i>
<i>Principal</i>	<i>\$355</i>
<i>Senior Principal</i>	<i>\$375</i>

2. Pre-trial conferences, depositions, and expert testimony will be billed at one and one-half (1.5) times the rates quoted above.
3. Second and Third Shift, Weekend, and Holiday hours will be billed at \$40/hour premium. Second and Third Shifts are those starting between 4 PM and 4 AM.
4. Field visits will be billed at 4-hour minimum; night shifts will be billed at 8-hour minimum. Cancellation of scheduled night shift within 24 hours will be charged the full 8 hours.
5. Direct non-salary expenses will be billed at our cost plus fifteen (15) percent, except for employee vehicle use which will be billed at IRS allowed mileage rates.
6. General project-related expenses such as mobile phone expenses (including mobile app fees); in-house reproduction; printing costs for reports, drawings, and other project records; mail and overnight document delivery; and long-term electronic and paper document storage will be billed as a general communication fee at a rate of four (4) percent of the labor charges.
7. Subcontractors will be billed at our cost plus fifteen (15) percent.
8. Equipment and laboratory testing will be billed at rates listed in the attached Equipment and Laboratory Rate Schedules, as applicable.



**EQUIPMENT RATE SCHEDULE**

<b>AIR MONITORING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Drager/Rae Sampling Kit (tubes not included)</i>	\$10	\$40	\$120
<i>Dust Monitor</i>	\$100	\$400	\$1,200
<i>Four-Gas Meter</i>	\$43	\$172	\$516
<i>Photoionization Detector - 10.6 or 11.7 eV</i>	\$70	\$280	\$840
<b>FIELD TESTING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Double Ring Infiltrometer</i>	\$250	---	---
<i>Field Supplies</i>	\$28	\$112	\$448
<i>Guelph Permeameter</i>	\$150	---	---
<i>Inclinometer Readings</i>	\$250	---	---
<i>Sand Cone Field Density Kit</i>	\$75	\$225	\$725
<i>pH Meter</i>	\$15	\$60	\$180
<i>Pile Load Testing (per test)</i>	\$1,500	---	---
<i>Plate Load Tester (per day)</i>	\$50	---	---
<i>Pit Box Test (per day)</i>	\$400	---	---
<i>Slug Test Kit (per day)</i>	\$350	---	---
<i>Wood Pile Load Testing (per test)</i>	\$250	---	---
<b>SAMPLING EQUIPMENT</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Groundwater Sampling Bundle with Bladder Pump</i>	\$315	\$1,000	\$3,000
<i>Groundwater Sampling Bundle with Peristaltic Pump</i>	\$250	\$750	\$2,100
<i>Groundwater Sampling Bundle with Grundfos Pump</i>	\$350	\$1,100	\$3,100
<i>Rotohammer Drill</i>	\$100	\$400	---
<i>Soil Sampling or Tank Pull Equipment Bundle</i>	\$150	\$350	\$1,050
<i>Soil Vapor Sampling Bundle</i>	\$400	\$1,400	\$2,600
<i>Turbidity Meter</i>	\$20	\$80	\$240
<i>YSI Meter with Flow Cell</i>	\$100	\$400	\$1,200
<b>WATER LEVEL METERS AND INTERFACE PROBES</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Barologger</i>	\$10	\$40	\$120
<i>Levelogger</i>	\$25	\$100	\$300
<i>Oil/Water Interface Probe</i>	\$50	\$200	\$600
<i>Water Level Indicator</i>	\$20	\$80	\$240
<b>GEOTECHNICAL INSTRUMENTATION</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
<i>Cone Penetrometer</i>	\$15	\$60	\$180
<i>Crack Monitors - Electronic Datalogger</i>	---	\$120	\$360
<i>Dynamic Cone Penetrometer</i>	\$150	---	---
<i>Electronic Readout Box</i>	\$25	\$100	\$300
<i>Geokon LC-2 Single Channel Logger</i>	---	\$80	\$240
<i>Geokon - CR 800 Vibrating Wire Datalogger with Modem</i>	---	\$100	\$300
<i>Geokon GK 401 Vibrating Wire Readout Box</i>	\$50	\$100	\$300
<i>In-Place Inclinometer Rental</i>	---	---	\$1,250
<i>Modem</i>	---	---	\$250
<i>Nuclear Density Gauge</i>	\$100	\$300	\$900

**EQUIPMENT RATE SCHEDULE (continued)**

<b>GEOTECHNICAL INSTRUMENTATION (continued)</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Power System - Battery	\$5	\$20	\$60
Power System - Solar	\$15	\$60	\$180
Seismograph - Manual	\$75	\$225	\$725
Seismograph - Remote Units	\$100	\$275	\$825
Tiltmeter	---	\$150	\$450
Vibration and Sound Monitoring Station	\$125	\$325	\$925
VDV Web Service	---	---	\$200
<b>UAS DATA ACQUISITION &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
UAS Digital Imagery Equipment	---	\$200	\$800
UAS Digital Imagery w/Ground Control Package (UAS + GNSS)	---	\$300	\$1,200
UAS Hyperspectral Equipment	---	\$300	\$1,200
UAS Hyperspectral w/Ground Control Package (UAS w/HS + GNSS)	---	\$400	\$1,600
<b>LiDAR SCANNING &amp; PROCESSING</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
LiDAR Scanning Equipment (Terrestrial & Aerial)	---	\$400	\$1,600
LiDAR Equipment w/Ground Control Package (LiDAR + GNSS)	---	\$500	\$2,000
<b>MISCELLANEOUS</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Camera - Digital	\$10		
Decontamination Kit (each)	\$50	---	---
Field Truck (including fuel)	\$95	\$380	\$1,140
Generator	\$50	\$200	\$600
GeoTech Sample Jars 16 oz. (per box)	\$10	---	---
GPS Unit	\$150	\$600	\$1,800
Harness with Restraint Lanyard	\$40	\$160	\$480
Motorola CP200d Radio (pair)	---	\$35	\$140
Personal Protective Equipment - Level C (per person)	\$45	---	---
R/V Catalyst - 26 Ft Sampling Vessel	\$600	---	---
Research Nets	\$60	---	---
Sampling Tubing (roll)	\$20	---	---
Saximeter II	\$35	\$140	\$420
Sound Level Meter	\$50	\$200	\$600
Tool Trailer	\$300	---	---

