

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

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
June 20, 2023, 6 p.m.

AGENDA

6:00 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable
3. Correspondence

Comments from Board Members

Presentations / 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.

1. **New Club at Miller**

Old Business

Superintendent's Report

1. Budget Update
2. Last Day of School

Financial Services

1. **Fiscal Status Report**

Athletics and Activities

1. **Summer Sports**

New Business

1. **Policy 5515 Workforce Traumatic Stress**
2. **WA GAP Program**
3. **GHC MOU**
4. **Rehabilitation Services**

Board Meeting Agenda
June 20, 2023

5. [Early Childhood Agreement](#)
6. [Chromebook Purchase](#)
7. [Robert Gray Paint Bid](#)
8. [Surplus](#)
9. Next Meeting

Executive Session / Closed Session

Personnel Matters

1. [Personnel Report](#)
2. [Superintendent Contract](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

June 20, 2023, 6 p.m.

Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on June 6, 2023, are enclosed for your review and approval.
2. Accounts Payable – The payroll and accounts payable for May are enclosed for your review and approval.
3. Correspondence –
 - a. Correspondence from the Port of Grays Harbor regarding creation of a new Tax Improvement District.
 - b. Correspondence from OSPI and the Washington State Patrol praising the district's safety and maintenance of its bus fleet.

Comments from the Board

Presentations

1. New Club at Miller – The ASB at Miller Junior High School is requesting approval to create a D&D gaming club. [Enclosure 2](#)

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 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.

Old Business

Superintendent's Report

1. Budget Update – Superintendent Thake will provide an update on budget preparations and the reduced education plan for the 2023-2024 school year. A reminder that a budget workshop is planned for 6 p.m. Tuesday, July 11.

2. Last Day of School – Superintendent Thake will provide an update on the end of the 2022-2023 school year.

Financial Services

1. Fiscal Status Report– Superintendent Thake will present the fiscal status report for May. [Enclosure 3](#)

Athletic and Activities

1. Summer Sports Offerings – Athletic Director John Crabb will provide information about the summer sports program in the District. Board approval is requested. [Enclosure 4](#)

New Business

1. Policy 5515 Workforce Traumatic Stress – Human Resources Director Christi Sayres will provide information about implementation of Policy 5515 Workforce Traumatic Stress. [Enclosure 5](#)
2. WA GAP Program – A recommendation for the district to take part in the Washington Guaranteed Admissions Program is presented for your consideration. [Enclosure 6](#)
3. Grays Harbor College MOU – An agreement with GHC to continue the Bachelor of Applied Science in Teacher Education in 2023-2024 is presented for your review and approval. [Enclosure 7](#)
4. Rehabilitation Services – An agreement with Harbor Regional Health for Rehab Visions to serve students in 2023-2024 is presented for your review and approval. [Enclosure 8](#)
5. Early Childhood Agreement – Renewal of the agreement with South Sound Parent-to-Parent (SSP2P) to work with families of special needs children Birth to 2 years old is presented for your review and approval. [Enclosure 9](#)
6. Chromebook Purchase – A recommendation for the purchase of 200 Chromebooks is enclosed for your consideration. [Enclosure 10](#)
7. Robert Gray Paint Bid – Bids for the project to paint Robert Gray Elementary School were opened May 17. The recommendation is to award to the low bidder, Alba Painting and Coating company of Edmonds. [Enclosure 11](#)
8. Surplus – The Business Office is recommending that the equipment and other items on the enclosed inventory be declared surplus and no longer needed for an educational purpose. [Enclosure 12](#)
9. Next Meeting – The next regular meeting is scheduled for Tuesday, July 25. A workshop is scheduled for 6 p.m. Tuesday, July 11. The location for both meetings is tentatively scheduled for the Community Room at Aberdeen High School, but could be moved due to the summer maintenance schedule.

Board Information
June 20, 2023

Executive Session / Closed Session

At this time the meeting will recess for an executive session expected to last 30 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 13](#)
2. 2023-2026 Superintendent Contract [Enclosure 14](#)

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – June 6, 2023

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 6:00 p.m. Tuesday, June 6, 2023, in the Community Room at Aberdeen High School. In attendance were Jessica Jurasin, Annica Mizin, Suzy Ritter and Jeremy Wright, along with Superintendent Jeffrey Thake and 21 patrons and staff.

The meeting began with the flag salute.

On a motion by Suzy Ritter and seconded by Jessica Jurasin, the Board approved the Consent Agenda, which included the minutes from the regular meeting on May 23, 2023, and gifts to the District from the Test of Time Car Club in the amount of \$2,504.00 and from Honda of Grays Harbor in the amount of \$1,650.00 following a car show to benefit the automotive program at Aberdeen High School.

President Durney offered congratulations to directors Jessica Jurasin, Suzy Ritter and Jeremy Wright who have students graduating from AHS on June 9.

Superintendent Thake commented that he was able to attend the AVID banquet this week and remains impressed at the ways the program contributes to student success.