**LABORATORY RATE SCHEDULE**

<b>SOIL CLASSIFICATION AND INDEX TESTS</b>	<b>Unit Price</b>
<i>Atterberg Limits - 1 Point</i>	\$125
<i>Atterberg Limits - 3 Point</i>	\$180
<i>Grain Size - Hydrometer and Sieve Analysis</i>	\$300
<i>Grain Size - 200 Wash</i>	\$100
<i>Grain Size- Sieve Analysis (Standard Sample)</i>	\$125
<i>Grain Size - Sieve Analysis (Bulk Sample)</i>	\$150
<i>Grain Size - Hydrometer</i>	\$175
<i>Water Content</i>	\$25
<i>Organic Content</i>	\$75
<i>Specific Gravity</i>	\$125
<i>Visual Classification</i>	\$15
<b>SOIL MOISTURE-DENSITY TESTS</b>	<b>Unit Price</b>
<i>Bulk Density</i>	\$100
<i>California Bearing Ratio (CBR)</i>	\$650
<i>Proctor - 1 Point</i>	\$120
<i>Proctor - 4 Point</i>	\$250
<i>Proctor - 4 Point (Cohesive Soil)</i>	\$300
<b>SOIL CONSOLIDATION AND STRENGTH TESTS</b>	<b>Unit Price</b>
<i>Consolidation - Constant Rate of Strain (CRS)</i>	\$650
<i>Consolidation - Incremental</i>	\$500
<i>Unconfined Compression</i>	\$100
<i>Direct Simple Shear (DSS)</i>	\$300
<i>Cyclic Direct Simple Shear (CDSS)</i>	\$650
<i>Triaxial Compression - Isotropic Consolidation</i>	\$500
<i>Triaxial Compression - Ko/anisotropic Consolidation</i>	\$800
<i>Triaxial Compression - Unconsolidated</i>	\$300
<b>SURCHARGE RATES</b>	<b>Unit Price</b>
<i>Atterberg Limits Dry Prep</i>	\$15
<i>Atterberg Limits Organic Classification</i>	\$40
<i>Sample Preparation</i>	\$120
<i>Triaxial High Pressure (over 100 psi)</i>	\$100
<i>Tube Cut (per cut)</i>	\$25
<i>Tube Extrusion</i>	\$100

*Additional H&A Laboratory analyses, pricing, and rush rates available upon request.*

April 9, 2024

TCF Architecture  
Attn: Steve Wachtler, AIA  
124 North I Street  
Tacoma, WA 98403

**RE: Add Service Request for Engineering Services  
Aberdeen School District – OSPi School Seismic Safety Grant – Phase 1 Planning  
Aberdeen, WA**

Dear Mr. Wachtler:

Land Development Consultants, Inc. (LDC) is currently under contract to provide civil engineering services associated with the phase 1 planning grant to study vulnerable public schools in high seismic risk areas for the following schools: Harbor Learning Center; AJ West Elementary School; Stevens Elementary School; and Miller Junior High School. The following school sites have been added as part of this additional services request and shall be evaluated as part of the Phase 1 scope:

- Central Park Elementary School
- McDermoth Elementary School
- Robert Gary Elementary School

This proposal is based on an email dated April 9, 2024 and previous experience at the school sites. The following services will be provided for each school:

- Civil Services Part 1
  - Attend (3) virtual Design Team Meetings.
  - Provide narrative summarizing civil engineering elements related to the proposed seismic improvements being studied.
  - Provide narrative summarizing civil engineering elements related to the proposed tsunami evacuation structure concept being studied.
  - Prepare probable construct costs for Civil Scope to be provided to 3<sup>rd</sup> party cost estimator.
- Civil Services Part 2
  - Update civil narrative based on updates from Part 2 structural and Geotech analysis.

**Phase 5 – Central Park Elementary School**

Task 1: Civil Services Part 1: \$1,000 Fixed Fee  
Task 2: Civil Services Part 2: \$1,000 Fixed Fee

**Phase 6 – McDermoth Elementary School**

Task 1: Civil Services Part 1: \$1,000 Fixed Fee  
Task 2: Civil Services Part 2: \$1,000 Fixed Fee

**Phase 7 – Robert Gary Elementary School**

Task 1: Civil Services Part 1: \$1,000 Fixed Fee  
Task 2: Civil Services Part 2: \$1,000 Fixed Fee

Deliverables:

- Civil Engineering Narratives
- Civil Engineering Cost Estimates

Assumptions:

- LDC will focus on civil engineering-related items within the narratives. Our document will be included within an overall document to be prepared by TCF Architecture.
- The study is intended to be preliminary in nature and not intended to submit to the City of Aberdeen for permitting purposes.

We appreciate the opportunity to be a part of your project team and look forward to continue working with you on this project. If the scope and fee within this change order meets your needs, please sign below and return to us at your convenience authorizing us to proceed. If you have any questions or comments, please call me at 360.634.2065.

Regards,

***LDC, Inc.***



Ross Jarvis, PE  
Principal Engineer

**PROPOSAL ACCEPTED**

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

March 28, 2024

Steve Wachtler, AIA  
Principal  
TCF Architecture  
[steve@tcfarchitecture.com](mailto:steve@tcfarchitecture.com)

Reference: **Proposal for Phase 1 Seismic and Tsunami Studies  
Central Park Elementary School, 601 School Rd  
Robert Gray Elementary School, 1516 North B Street  
McDermoth Elementary School, 409 North K Street  
Aberdeen School District, Aberdeen, WA  
[Degenkolb Job Number C3860012.00]**

Dear Mr. Wachtler:

We understand that the Aberdeen School District would like to proceed with Phase 1 site assessments for three additional school sites in the district: Central Park Elementary, Robert Gray Elementary, and McDermoth Elementary. The focus of Phase 1 is to perform overall site feasibility assessments related to the seismic safety of the existing buildings and considerations related to locating a tsunami evacuation tower at each school property. This project is being funded by the Office of the Superintendent of Public Instruction's seismic rehabilitation grant program. This is intended to be the initial phase of a multi-phase project, with full design and construction funded in future phases.

#### Scope of Work

Phase 1 is intended to allow the District to perform the needed geotechnical investigation and preliminary seismic assessment to determine the long-term feasibility of retrofitting the existing school buildings and providing for tsunami evacuation. Depending on the findings and recommendations in Phase 1, subsequent phases of the grant program will encompass the full design and construction phases. Phase 1 scope of work is limited to the following:

#### **Project Kickoff Meeting & Site Visit**

A virtual project kickoff meeting and in-person site visit will be held early in Phase 1 to engage the key stakeholders and summarize the overall Phase 1 work plan. Key topics to be discussed include current building conditions, seismic performance goals, tsunami tower evacuation routes, and future flexibility of both the site and the tsunami tower project. A site visit to each school will allow the project team to review existing conditions at the campus, perform a preliminary seismic assessment, and walk potential evacuation routes. We will review available building design drawings prior to the site visit.

March 28, 2024

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### **Site Plan Options Analysis**

Based on the input provided during the kickoff meeting and information from the site visit and document review, we will discuss tsunami tower siting considerations with the other team members to inform site plan options. The footprint size of the tsunami tower will be estimated based on experience with other similar projects.

We will coordinate with the geotechnical engineer on site investigation scope of work along with an overall review of other potential geologic hazards such as land sliding, liquefaction, and lateral spreading. We have assumed approximately four meetings with the design team to develop site plan options for the four campuses.

### **Preliminary Seismic Assessments**

We will provide input to the other team members related to major seismic safety considerations, with a focus on foundation elements and geotechnical conditions. The intent for Phase 1 is not to perform a complete seismic evaluation but rather to identify major issues. Paired with the results of the geotechnical investigation, our preliminary assessment can help determine the appropriate next step for mitigating seismic hazards in future phases.

### **Review Options with District**

We have assumed regular engagement with the District to review site plan options and review progress during Phase 1. We propose bi-weekly virtual team check-ins with one or two meetings focused on reviewing final site plan options and seismic retrofit findings.

### **Summarize Findings and Recommended Next Steps**

At the conclusion of Phase 1, key findings and recommended next steps will be summarized in a memo format. This will include a preliminary code analysis, site feasibility summary, and site plan exhibits developed as part of the site plan options analysis. Next steps will be summarized to help identify open questions and provide direction for moving into future phases of the project.

### **Schedule**

We have assumed that Phase 1 will take place between April and August to allow time for review of geotechnical engineering recommendations for the site and incorporate into the final Phase 1 site assessment findings.



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### **Assumptions**

We have made the following assumptions related to the Phase 1 scope of work:

- Design drawings of each school campus will be provided at the start of the project.
- Additional studies such as critical areas assessment, topographic surveys, utility capacity surveys, tsunami inundation modeling, etc., are not included in Phase 1. Existing information, such as Washington Department of Natural Resources maps, will be reviewed during Phase 1. Recommendations for additional studies will be summarized in the final memo.
- Engineering design of the seismic retrofits and the tsunami towers is not included in Phase 1. As noted above, the footprint size of the tsunami tower will be estimated based on experience with other similar projects and utilized during the site feasibility assessment studies.
- We are available to have a preliminary permitting discussion with the AHJ, but formal code review or other approval processes will be completed in a future phase.

### **Key Personnel**

David Sommer will lead the Phase 1 assessment as Project Manager. He has significant experience with the OSPI Seismic Retrofit Grant Program requirements, with a recently completed retrofit project at the Boistfort School.

Cale Ash has led our previous tsunami vertical-evacuation projects, including the Ocosta Replacement Elementary School and the successful FEMA grants for the City of Ocean Shores, the City of Westport, Shoalwater Bay Indian Tribe, and Aberdeen School District. He will be an active participant in the Phase 1 tsunami tower site assessment.



March 28, 2024

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**Proposed Fees, Terms & Conditions**

We propose to provide our services for these additional three schools under an extension of our existing agreement for the following fees and allowances:

**Phase 1 Preliminary Seismic Assessment and Tsunami Tower Site Assessment (fixed fee):**

**\$19,777 per School; \$59,330 total**

**Reimbursable Expenses (Mileage, Printing, Overnight Lodging):                      \$1000 (total)**

If the terms of this proposal are not fully consistent with your expectations, we will appreciate the opportunity to review them with you in more detail. Please let us know if you have any questions or need further information.

Sincerely,

DEGENKOLB ENGINEERS

A handwritten signature in black ink, appearing to read "Cale Ash".

Cale Ash, PE, SE

Principal, Group Director

CRA/DGS/dgs

A handwritten signature in blue ink, appearing to read "David Sommer".

David Sommer, PE, SE

Associate Principal

# DEGENKOLB ENGINEERS

## FEE WORKSHEET

Job Name: Aberdeen School District - Phase 1 Site Assessments Additional Schools  
 Job No.: C3860012.00  
 Date: 28-Mar-24  
 Prepared by: David Sommer, Cale Ash

Task	Cale Ash	David Sommer	
	Project Principal	Associate Principal	Designer
2024 Design Rates	\$280	\$255	\$180

### Phase 1 - Site Assessment (4 Schools)

Review Existing Documents	3	12	24
Coordination with Geotechnical Engineer	3	9	4
Kickoff Meeting (virtual)	2	2	
Internal Meeting Recap	1	1	1
Site Visit (in-person, 3 schools)	12	16	16
Tier 1 Checklists		12	60
Retrofit Concepts	2	16	30
Review Options with District (virtual)	2	2	
Internal Progress Meetings (3 assumed)	3	3	
Bi-Weekly Mtgs with District (4 assumed)	3	4	
Summary Report	4	3	24
PM (Proposal & Contracting)		2	
<b>Total Degenkolb Hours</b>	<b>35</b>	<b>82</b>	<b>159</b>
Subtotals	\$9,800	\$20,910	\$28,620

**\$59,330** total

**\$19,777 per site**

Reimbursable Allowance (mileage, printing, lodging) **\$1,000**



# Proposal

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CLIENT	TCF Architecture	DATE	April 9 <sup>th</sup> , 2024
CLIENT CONTACT	Steve Wachtler	PROJECT	Aberdeen School District Safety Grant Phase I Planning

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Dear Steve,

Please see below our proposal for providing cost consulting services for the Aberdeen School District Safety Grant Phase I Planning Project additional services. It is our understanding the project consists of the seismic retrofit and inclusion of vertical evacuation towers. These schools include:

- Central Park Elementary School
- McDermott Elementary School
- Robert Gray Elementary School

## 2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings, specifications and descriptions of the work.

## 2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

## 2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

## 2.5 Project Staffing Assignment

- Andy Cluness (25+ Years' Experience) – Lead Estimator
- John Perry (30 Years' Experience) – Senior Estimator
- Neil Watson (30 Years' Experience) – Senior MEP Estimator

## 3a. Basic Services Fees

Our Not to Exceed Hourly Fee for base cost estimating services are **\$2,665** for the following services:

- **Cost Estimating Part I Conceptual Cost Estimating = \$1,845 (9 Hours x \$205/Hr.)**
  - High Level \$/SF ROM Estimating: 9 Hours
  - Review and Incorporation of Engineers Estimates: Included
  - Final Update: Included
- **Cost Estimating Part II Conceptual Cost Estimating = \$820 (4 Hours x \$205/Hr.)**
  - Estimate Update: 10 Hours

**4. Expenses**

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$205/Hr. Flights and Accommodations will be billed at Cost + 10%. *We are not anticipating expenses for this project.*

**5. Payment**

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months, after which time the writer should be consulted for verification of scope and fees.

**6. Project Schedule**

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service:

**Documents to RC Cost Group**

Per Schedule

**Complete Cost Plan**

Per Schedule

*We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.*

Yours Truly,



**Andrew Cluness, Managing Partner**

RC Cost Group, INC.

**Confirmation of Agreement:**

This letter correctly sets out the scope and fees for services to be provided by RC Cost Group, Inc. for this project.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED OFFICER

\_\_\_\_\_  
TITLE OF AUTHORIZED OFFICER

\_\_\_\_\_  
DATE



As you know, selections like this are not a science, and group dynamics play a key role. CSG did not participate in the selection of the winning firm. Some of the 3-person selection committees provided preliminary initial self-scoring as a way to begin the conversation with the committee members. After careful consideration and communication TCF Architecture was unanimously selected as the firm for Master Planning/Architectural Services by the 3 person selection committee based on the committee's beliefs of the best fit for the project.