Superintendent Thake provided an update on budget preparations and the reduced education plan for the 2023-2024 school year, specifically noting enrollment trends.

Superintendent Thake noted that registration for the annual WSSDA conference is now open and he recommends board attendance. President Durney said the conference is important and that she also recommends that directors attend if they are able.

Superintendent Thake noted several year-end events on the calendar including Senior Awards on June 7, Harbor Learning Center graduation on June 8, Aberdeen High School graduation on June 9, and the Miller Moving Up assembly on June 15.

Superintendent Thake presented the fiscal status report. With 66.7 percent of the year elapsed, he reported revenues at the end of April were at 57.4 percent of budget and expenses at 57.8 percent of budget. Enrollment of 3,147.35 average annual FTE is 62.3 above budget for the year.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM
BOARD MEMBERS

SUPERINTENDENT
REPORT

23-24 BUDGET
UPDATE

FISCAL STATUS
REPORT

On a motion by Suzy Ritter and seconded by Jessica Jurasin, the Board approved an agreement with the Grays Harbor Historical Seaport to provide a summer maritime program.

HISTORICAL
SEAPORT
AGREEMENT

On a motion by Jessica Jurasin and seconded by Annica Mizin, the Board approved a proposal from the Hermanson Co. for HVAC work at various schools estimated to total \$527,335 of budgeted ESSER funds.

HVAC CONTRACT

On a motion by Jessica Jurasin and seconded by Suzy Ritter, the Board approved the list of qualified providers who responded to the district's request for proposals. Providers include E-Therapy, Gifted Healthcare, Presence Learning, ProCare Therapy, Soliant, The Stepping Stones Group and Select Savvy.

SPECIAL SERVICES
CONTRACTS

On a motion by Suzy Ritter and seconded by Annica Mizin, the Board approved a contract with the City of Aberdeen for the Fire Department to provide a firefighting academy during Summer School.

FIREFIGHTING
ACADEMY

On a motion by Jeremy Wright and seconded by Jessica Jurasin, the Board approved a student teaching affiliation agreement for 2023-2024 with Grand Canyon University.

GRAND CANYON
AGREEMENT

The next regular meeting of the Board is scheduled for 6 p.m. Tuesday, June 20, in the Community Room at Aberdeen High School.

NEXT MEETING

On a motion by Jessica Jurasin and seconded by Jeremy Wright, the Board canceled the meeting planned for July 18 and scheduled a workshop for Tuesday, July 11, and a regular meeting for Tuesday, July 25, with location to be determined based on the summer maintenance schedule.

At 6:14 p.m., President Jennifer Durney recessed the meeting for an executive session expected to last 30 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. The meeting reconvened in regular session at 6:44 p.m.

EXECUTIVE
SESSION

On a motion by Jessica Jurasin and seconded by Annica Mizin, the Board voted to approved the Personnel Report. Under administrative matters, the Board approved the hiring of Elyssa Louderback as interim executive director of business & operations effective June 1.

PERSONNEL
REPORT

Under certificated matters, the Board approved the hiring of Paige Wallin as a teacher at McDermoth Elementary School effective August 30; hiring for summer school of Myka Jugum and Tiffany Montoure as lead teachers for Elementary Summer School effective June 20, Jeremy Croman as a math teacher for Session II at Aberdeen High School effective July 10, Katie Foulds as a math teacher for Session I at Aberdeen High School effective June 20, Kacy Karnath as a science teacher at Aberdeen High School effective June 20, Darby Carroll as a mentor teacher at the Harbor Learning Center and Grays Harbor Academy effective June

CERTIFICATED

16, and Rob Burns as an art teacher and Natalie Tillery as a math teacher at Miller Junior High School effective June 20, and accepted resignations from Tracy Adams as a Speech Language Pathologist (.5 FTE) effective August 15, Cheyanne Shere as a science teacher at Aberdeen High School effective August 18, Jeremy Totten as the choral teacher at Aberdeen High School and Miller Junior High School effective August 15, and Josh Burnett as a teacher at McDermoth Elementary School effective August 15.

Under classified matters, the Board approved the hirings for summer school of Mason Campeau as a para-educator at Aberdeen High School effective June 20 and Cassandra Chesterman as a para-educator at Harbor High School effective June 16; a leave of absence for Donna Probstfield as a bus driver effective June 1-15; the retirements of Doreen Conrad as a para-educator at Miller Junior High School effective October 2 and Bonnie Lewis as a para-educator at A.J. West Elementary School effective August 31; accepted resignations from Lucas Barr as a Behavioral Support Specialist at Central Park Elementary School effective June 2 and Brandon Burns as a custodian at McDermoth Elementary School effective June 14; accepted the resignation of Gienelle Harless as the assistant coach for Girls' Basketball at Aberdeen High School effective May 29 and approved the hiring of Kaytlin Jones and Rebecca Presswood as substitutes for the district.

On a motion by Suzy Ritter and seconded by Jeremy Wright, the Board approved the following salary schedules: 2023-2024 PSE Salary Schedule, 2023-2024 Unaffiliated Classified Salary Schedule, 2023-2024 Principal Salary Schedule, corrected 2022-2023 Central Office Administration Salary Schedule and 2023-2024 Central Office Administration Salary Schedule.

On a motion by Jeremy Wright and seconded by Annica Mizin, the Board approved Resolution 2023-04 giving Warrant Authority to the interim executive director of business and operations, Elyssa Louderback.

On a motion by Annica Mizin and seconded by Jessica Jurasin, the Board approved Resolution 2023-05 authorizing Investment of Funds for the District by the interim executive director of business and operations, Elyssa Louderback.

There being no further business, the regular meeting was adjourned at 6:47 p.m.

CLASSIFIED

2023-24 SALARY
SCHEDULES

RESOLUTION 2023-
04 WARRANT
AUTHORITY

RESOLUTION 2023-
05 INVESTMENT OF
FUNDS

ADJOURN

Jeffrey Thake, Secretary

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$1,679.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX
Warrant Numbers 834714 through 834715, totaling \$1,679.76

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount	
834714	Bank Of The Pacific (use Tax)	06/21/2023	1,668.77	GF
834715	Bank Of The Pacific (use Tax)	06/21/2023	10.99	ASB
2	Computer	Check(s) For a Total of	1,679.76	

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

As of June 20, 2023, the board, by a _____ vote, approves payments, totaling \$2,705.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: CAPITAL PROJECTS
Warrant Numbers 834713 through 834713, totaling \$2,705.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
834713	Berglund, Schmidt & Associates	06/21/2023	2,705.00
1	Computer	Check(s) For a Total of	2,705.00

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$861,168.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 834618 through 834712, totaling \$861,168.67

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

Check Nbr	Vendor Name	Check Date	Check Amount
834618	1ST SECURITY BANK PAYROLL/PERS	06/21/2023	6,017.99
834619	Aberdeen School Dist-Cte Impre	06/21/2023	500.00
834620	Aberdeen Office Equipment Inc	06/21/2023	10,289.49
834621	Aberdeen Sanitation	06/21/2023	8,777.73
834622	Aberdeen Sd #5 Revolving Fund	06/21/2023	9.00
834623	Aberdeen High School (asb)	06/21/2023	40.00
834624	ACTIVE INTERNET TECHNOLOGIES L	06/21/2023	32,750.00
834625	Amazon Capital Services	06/21/2023	20,060.46
834626	ANATOMY WAREHOUSE	06/21/2023	214.50
834627	Aramark Uniform Services	06/21/2023	58.02
834628	Ats Automation, Inc	06/21/2023	5,826.78
834629	Auto-Chlor	06/21/2023	229.07
834630	BASICS NW LLC	06/21/2023	1,900.00
834631	Bayview Redimix	06/21/2023	323.43
834632	BEHAVIORAL HEALTH RESOURCES	06/21/2023	26,279.00
834633	Capitol City Press	06/21/2023	572.71
834634	Caskey Industrial Supply Co In	06/21/2023	1,100.60
834635	Catapult Learning West, LLC	06/21/2023	1,300.00
834636	Consolidated Electrical Distri	06/21/2023	145.53
834637	Central Welding Supply	06/21/2023	96.43
834638	Centurylink	06/21/2023	291.87
834639	CHARLIES PRODUCE	06/21/2023	16,291.56
834640	CHAVEZ, MARIA	06/21/2023	5,175.00
834641	Cintas Corporation	06/21/2023	9,120.24
834642	City Of Aberdeen	06/21/2023	14,835.01
834643	College Board	06/21/2023	7,944.00
834644	Comcast	06/21/2023	379.39
834645	Cts Language Link	06/21/2023	11.68
834646	D4 Sports Llc	06/21/2023	2,831.40
834647	Dairy Fresh Farms	06/21/2023	17,276.28
834648	Dancing Goats Coffee	06/21/2023	133.30
834649	Domino's Pizza	06/21/2023	1,370.49
834650	ESD 112	06/21/2023	6,684.80