Aberdeen School District Selection for Architectural Professional Services & Master Planning										
(see details for Questions below)		1. Letter of Introduction	2. List Experience in K12	3. Org Chart/Resume	4. 3-previous Projects +	5. Must Have's	6. Attributes	Other Info	Score	Ranking
Firm Name	Reviewer									
TCF Architecture	A	5	5	4	4	5	4		27	
	B	5	5	5	4	5	5		29	
	C	5	5	5	5	5	5		30	
									86	1
Erickson McGovern	A	5	4	4	4	3	4		24	
	B	3	4	5	5	4	4		25	
	C	5	4	5	5	4	5		28	
									77	2
McGranahan Architects	A	5	3	2	3	5	5		23	
	B	4	4	5	4	5	5		27	
	C	5	3	4	5	4	5		26	
									76	3

Each submittal must include: (Score 1-5, 1 is worst and 5 is best - if not answered then get a 1)

1. A letter of introduction. Please include the firm's strategy in how you will provide outstanding project coordination and communications with the Aberdeen School District and its representatives.
2. A listing of your experience with performing services for public works projects specifically those involving K-12 school sites.
3. An organizational chart and summary resumes of key personnel and/or consultants assigned to the project including the project manager
4. Examples of three previous projects and current client names with contact information for the projects cited. No limitation on years since completion. The District is particularly interested in the breadth and depth of the firm's successful experience with challenging seismic renovation projects in higher risk-seismic hazard areas in the Pacific Northwest.
5. Provide a list of immediate "must haves" from the Owner to enhance project delivery and timelines.
6. Describe attributes that distinguish your firm from other firms offering similar services and how selecting your firm will specifically benefit the Aberdeen School District.

Submittal evaluation by the selection committee will involve an equal weighted ranking of the following criteria:

1. Review of each of the six (6) items noted above in submittal requirements.
2. Demonstrated experience working with school district project design, planning and construction that require on time and on budget deliverables.

**CONTRACT FOR SERVICES BETWEEN  
Twin Harbors, a branch of New Market Skills Center, Aberdeen School District,  
AND  
Grays Harbor College**

In consideration of the promises and conditions contained herein, Twin Harbors, a branch of New Market Skills Center (hereinafter known as the Skills Center), the Aberdeen School District (hereinafter known as ASD) [as fiduciary agent of the Skills Center], and Grays Harbor College (hereinafter known as the College) do mutually agree as follows:

1. The Skills Center hereby contracts with the College to offer a Medical Assistant program to college and high school students.
2. To the degree applicable, from the paragraphs below, the Skills Center shall perform all duties pursuant to this Contract, and persons by the Skills Center to do so shall be its employees.
3. To the degree applicable, from the paragraphs below, the College shall perform all duties pursuant to this contract, and persons engaged by the College to do so shall be its employees.
4. Description of Services: The College will:
  - A. Provide the instructional and lab facilities required for the Medical Assistant program. College staff will coordinate clinical experiences as needed.
  - B. Provide program staff for the Medical Assistant program as outlined in Paragraph 10 below and ensure the proper instruction to support students in meeting the Medical Assistant certification skill areas. Any program staff employed by the Skills Center and used for instructional purposes shall be agreed upon by the College. These individuals shall be employed exclusively by the Skills Center and shall not be employees of the College. Direct costs paid for by the Skills Center shall be considered in the invoicing described in paragraph 15 below.
  - C. Provide not less than two courses of instructional activities per quarter which may include direct instruction, lab, clinical experience and online learning experiences. The College shall provide such services in a manner consistent with applicable health care standards.
  - D. Provide performance evaluations of program staff in accordance with the College policies and procedures. The Skills Center Director may be consulted with regard to the evaluation of instructional staff.
  - E. Assess student skills/competencies and student progress including assigning grades and maintaining attendance during the Skills Center grading periods and communicating that information to the Skills Center Director or staff designee.
  - F. Through program instructor(s), contact the Skills Center Director with concerns regarding any skills center student including, but not limited to, attendance, failing grades or program progress. Twin Harbors students will be expected to comply with all Grays Harbor College Medical Assistant Program policies and procedures outlined in the program handbook. Parent communication and/or conferences may



be held with the program instructor(s) and/or the Skills Center Director in the event of skills center student concerns.

G. Grays Harbor College agrees to facilitate the Medical Assistant Advisory Committee. Twin Harbors will participate on the committee.

H. Provide such other related services as Skills Center Director may request, upon mutual agreement.

5. Description of Services: Twin Harbors will:

A. Recruit students for the Medical Assistant program.

B. Ensure students meet eligibility requirements for the Medical Assistant program upon enrollment.

6. Student instruction will be provided in accordance with a school calendar and daily schedule that is mutually agreeable to the College and the Skills Center. The services provided pursuant to Paragraph 4 shall not include summer school programs.

7. The College and its employees providing services under this Contract shall comply with all applicable laws and regulations and mutually agreed upon Medical Assistant program policies and procedures.

8. **INDEMNIFICATION.** Each party to this agreement shall be responsible for damage to persons or property resulting from negligence on the part of itself, its employees, its agents, and its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this agreement.

9. The College and the Skills Center shall maintain such insurance as will protect against claims, damages, losses and expenses arising out of, or resulting from, all activities relating to this Contract. Such insurance coverage shall be for a minimum of the following amounts and may be provided through either party's self-insurance program:

Each party shall provide insurance with limits at least \$1,000,000 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products and Completed Operations Aggregate.

Evidence of insurance in accordance with the paragraph shall be provided to both parties upon request during the term of this Contract. Each party shall provide notification to the other party prior to any cancellation, expiration, or termination of the coverage during the term of this Contract.

10. The College will hire appropriate instructional and support staff as necessary to operate the Medical Assistant program. Any staff hired for the Medical Assistant program will be employed by the College. The Skills Center Director or designated representative may be involved in the hiring process.

All applicants seeking employment opportunities and all contracts for personal services, and goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability,

or the use of a trained dog guide or service animal by a person with a disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration. This is in accordance with Title VII of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, PL 101-336; and Title IX of the Education Amendments of 1972, as amended; Washington Law Against Discrimination, Chapter 49.60 RCW.

11. Any person providing direct instruction under this Contract shall hold a career and technical education teaching certificate issued by the Office of the Superintendent of Public Instruction. This requirement will be included in any Medical Assistant instructional job postings. The College Medical Assistant instructional staff shall file with the Skills Center a copy of the career and technical education teaching certificate(s) for persons providing services pursuant to this Contract. Any fees associated with obtaining this certificate shall be borne by the Skills Center. The College and its employees are not employees, agents, representatives, or spokespersons of the Skills Center, and will not represent or hold themselves out as employees, agents, representatives, or spokespersons of the Skills Center.
12. The College shall require a criminal history records check in accordance with RCW 28A.400.303 or 1996 Washington Laws, Chapter 126 for all persons providing services pursuant to this Contract. The College shall certify compliance with this condition on or before September 1, 2022. The College shall not employ any person to perform services pursuant to this Contract who has pleaded guilty to or been convicted of any felony crime(s) against children, as specified in RCW 28A.400.330. Failure to comply with this condition shall be grounds for immediate termination of the Contract by the Skills Center.
13. The College is solely responsible for the payment of all payroll taxes (including but not limited to FICA, FUTA, federal income tax withholding, workers' compensation, and state unemployment compensation) on behalf of all college employees providing services on behalf of the College pursuant to this Contract. The College shall maintain any and all business and other required licenses. The Skills Center reserves the right to require annual certification of the College's compliance with the terms of this paragraph by a Certified Public Accountant.
14. The College shall be reimbursed by the Skills Center for a portion of salary and benefit costs associated with Year 1 Medical Assistant program staff. Employee rates of pay will be determined by the College salary schedule. The share (as a percentage) of expenses paid by the College and the Skills Center will be based on the percentage of overall enrollment in the Year 1 cohort by each entity as of October 1, of the academic year. Such reimbursement will occur upon being invoiced by Grays Harbor College following fall, winter and spring quarters. Direct costs for Skills Center staff, who provide instructional services per paragraph 4 (B) above, shall be subtracted from billing statements by the ASD prior to remittance. To the degree applicable, the ASD shall provide appropriate documentation regarding direct expenditures experienced by the Skills Center with remittance.
15. The College and the Skills Center are responsible for the purchase and expenses of medical supplies used in Year 1 instruction. The share (as a percentage) of expenses paid by the College and the Skills Center will be based on the percentage of overall enrollment by each entity as of October 1, of the academic year. Such reimbursement will occur as outlined above in Section 14.