Check Nbr	Vendor Name	Check Date	Check Amount
834651	ESD 113	06/21/2023	4,594.00
834652	FAIRFAX HOSPITAL	06/21/2023	5,880.00
834653	Franz Family Bakeries	06/21/2023	3,032.92
834654	G12 Communications LLC	06/21/2023	831.65
834655	Gh County Water District #2	06/21/2023	563.00
834656	Graduation Autobahn Llc	06/21/2023	18.49
834657	GRANITE TELECOMMUNICATIONS LLC	06/21/2023	3,155.52
834658	Grays Harbor College	06/21/2023	4,435.19
834659	Grays Harbor Stamp Works	06/21/2023	95.99
834660	Grays Harbor Community Hospita	06/21/2023	7,640.40
834661	Haley & Aldrich, Inc.	06/21/2023	3,399.00
834662	Hammond Jr, Ralph	06/21/2023	7.20
834663	Harbor Awards & Engraving	06/21/2023	343.04
834664	Harbor Architects	06/21/2023	2,205.00
834665	Harbor Auto & Truck Parts	06/21/2023	1,827.62
834666	Harbor Blooms & Gifts	06/21/2023	958.81
834667	Harbor Disposal Co Inc	06/21/2023	1,914.41
834668	HB Portables	06/21/2023	270.00
834669	Home Depot	06/21/2023	830.11
834670	Home Depot Pro Institutional	06/21/2023	420.04
834671	J.A. Morris Construction, LLC	06/21/2023	192,020.07
834672	Johnstone, Mia	06/21/2023	5,050.00
834673	Jostens Inc	06/21/2023	225.97
834674	Jostens Inc	06/21/2023	65.19
834675	Jw Pepper And Son Inc	06/21/2023	21.81
834676	Kargbo, Lindsey Marie	06/21/2023	350.00
834677	KCDA Purchasing Coop.	06/21/2023	8,230.59
834678	Lemay Mobile Shredding	06/21/2023	695.00
834679	LIBERTY MUTUAL INSURANCE CO	06/21/2023	500.00
834680	Louderback, Elyssa L	06/21/2023	13,687.50
834681	McCleary School District #65	06/21/2023	12,000.00
834682	Medical Shipment LLC	06/21/2023	1,355.91
834683	MinuteMan Press	06/21/2023	84.54
834684	N1 Critical Technologies Inc	06/21/2023	4,044.00
834685	OSPI	06/21/2023	10,776.47
834686	Pamela Pelan Photography	06/21/2023	450.00
834687	Pbs Engineering And Enviroment	06/21/2023	320.00
834688	Petrocard Inc	06/21/2023	22,683.64
834689	Pioneer Healthcare Services LL	06/21/2023	25,488.00
834690	PresenceLearning Inc	06/21/2023	31,297.50
834691	Public Services Education Mate	06/21/2023	387.00
834692	Pud #1 Of Grays Harbor Co	06/21/2023	43,796.76
834693	QUEST DIAGNOSTICS	06/21/2023	130.00
834694	Ricoh Usa Inc	06/21/2023	245.60
834695	Rosetta Stone, Ltd	06/21/2023	4,410.45
834696	Schreck, Nancy A	06/21/2023	21.61
834697	Silverstone systems, LLC dba D	06/21/2023	53,810.06
834698	Soliant Health	06/21/2023	34,111.25
834699	South Puget Sound Community Co	06/21/2023	5,978.45
834700	Ted Brown Music	06/21/2023	1,104.58

Check Nbr	Vendor Name	Check Date	Check Amount
834701	THE DEVEREUX FOUNDATION	06/21/2023	36,425.97
834702	Thermal Supply Inc	06/21/2023	464.50
834703	Tke Corp	06/21/2023	5,418.13
834704	United Rentals Nw Inc	06/21/2023	1,377.90
834705	United Schools Insurance Progr	06/21/2023	1,000.00
834706	US Foods - Seattle	06/21/2023	64,941.35
834707	Us Postal Service (cmrs-Fp)	06/21/2023	2,000.00
834708	Washington State School For Bl	06/21/2023	14,182.50
834709	West Coast Mechanical Solution	06/21/2023	398.14
834710	WSIPC	06/21/2023	3,434.99
834711	WSSAAA	06/21/2023	550.00
834712	Zones, Inc	06/21/2023	16,375.09
95	Computer	Check(s) For a Total of	861,168.67

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$124,714.93. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL & ASB FUNDS
Warrant Numbers 834616 through 834617, totaling \$124,714.93

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

Check Nbr	Vendor Name	Check Date	Check Amount	
834616	1ST SECURITY BANK PC	06/21/2023	96,015.59	GF
834617	1ST SECURITY BANK PC	06/21/2023	28,699.34	AS
2	Computer	Check(s) For a Total of	124,714.93	

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$22,234.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND
Warrant Numbers 834595 through 834615, totaling \$22,234.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
834595	Aberdeen Sd #5 Revolving Fund	06/21/2023	1,350.00
834596	Aberdeen School District #5 -	06/21/2023	5,749.50
834597	Aberdeen School District #5	06/21/2023	1,078.26
834598	Aberdeen School District #5	06/21/2023	411.71
834599	Bsn Sports	06/21/2023	4,168.47
834600	City Of Aberdeen	06/21/2023	100.00
834601	Covall, Ronald W	06/21/2023	400.00
834602	Domino's Pizza	06/21/2023	105.74
834603	Fleming, Larry James	06/21/2023	254.52
834604	Harbor Blooms & Gifts	06/21/2023	597.76
834605	Manning, Maria	06/21/2023	91.88
834606	Miller Junior High Asb Imprest	06/21/2023	60.00
834607	Miller Junior High Asb	06/21/2023	120.00
834608	PNW Printworks, Llc	06/21/2023	607.57
834609	Sanz, Laura A	06/21/2023	100.00
834610	SNOHOMISH HIGH SCHOOL	06/21/2023	80.00
834611	STENBECK, KYLIE	06/21/2023	30.00
834612	Swwla League	06/21/2023	40.00
834613	US Foods - Seattle	06/21/2023	121.07
834614	Washington Officials Associati	06/21/2023	1,000.00
834615	Weatherwax Asb Fund	06/21/2023	5,768.42

21 Computer Check(s) For a Total of 22,234.90

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$231,406.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: TRANSPORTATION FUND
Warrant Numbers 834593 through 834594, totaling \$231,406.69

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

Check Nbr	Vendor Name	Check Date	Check Amount
834593	Northwest Bus Sales, Inc	06/21/2023	124,025.57
834594	Schetky Nw Sales Inc	06/21/2023	107,381.12
2	Computer	Check(s) For a Total of	231,406.69

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$100.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: PRIVATE PURPOSE TRUST Warrant Numbers 834592 through 834592, totaling \$100.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
834592	Miles, Alanna Hikari	06/21/2023	100.00
1	Computer	Check(s) For a Total of	100.00

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$10,093.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 834591 through 834591, totaling \$10,093.75

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

Check Nbr	Vendor Name	Check Date	Check Amount
834591	BASICS NW LLC	06/05/2023	10,093.75
1	Computer	Check(s) For a Total of	10,093.75

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$2,097,731.06. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 834562 through 834590, totaling \$2,097,731.06

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

Check Nbr	Vendor Name	Check Date	Check Amount
834562	1st Security Bank-Child Suppo	05/31/2023	1,441.00
834563	Aberdeen High School-AHS Schol	05/31/2023	80.00
834564	Aberdeen School District-SERS	05/31/2023	162,971.49
834565	Aberdeen School District-TRS	05/31/2023	440,439.63
834566	Aberdeen School District Defer	05/31/2023	30,762.00
834567	AUTOMATED ACCOUNTS	05/31/2023	102.91
834568	Bank Of The Pacific	05/31/2023	703,525.85
834569	Cnty/city Mun Ees	05/31/2023	3,349.96
834570	Dynamic Collectors	05/31/2023	2,078.59
834571	E.S.D.#113 Unemployment Coop	05/31/2023	20,859.65
834572	Ed.Serv.Dist.#113	05/31/2023	38,300.78
834573	Employment Security	05/31/2023	23,416.98
834574	First Choice Health	05/31/2023	1,408.00
834575	GESA	05/31/2023	5,885.00
834576	Grimm Collections	05/31/2023	828.56
834577	HCA-SEBB BENEFITS-600D01	05/31/2023	588,302.00
834578	HCA-SEBB FLEX SPEND-600D01	05/31/2023	2,526.69
834579	Legal Shield	05/31/2023	63.80
834580	Pse Of Wa	05/31/2023	5,536.74
834581	The Standard Insurance Company	05/31/2023	6,758.11
834582	Tsa Consulting Group Inc	05/31/2023	15,552.00
834583	Twin Star Credit Union	05/31/2023	260.00
834584	Twin Star Scholarship Acct	05/31/2023	60.00
834585	Twinstar Pse Local Dues	05/31/2023	59.50
834586	United Way	05/31/2023	352.38
834587	Veba Contributions-Y1286.001	05/31/2023	18,463.31
834588	Wa State School Ret Assn	05/31/2023	70.00
834589	Wea Chinook	05/31/2023	34.00
834590	Wea Payroll Deductions	05/31/2023	24,242.13

29 Computer Check(s) For a Total of 2,097,731.06

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$2,039,577.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 834561 through 834561, totaling \$2,039,577.36

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

Check Nbr	Vendor Name	Check Date	Check Amount
834561	1ST SECURITY BANK PAYROLL/PERS	05/30/2023	2,039,577.36
1	Computer	Check(s) For a Total of	2,039,577.36

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 June 20, 2023, the board, by a _____ vote, approves payments, totaling \$25,000.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 834560 through 834560, totaling \$25,000.00

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

Check Nbr	Vendor Name	Check Date	Check Amount
834560	Pfau Cochran Vertetis Amala PL	05/23/2023	25,000.00
1	Computer	Check(s) For a Total of	25,000.00

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200

k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

June 14, 2023

Dr. Jeffrey Thake
Superintendent
Aberdeen School District
216 North G Street
Aberdeen, WA 98520

Dear Dr. Thake:

After reviewing the results of the recent Washington State Patrol annual inspection, we recognize that your school district has again completed the inspection of school buses with exceptional results. For the past two years, the results in your district have been outstanding.

We congratulate you, your administration, and the staff of your transportation cooperative for these outstanding school bus inspection results. We look forward to your continued support of student transportation safety.

Keep up the fantastic work.

Sincerely,

A handwritten signature in blue ink that reads "Chris P.S. Reykdal".

Chris Reykdal
Superintendent of
Public Instruction

A handwritten signature in blue ink that reads "John R. Batiste".