16. The College and the Skills Center are responsible for the professional development of Year 1 program staff. Associated expenses will be shared between both parties. The share (as a percentage) of expenses paid by the College and the Skills Center will be based on the percentage of overall enrollment by each entity as of October 1, of the academic year. Such reimbursement will occur as outlined above in Section 14.
17. The College is responsible for student record keeping and program communication for college students. The Skills Center is responsible for the provision of student supplies, clerical program supplies, classroom supplies, and textbooks for skills center students. The Skills Center, in conjunction with program staff, is responsible for student record keeping and parent communication for skills center students. Expenses related to high school student leadership and advising of any high school student leadership activities will be paid for by the Skills Center. The Skills Center acknowledges that student data is confidential under the Family and Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and its implementing regulations. The Skills Center acts as an authorized school official for purposes of FERPA, and shall have access to student records and information as needed to fulfill its responsibilities under this Agreement. The Skills Center will not release student information to any third parties without first consulting with the College.
18. Any durable equipment and supplies provided by the College will remain the property of the College and will be maintained at the College. Any durable equipment and supplies provided by the Skills Center will remain the property of the Skills Center and will be maintained by the Skills Center. Any durable equipment and supplies procured jointly by the College and the Skills Center will remain shared property based on the percentage of expenditures at the time of purchase. In the case of any maintenance or repair costs to program equipment, expenses shall be shared based on percentage of ownership. Money or property generated from any liquidated program assets shall be shared based on percentage of ownership.
19. The College and its employees will not have the authority to accept donations, loan, or give away Skills Center property, or borrow or accept property from other schools, businesses, or private individuals on behalf of the Skills Center. The Skills Center and its employees will not have the authority to accept donations, loan, or give away the College property, or borrow or accept property from other schools, businesses, or private individuals on behalf of the College.
20. No person shall, on the grounds of race, color, national origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to the Contract.
21. This written Contract constitutes the entire agreement of the College and the Skills Center. No alterations or variations of the terms of the Contract shall be effective unless reduced to writing and executed by both parties. Either party shall have the opportunity to renegotiate the Contract based on any sudden decline or increase in student enrollment or other identified issue.
22. This Contract shall commence as of August 1, 2024 and be in effect until June 30, 2026, unless earlier terminated by either party with or without cause with not less than thirty

(30) days written notice to the other party. If terminated before June 30, 2026, payment for services provided hereunder shall be pro rated based on the number of days of service actually rendered. All invoices shall be submitted to the Skills Center by July 31 of each respective school calendar year.

23. Neither party may let, assign, or transfer this Contract or any interest therein nor any part thereof without the written consent of the other party. Each numbered clause of the Contract stands independent of all other numbered clauses. If any clause of the Contract or the application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. Should any clause be adjudged invalid, that judgment shall not invalidate the total Contract; only clauses judged invalid shall not be enforced.
24. The parties certify that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any Federal department or agency.
25. **VENUE STIPULATION.** This agreement has and shall be construed as having been made and delivered within the State of Washington and the laws of the State of Washington shall be applicable to its construction and enforcement. Any action at law, suit in equity or judicial proceeding for the enforcement of this agreement or any provisions hereto shall be instituted only in the courts of competent jurisdiction within Grays Harbor County, Washington.
26. **FEDERAL FUNDS.** State regulations require the College to report all federal funding received directly or indirectly. The Contracting Party will indicate if any federal funds are used to support this contract below:

Yes, Contracting Party will use federal funds to support this contract.

Amount \$ \_\_\_\_\_  
Federal Catalog No. \_\_\_\_\_


No, the Contracting Party will not use federal funds to support this contract.

27. Any legal action that may arise from the Contract shall be governed by the laws of the State of Washington. Venue shall be in the appropriate state or federal court with jurisdiction over Grays Harbor County, Washington.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Twin Harbors, a branch of New Market  
Skills Center

Grays Harbor College



\_\_\_\_\_  
Dr. Jeffery Thake  
Superintendent

\_\_\_\_\_  
Kwabena Boakye  
Vice President for Administrative Services

**CONTRACT FOR SERVICES  
BETWEEN  
ABERDEEN SCHOOL DISTRICT #5**

(hereinafter referred to as ASD #5)

216 North "G" Street  
Aberdeen, WA 98520

The City of Aberdeen Fire Department  
(hereinafter referred to as AFD)

In consideration of the promises and conditions contained herein, ASD #5 and AFD enter into this agreement to provide students a summer Introduction to Fire Science class and do mutually agree as follows:

**I. DUTIES OF AFD**

AFD shall perform the following duties to the satisfactions of ASD #5's designee:

A. The general objectives(s) of this contract shall be as follows:

To provide students enrolled in the Twin Harbors Branch Skills center a 13 day Introduction to Fire Science class

B. In order to accomplish the general objectives(s) of this agreement, AFD shall perform the following specific duties:

- Provide instructor(s) for the program who will meet certification requirements including fingerprinting and teacher certification application requirements in collaboration with the Twin Harbors Branch Skills Center Director; process for teacher certification will be completed by June 1, 2024
- Provide classroom space, necessary curriculum, all necessary training, equipment, training grounds and personal protective gear necessary for successful implementation of the summer Introduction to Fire Science program
- Implement the Introduction to Fire Science program in accordance with the mutually developed curriculum framework submitted to OSPI for approval
- Provide final grades for each enrolled student based on evaluation of progress and units of instruction identified in the curriculum framework
- Keep records for attendance and grades
- Provide students the opportunity to earn industry certification in First Aid/CPR

c. The time schedule for completion of AFD's duties shall be within the program dates:

- Summer: 13 days to conclude by July 3, 2024

## **II. DUTIES OF ASD #5**

In consideration of AFD's satisfactory performance of the duties set forth herein, ASD #5 shall partner with the AFD program as follows:

- A. Except for expressly provided herein, expenses necessary to AFD's satisfactory performance of this agreement shall be invoiced to ASD #5 by July 31, 2024. Expenses may include staff time, materials and supplies for enrolled students and certification costs for students, not to exceed \$6,000.
- B. ASD #5 will provide an administrator to oversee student enrollment,
- C. ASD #5 will provide a classroom space as needed.
- D. Transportation will be provided for students to and from the skills center/high school facility.
- E. ASD #5 will provide breakfast and lunches for students on each class day.