CHIEF JOHN R. BATISTE
Washington State Patrol

CR/JRB:kmk

cc: Ernie Lott, Transportation Supervisor

5/17/23

ASB Agenda

May 17, 2023

Members Present: Ethan Kylie Hadley Ian
Leticia Ailyn Emmett kamilia

Open Meeting ^{Leticia opened} May, 17, 7:29 am

Old business:

- April minutes ^{✓ approved}
Leticia made a motion

Check-in

- How is this year going? great ✓
- What is working and what could be improved?
bathrooms are an issue

Hadley motioned
Emmett 2nd
motion carried

New Business:

- WWET club ^{approve ms. Carles request for the \$}
- New Club application - Jr. Adventurer's Guild ^{if they need funds}
- Pay for 4 student ASB cards from InvestEd money ^{Ailyn motioned}
- Bills **May** ^{Hadley 2nd motion was carried}
 - DJ- WWET Dance- \$400
 - JH District Ribbons- \$40
 - Track and Field 4 New Javelins- \$152.72
 - Dollar Tree Baskets for ASB Assembly- \$32.72
 - Safeway Ice Cream/Popsicles ASB Assembly- \$38.20
 - Trip Transportation payment (ASB) to A. Emmet- \$84.00
 - Trip Transportation payment (WWET) J. Stanley- \$1,078.26

Ethan motioned
Ailyn 2nd
motion carried

Any other comments, ideas, or thoughts?

BATHROOMS!

Kilyn motioned
Kylie 2nd
motioned was carried

End Meeting

Leticia closed meeting 7:42 am


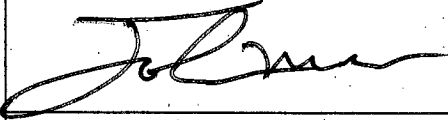
Application for Student Club

- I. Certificated Staff Advisor: Veronika Graham
- II. Name of Club/Activity: JR Adventurer's Guild
- III. Regular Meeting Day, Time and Location: Thursday @ 2:45-4:30
Weekly
- IV. Official Student Club Information
- a. We the students of Miller Junior High, request permission to form a Student Club to serve grade level(s) All (6-8).
 - b. Attach a list of the students sponsoring this application.
 - c. This group will be known as: JR Adventurer's Guild
and will have as its purpose: To grow Academically, Socially, and emotionally through the Table Top Roleplaying Game Dungeons & Dragons
 - d. Conner Otey will serve as the advisor for this club for the school year.
 - e. Student Clubs must submit the following with this application:
 - i. A copy of the proposed constitution.
 - ii. A copy of the budget for this club for the school year.

V. Submitted by:

Student Club Representative: Tayen Chum

Certificated Staff Advisor: Mrs. Veronika Graham

FOR ASB USE ONLY		
ASB Advisor	Signature	Date
<u>Ashley Emmett</u>		<u>5/17/23</u>
Principal Name	Signature	Date
<u>John Meers</u>		<u>5/15/23</u>
ASB Student Representative	Signature	Recorded In Minutes Date
<u>Leticia Alvarez</u>	<u>Leticia Alvarez</u>	<u>5/17/23</u>

ASB CLUB CONSTITUTION AND BYLAWS

Article I: Name Purpose and Authority

Club Name: JR Adentura's Guild

Purpose: To grow academically, socially, and emotionally through the Table Top Role playing Game Dungeons + Dragons.

Article II: Membership

All students enrolled in Miller Junior High School are eligible for membership.

Article III: Meetings

Meeting Day: Thursday (weekly)

Meeting Time: 2:45-4:30

Article IV: Club Officers

The club officers shall consist of the following:

- President Simon Jeffery
- Vice-President Brooklyn Brown
- Treasurer Tayen Chum
- Secretary Carl Joesten

Brooklyn Brown
Carl Joesten

Tayen Chum

Simon Jeffery

Associated Student Body Club Information Sheet

This form is due to the ASB Secretary by September 30th each year

Fiscal Year: 2024

Name of Club: JR Adventurer's Guild

Certified Club Advisor: Mrs. Veronika Graham

Signature of Advisor: Veronika Graham

Club President: Simon Jeffery

Club Vice President: Brooklyn Brown

Club Treasurer: Tayen Chum

Club Secretary: Carl Joesten

Meeting Day and Time: Thursday @ 2:45-4:30 (weekly)

Site Location: MJA

Place of Meeting: library

Article V: Duties

The club president will have the following duties:

- To preside over meetings of the club.
- To call special meetings of the club.
- To plan and prepare agendas for the club meetings.

The club vice-president will have the following duties:

- To serve as the club president if the president becomes unable to fulfill his/her duties either temporary or permanently.
- To support the club president.

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements.
- To oversee club fundraising efforts.
- To supervise the preparation of the club budget.

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting.
- To carry out all correspondence for the club.

Article VI: Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII: Financial Responsibility

All groups that fundraise must define their needs and plans for fundraising.

Article VIII: Amendments

Two-thirds majority vote of the members in attendance is required to amend this club.

Annual Budget for 2023-2024 school year.

Student Club: JR. Adventurer's Guild

This form is due to the ASB Secretary by September 30th each year

INCOME

List each fundraiser to cover expenditures:	
Grants	\$
Fundraiser	\$ 150
Fundraiser	\$ 150
Fundraiser	\$ 150
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
INCOME TOTAL	\$ 450

EXPENDITURES

List what you want to spend money on this year (detail all expenditures) and how much for each item:	
3x Players Handbook (49.95)	\$ 149.85
1x Xanathar's Guide to Everything	\$ 49.95
1x Tasha's Cauldron of Everything	\$ 49.95
1x Mixed DND Dice Box (Series II)	\$ 19.99
1x DND Battle Map	\$ 29.99
Minifigures	\$
Arknight Flat plastic Minis Undead	\$ 19.99
DM Starter	\$ 79.99
	\$
	\$
	\$
	\$
	\$
	\$ 399.71
EXPENDITURE TOTAL (must be less or equal to income total)	\$ 400



Our Children,
Our Schools,
Our Future

TO: Dr. Jeffrey Thake, Superintendent
 FROM: Elyssa Louderback, Interim Executive Director of Business & Operations
 SUBJECT: Monthly Budget Report for May, 2023
 DATE: June 20, 2023

GENERAL FUND SUMMARY:

Revenue--Receipts were \$ 4,838,907.93.

Expenditures-- Expenditures totaled \$ 5,697,385.19. Expenditures for staff salary and benefits account for 72.61% of all expenditures for the month, and 80.62% of the year to date total expenditures.

Fund Balance— Preliminary current month ending fund balance is \$ 2,035,464.73 all transactions to date have been posted. We had a negative cash flow of \$ 879,907.76 for the month.

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	\$ 4,171,638	\$ 4,718,999	113.12%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 880,250	\$ 278,769	31.67%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 31,813,386	\$ 23,180,440	72.86%	Apportionment and LEA
State, Special	\$ 11,998,772	\$ 8,591,722	71.61%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 25,000	\$ 46,727	186.91%	Federal Forest; deducted from apportionment
Federal, Special	\$ 23,267,445	\$ 9,406,890	40.43%	Food Service, Fed Grants (Title I, Title 2, ESSER, etc)
Other Districts	\$ 67,000	\$ 90,761	135.46%	Non high payments from Cosmopolis SD
Other Agencies	\$ 52,000	\$ 27,255	52.41%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
Totals	\$ 72,275,491	\$ 46,341,561	64.12%	
			75.00%	% of fiscal year elapsed

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.)

<u>Activity</u>	<u>Rev Budget</u>	<u>Actual YTD</u>	<u>Actual %</u>	<u>District payroll and/or:</u>
Board of Directors	\$ 88,000	\$ 87,817	99.79%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 411,519	\$ 328,912	79.93%	General Admin/ Supt Office
Business Office	\$ 548,168	\$ 529,653	96.62%	Fiscal operations
Human Resources	\$ 524,166	\$ 357,500	68.20%	Personnel & recruitment, labor relations
Public Relations	\$ 40,000	\$ 5,298	13.25%	Educational/admin info to public
Supervision of Instruction	\$ 1,426,263	\$ 909,043	63.74%	includes secretarial support
Learning Resources	\$ 384,932	\$ 259,960	67.53%	Library resources & staffing
Principal's Office	\$ 3,176,098	\$ 2,512,667	79.11%	includes Secretarial support
Guidance/Counseling	\$ 2,611,774	\$ 1,655,826	63.40%	Counselors/support services
Pupil Management	\$ -	\$ 10,529	100.00%	Bus & playground aides, etc
Health Services	\$ 2,285,790	\$ 2,040,188	89.26%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 36,226,001	\$ 26,363,582	72.78%	classroom teachers/para support
Extra-curricular	\$ 1,157,179	\$ 1,070,432	92.50%	Coaching, advising, ASB supervision
Instructional Prof Dev	\$ 1,216,930	\$ 843,871	69.34%	Prof development; instructional staff
Instructional Technology	\$ 1,219,958	\$ 88,481	7.25%	classroom technology
Curriculum	\$ 795,389	\$ 1,009,550	126.93%	District materials adoptions/purchases; staff
Food Services	\$ 2,778,552	\$ 2,088,882	75.18%	Mgmt of food service for district
Transportation	\$ 1,397,036	\$ 1,349,582	96.60%	Co-op payments, fuel, insurance
Maint & Operations	\$ 4,035,002	\$ 3,081,864	76.38%	cust/maint/grounds, warehouse, security
Other Services	\$ 2,378,050	\$ 2,039,957	85.78%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (120,000)	\$ (145,788)	121.49%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 9,690,000	\$ 286,137	2.95%	Transfers (to Cap Proj/ Debt Service)
Totals	\$ 62,580,806	\$ 46,773,943	74.74%	
			75.00%	% of fiscal year elapsed

CAPITAL PROJECTS FUND SUMMARY:

Revenue--Total receipts were \$ 3,307.48 and consist of interest payments and rental fees.