## **III. PROHIBITION AGAINST ASSIGNMENT**

Neither this contract nor any interest therein may be assigned by either party without first obtaining the consent of the other party.

## **IV. INDEPENDENT CONTRACTOR STATUS**

AFD and AFD's employee(s) and agents(s) shall perform all duties pursuant to this agreement as an independent contractor. District shall not control or supervise the manner in which this agreement is performed nor withhold or pay taxes on behalf of AFD or AFD's employee(s) or agent(s).

## **V. INDEMNIFICATION**

To the fullest extent permitted by law, AFD agrees to defend, indemnify and hold harmless ASD, its directors, volunteers, students and employees from and against all expenses, damages, losses, claims, and liabilities, direct, indirect or consequential (including attorney fees incurred on such claims and in proving the right to indemnification), arising out of or resulting from the acts or omissions of AFD or the operation of the 21<sup>st</sup> Century program at ASD.

Similarly, ASD agrees to defend, indemnify and hold harmless AFD, its directors,

officers, and employees from and against all expenses, damages, losses, claims brought by third parties, and liabilities, direct, indirect, or consequential (including attorneys fees incurred) arising out of or resulting from the acts or omissions of ASD and/or its employees relating to the operation of the Introduction to Fire Science program.

## **VI. TERMINATION**

This Agreement may be terminated by either party, at any time, upon written notification thereof to the other party. The notice shall specify the date of termination. This written Agreement constitutes the mutual agreement of AFD and ASD #5 in whole. No alteration or variation of the terms of this Agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

## **VI. APPLICABLE LAW**

This agreement shall be governed by the laws of the State of Washington.

### **I. NON-DISCRIMINATION**

No person shall, on the ground of race, creed, color, national origin, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to this Agreement.

### **II. EFFECTIVE DATE-DURATION**

This Agreement shall commence on the 1<sup>st</sup> day of May, 2024. This agreement shall terminate at midnight on the 31<sup>st</sup> day of July 2024, with the sole exception of Section V (Indemnification) which shall continue to bind the parties.

### **III. FEDERAL BACKUP WITHHOLDING INFORMATION**

AFD certifies to ASD #5 that AFD is not subject to backup withholding under Section 3406(a)(1)(c) of the Internal Revenue Code. AFD agrees to notify ASD #5 in writing if this information is not true.

### **IV. CERTIFICATION REGARDING DEBARMENT, SUPERVISION, AND ELIGIBILITY**

The contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any Federal



department or agency.

IN WITNESS THEREOF, ASD #5 and AFD have executed this Agreement consisting of four pages.

**CITY OF ABERDEEN FIRE DEPARTMENT**

---

Dave Golding, Chief

Date

**ABERDEEN SCHOOL DISTRICT #5**

---

Dr Jeffery Thake, Superintendent

Date

Bid Scoring for 2024-2025 Special Education Contracted Services RFQ

Provider	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Average Total Score
EdTheory, LLC	43	41.5	20	22	<b>31.625</b>
Care Options for Kids	38	38	19	22	<b>29.25</b>
Pioneer Healthcare Services	35	40.5	21	19	<b>28.875</b>
Soliant	36	39	20	20	<b>28.75</b>
EDU Healthcare	37	37	19	20	<b>28.25</b>
Ampersand Therapy	33	41	16	20	<b>27.5</b>
Preferred Healthcare Staffing	32	41	14	21	<b>27</b>
Sunbelt Staffing	32	34	18	17	<b>25.25</b>
PresenceLearning, Inc.	33	29	16	22	<b>25</b>
Maxim Healthcare Staffing	34	33	14	18	<b>24.75</b>
GHR Education	33	25	13	16	<b>21.75</b>
SpringHealth Integrated Care	26	22	12	16	<b>19</b>
Novo Staffing, LLC	13	29	11	17	<b>17.5</b>
Lakeview Valley Crisis Intervention	9	22	8	16	<b>13.75</b>

Late Arrivals - Not Eligible for Scoring

Careerstaff Unlimited, LLC	Received 1pm 3/29
EBS Healthcare	Received 1pm 3/29

Bids were reviewed by Elyssa Louderback, Christi Sayres, Richard K. Bates, and Amber Diel.

Pending contract negotiations, the team recommends that the highlighted firms be offered contracts with the district for the 2024-2025 school year.

School Board 04-16-2024

# **Title I, Part C. School Nursing Corp MEP Nurse Case Manager Memorandum of Understanding**

## **Purpose**

The purpose of this memorandum of understanding (hereafter referred to as MOU) is to establish mutual understanding among participating Title I, Part C. funded school districts (hereafter referred to as consortium partners), the Washington State Migrant Education Program (MEP), and the School Nurse Corp (SNC) concerning their respective roles and responsibilities for the delivery of supplemental School Nurse Corp MEP Nurse Case Manager supports and services.

This agreement establishes joint processes and procedures for the successful delivery of supplemental nursing supports and services to support migrant eligible students who are experiencing ongoing and/ or unresolved health problems that may be interfering with their ability to engage academically.

## **Duties of Parties**

### **SNC MEP Nurse Case Manager Responsibilities:**

Provide supplemental intensive, one-on-one nursing support services (including evening, nights, weekends, or summer MEP programming) to MEP eligible youth to address the combined health, attendance, and academic needs of students to improve student health and academic status. The MEP NURSE CASE MANAGER responsibilities include:

1. Provide parent workshops and attend migrant family events, including back to school events, family nights, that pertain to health topics (i.e., mental health, childhood obesity, worker safety, community resources, hygiene, dental, vaccines, etc.).
2. Collaborate with district administrators, teachers, and school staff, including 504 planners, school nurses, health services staff and counselors, to identify migrant students in need of service- including migrant students with high absenteeism and chronic tardiness.
3. Identify student and family health needs (physical, social-emotional-behavioral, and other).
4. Prioritize students and develop a caseload of 30 – 50 students- in alignment with the Priority for Service Guidance (attachment A).
5. Communicate and collaborate with students, families and district staff regarding student needs and migrant health services.
6. Coordinate with community resources as appropriate for student care- including filling the requirements for the migrant physical exams, immunizations, sports physicals, etc. to support engagement in academic activities.
7. Document MEP NURSE CASE MANAGER data related to student assessment and interventions in case log.

8. Meet with district principal, school nurse and school counselor on as needed basis, at least quarterly, for communication and collaboration regarding MEP NURSE CASE MANAGER students and OSPI.
9. Attend meetings with the Migrant Education Health Program Supervisor as required and trainings as appropriate for enhancing MEP NURSE CASE MANAGER skills and knowledge.
10. Participate in reporting and data collection efforts as required by OSPI.

### **Consortium Partners Responsibilities:**

Consortium partner(s) shall provide in-school building support to the delegated SNC MEP Nurse Case Manager, including the following:

1. Provide office space where confidential communications (in person and by phone) can occur in privacy.
2. Facilitate access to electronic and hard copy student health, academic, and attendance records as needed.
3. Provide administrative consultation to identify eligible students and periodic meetings to keep administrators informed of student assessments, planned interventions, student outcomes, and required MEP reporting.
4. Offer clerical and teaching staff assistance in the assessment process and to provide information about students as part of ongoing monitoring of student health, attendance, and behavior and for assistance with student schedules and excused class breaks during testing sessions.
5. Provide the necessary office equipment required for the delivery of SNC services, minimally to include computer, phone, and access to copy, fax, and student records.
6. Provide access to interpreter services as needed for communication with family and/or student.
7. Provide access to local MEP grant funding to ensure the delivery of necessary supplemental health services to eligible youth and families.
8. Facilitate the availability of consortium partners personnel (administrators, etc.), if needed, to support the SNC MEP Nurse Case Manager in the delivery of services during home visits.

And the consortium partners shall maintain responsibility for:

9. The provision of school nursing services to students and to implement the laws governing district function. Acceptance of MEP NURSE CASE MANAGER services does not relieve the district of its legal obligations.
10. Implementation of health care plans as developed by the consortium partners (or School's) school nurse and care of students and treatment of acute illness and/or injury.
11. Communicating of any student status changes (e.g., suspension, expulsion, transfer) with MEP NURSE CASE MANAGER.

## **Contractor Responsibilities:**

1. Must meet legal and fiscal requirements, including submission of proper receipts and other documentation, as stipulated by the Title I, Part C. assurances K5 and H6, in a timely fashion to receive the subgrant allocation earmarked for the goods and services provided under this agreement.
2. Agrees to the use of funds as outlined in the agreement.
3. Shall be responsible for the supervision of the SNC MEP Nurse Case Manager, in accordance with their employee evaluation guidelines and/ or requirements.
4. Shall ensure all participating consortium partners receive appropriate nursing services according to Washington State law and the mutually agreed formula for time and effort.
5. Provide direct supervision of program directives, consultation, and technical assistance for SNC MEP Nurse Case Manager and consortium partners administrators.
6. Provide staff development opportunities, training, and guidance for SNC MEP Nurse Case Manager.
7. Re-evaluate this agreement periodically throughout the school year and notify OSPI's Migrant Education Health Program Supervisory if any funding or staffing awards must be re-assigned. Any assignments that amend this agreement shall be in writing and initialed by both parties.

## **Funding**

Consortia partners shall use Title I, Part C. grant allocation funds to support the SNC MEP Nurse Case Manager services. At OSPI's discretion, some consortia partners may be offered an additional subgrant allocation to support SNC MEP Nurse Case Manager services, beginning September 1, 2023, or date of execution, whichever is later, and be completed on August 31, 2024, unless terminated sooner as provided herein. As a part of this agreement OSPI shall fund a 1.0 FTE SNC MEP Nurse Case Manager services in full in agreement with Capital Region ESD 113, not exceeding then negotiated projected costs.

Funding may increase or decrease based on the changing needs or decisions of OSPI. Failure to adhere to the outlined responsibilities and deliverables due to negligence may result in monetary responsibility to the district as fiscal agent and/or termination of agreement.

## **Duration**

Pending the availability of funds, the agreement will be renewed annually for a period of five (5) years. An extension on the 5-year agreement is solely up OSPI's discretion pending the availability of funds, needs, and overall performance by the consortium partners mutually agreed targeted objectives.

## **Procedures for Modification and Termination**

• Agreement may be modified, revised, extended, or renewed by mutual written consent of all parties. Submission of a revised agreement requires a program amendment to be submitted to the state supervisor.

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

**North Beach School District**

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Signature \_\_\_\_\_ Title \_\_\_\_\_

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Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Naselle-Grays River Valley School District**

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Signature \_\_\_\_\_ Title \_\_\_\_\_

---

Print Name \_\_\_\_\_ Date \_\_\_\_\_

MEP NURSE CASE MANAGER Memorandum of Understanding (5 of 5)

**Ocosta School District**

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Signature \_\_\_\_\_ Title \_\_\_\_\_

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Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Ocean Beach School District**

---

Signature

Title

---

Print Name

Date

**Aberdeen School District**

---

Signature

Title

---

Print Name

Date

**OSPI Review:**

---

Approved by

Date



<b>Contract #</b>	<b>6105-IA-02049</b>
<b>Title</b>	<b>Aberdeen SD BCBA</b>

**Contract for services provided by Capital Region ESD 113 dated this 29<sup>th</sup> day of February, 2024 between:**

**CAPITAL REGION ESD 113 (ESD 113)**  
6005 Tyee Drive SW · Tumwater, WA 98512  
AND

RK

**ABERDEEN**  
**ABERDEEN SCHOOL DISTRICT (DISTRICT)**  
216 North G Street · Aberdeen, WA 98520-5297

In consideration of the promises and conditions contained herein, ESD 113 and District do mutually agree as follows:

**I. PURPOSE**

The purpose of this Agreement is to provide the District with a Board-Certified Behavior Analyst (BCBA) to support district staff.

**II. RESPONSIBILITY OF CAPITAL REGION ESD 113 (ESD 113)**

In accordance with this Agreement, ESD 113 shall provide the district with a Board-Certified Behavior Analyst (BCBA) 8 hours per day, no more than 4 days per month, as determined by mutual agreements for districtwide trainings and consultation to support student behavior.

**III. RESPONSIBILITIES OF SCHOOL DISTRICT (DISTRICT)**

In accordance with this Contract the Agency shall make all necessary staff available for the training(s).

**IV. TERM OF THE CONTRACT**

The initial term start of this Contract is February 20<sup>th</sup>, 2024, or the date that signatures have been obtained from both parties. The end date of this Contract is June 14, 2024.

Auto-renewing?  NO  YES *If yes, Contract shall be automatically renewed for \_\_\_\_\_ years unless either party provides written notice of its election to terminate sixty days prior to the contract end date of the current year. Contract renewals may be subject to a \_\_\_\_\_ price increases.*

**V. PAYMENT PROVISIONS**

For satisfactory performance of the work as set forth in the "Responsibilities of Capital Region ESD 113"; the District shall pay up to a maximum of **\$23,100.00 (Twenty-three thousand one hundred dollars and 00/100's).**

Capital Region ESD 113 shall submit properly computed invoices to the District monthly per day services were provided at a rate of \$1,155 per day.

**SIGNATURES**

In witness whereof, Capital Region ESD 113 and the District certify that they have read, understand, and executed this entire agreement.

\_\_\_\_\_ Date \_\_\_\_\_      \_\_\_\_\_ Date \_\_\_\_\_  
*Capital Region ESD 113 Authorized Signor      District's Signature*  
*Original copy to be signed, returned to Capital Region ESD 113, and approved by its designee prior to the commencement of services.*

**CAPITAL REGION ESD 113  
INTERLOCAL AGREEMENT AR  
FORM 6105-IA  
Page 2 of 2**

**AUTHORITY**

This agreement between Capital Region ESD 113 and DISTRICT, is entered into in accordance with the authority granted in the Interlocal Cooperation Act, RCW 39.34.030 and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035

The provisions of educational, instructional or specialized services in accordance with this Agreement shall improve student learning or achievement.

A separate legal entity is not being created. Capital Region ESD 113 shall administer the joint undertaking described in the terms of this Agreement.

**PAYMENTS**

The District or its designee determines that the services or goods provided by Capital Region ESD 113 are satisfactory, provided that such determination shall be made within a reasonable time and not be unreasonably withheld.

Interim payments during the contract are allowed as specified. Any date specified herein for payment(s) shall be considered extended as necessary to process and deliver a warrant for the amount(s). Such extension will be not greater than thirty (30) days following completion of the service and receipt of an appropriate invoice, whichever occurs later.

**INDEMNIFICATION**

The District or its designee indemnifies and shall defend and hold Capital Region ESD 113, its employees, agents and representatives, harmless from and against all third-party claims, actions, liens, suits or proceedings asserted against Capital Region ESD 113 that are related to the District's obligations or performance under this Contract. The District shall timely reimburse Capital Region ESD 113 for all costs, expenses, damages, losses, liabilities or obligations, including reasonable attorney's fees, incurred by Capital Region ESD 113 as a result of such third-party claims, actions, liens, suits or proceedings.

**DISPUTES**

Notice of potential disputes between the District and Capital Region ESD 113 on the interpretation of the content of this contract or any appendices must be served in writing to the other party to this contract. There shall be an attempt to resolve the dispute, but if resolution is not possible, each party shall submit their position and supporting documentation to Capital Region ESD 113 Board of Directors, whose decision shall be final.

**TERMINATION**

This agreement may be terminated by Capital Region ESD 113 or any designee thereof at any time, with or without reason, upon written notification thereof to the District. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered and received by District as of midnight of the second day following the date of its posting in the United States mail addressed as first noted herein in the absence of proof of actual delivery to and receipt by District by mail or other means at an earlier date and/or time.

In the event of termination by Capital Region ESD 113, District shall be entitled to an equitable proration of the total compensation provided herein for uncompensated services which have been performed as of termination, and to the reimbursement of expenses incurred as of termination, but solely to the extent such expenses are reimbursable pursuant to the provision of the agreement.

**VERBAL AGREEMENTS**

This written agreement constitutes the mutual agreement of District and Capital Region ESD 113 in whole. No alteration or variation of the terms of this agreement and no oral understandings or agreements not incorporated herein, shall be binding unless such amendments have been mutually agreed to in writing.

**APPLICABLE LAW**

This agreement shall be governed by the laws of the State of Washington. Venue for any legal action shall be proper only in Thurston County, Washington. District shall comply, where applicable, with the Agency Work Hours and Safety Standards Act and any other applicable federal and state statutes, rules and regulations.

**CONTRACTOR'S SIGNATURE**

District and/or District's employee(s) or agent(s) signing this document certifies that he/she is the person duly qualified and authorized to bind the District so identified to the foregoing agreement, and under penalty of perjury certifies the federal identification number or social security number provided is correct.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY**

If federal funds are the basis for this agreement, Capital Region ESD 113 certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency.

<b>ESD 113 PROGRAM MANAGER</b> Rebecca Kassan	<b>PROGRAM ACCOUNT CODE</b> 1660
<b>BOARD NOTIFICATION</b> If contract/consortium is over \$50,000, summary sent to ESD Contracts Office.	<input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A
<b>DISTRICT CONTACT NAME:</b> Rick Bates, Special Services Director	<b>EMAIL:</b> RBATES@ASD5.ORG
<b>AUTHORIZED SIGNOR NAME:</b> JEFFREY THAKE, SUPERINTENDENT	<b>EMAIL:</b> JTHAKE@ASD5.ORG

<b>CONTRACT OFFICE APPROVAL</b> – In accordance with Capital Region ESD 113 Signature Authorization and Control Procedure 6105-P.	 Contract Office Approval
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BT

**CERTIFICATED**

**HIRES:** We recommend the Board approve the following certificated hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Bonnie Bartol	District	School Psychologist	08/28/24
Sam Schneider	Central Park Elementary	Teacher	08/30/23

**SUPPLEMENTAL:** We recommend the Board approve the following supplemental contract:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jennifer Clark	District	Additional Support (10 additional days)	04/15/24

**RETIREMENT:** We recommend the Board approve the following certificated retirement:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Katie Hirschfeld	Harbor Learning Center	Teacher	08/15/24

**RESIGNATION:** We recommend the Board approve the following certificated resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Cynthia Bonnanzio	District	Occupational Therapist	06/14/24

**Certificated Substitute Hire:**

Shyylah Heisen

**CLASSIFIED**

**HIRES:** We recommend the Board approve the following classified hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jodi Neil	Central Park Elementary	SpEd Paraeducator – CYO	04/08/24
Leslie Lujan	Outdoor School	Cook	04/22/24

**SUMMER SCHOOL HIRE:** We recommend the Board approve the following classified summer school hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jacque Clemens	District	STEM Camp Paraeducator	03/27/24

**CHANGE OF ASSIGNMENT:** We recommend the Board approve the following classified change of assignment:

<u>Name</u>	<u>Position:</u>	<u>Location To:</u>	<u>Location From:</u>	<u>Effective Date</u>
Terry Kehn	Paraeducator	Miller Jr. High	Robert Gray Elementary	04/08/24

**LEAVE OF ABSENCE:** We recommend the Board approve the following classified leave of absence:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Nathaniel Iseminger	Stevens Elementary	Custodian	04/08/24-04/26/24

**RETIREMENT:** We recommend the Board approve the following classified retirement:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sandra Ledesma	Administration	Migrant Family Service Worker	06/30/24

**CLASSIFIED (Cont'd)**

**RESIGNATIONS:** We recommend the Board approve the following classified resignations:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Brenda Girard	Aberdeen High School	Food Service Worker	03/20/24
Kelsey Hulbert	Robert Gray Elementary	Paraeducator	04/08/24

**EXTRA-CURRICULAR HIRES:** We recommend the Board approve the following extra-curricular hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ally Ancich	Aberdeen High School	Assistant Fastpitch Coach .5 FTE	03/21/24
Michael Bruner	Aberdeen High School	Assistant Baseball Coach .5 FTE	03/21/24
Wendy Clevinger	Miller Jr. High	Assistant Track Coach	04/08/24
Jim Daly	Miller Jr. High	Assistant Track Coach	04/08/24
Stacy Duvall	Miller Jr. High	Assistant Track Coach	04/08/24
Breanna Gentry	Miller Jr. High	Head Track Coach	04/08/24

**EXTRA-CURRICULAR RESIGNATION:** We recommend the Board approve the following extra-curricular resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Theodore Wiseman	Aberdeen High School	Head Boys' Tennis Coach	03/20/24

**Classified Substitute Hires:**

Damare Benitz  
Cassidy Turchan