Expenditures— There were no expenditures for the month.

Fund Balance—Current monthly ending fund balance is \$ 470,753.11.

DEBT SERVICE FUND SUMMARY:

Revenue--Total receipts were \$ 364,024.36 and consists of tax payments and transfers.

Expenditures— There were no expenditures for the month. The next payments will be made in June.

Fund Balance—Current month ending fund balance is \$ 2,589,889.87. Funds in this account are held for bond principal and interest payments.

ASSOCIATED STUDENT BODY FUND SUMMARY:

Revenue—There was \$ 50,774.43 for the month.

Expenditures-- Expenditures total 38.36% of the budgeted expenditures for this fiscal year.

Fund Balance—Current month ending fund balance is \$ 371,993.71.

TRANSPORTATION VEHICLE FUND SUMMARY:

Revenue--Total receipts were \$ 1,363.09 and consisted of insurance and interest.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 426,044.65

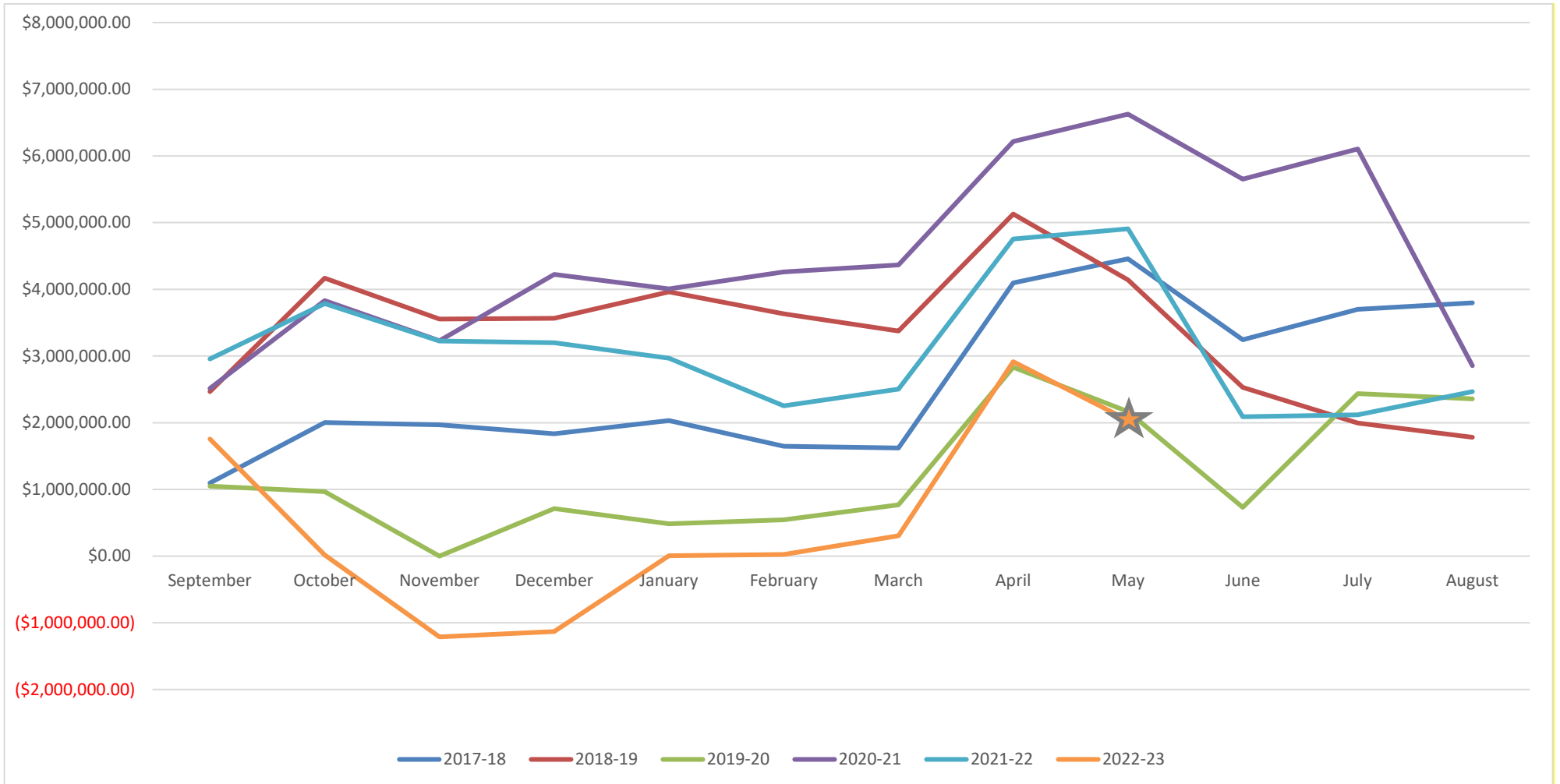
SUMMARY OF BUDGET EXPENDITURE CAPACITY

Budget Capacity as of May, 2023:

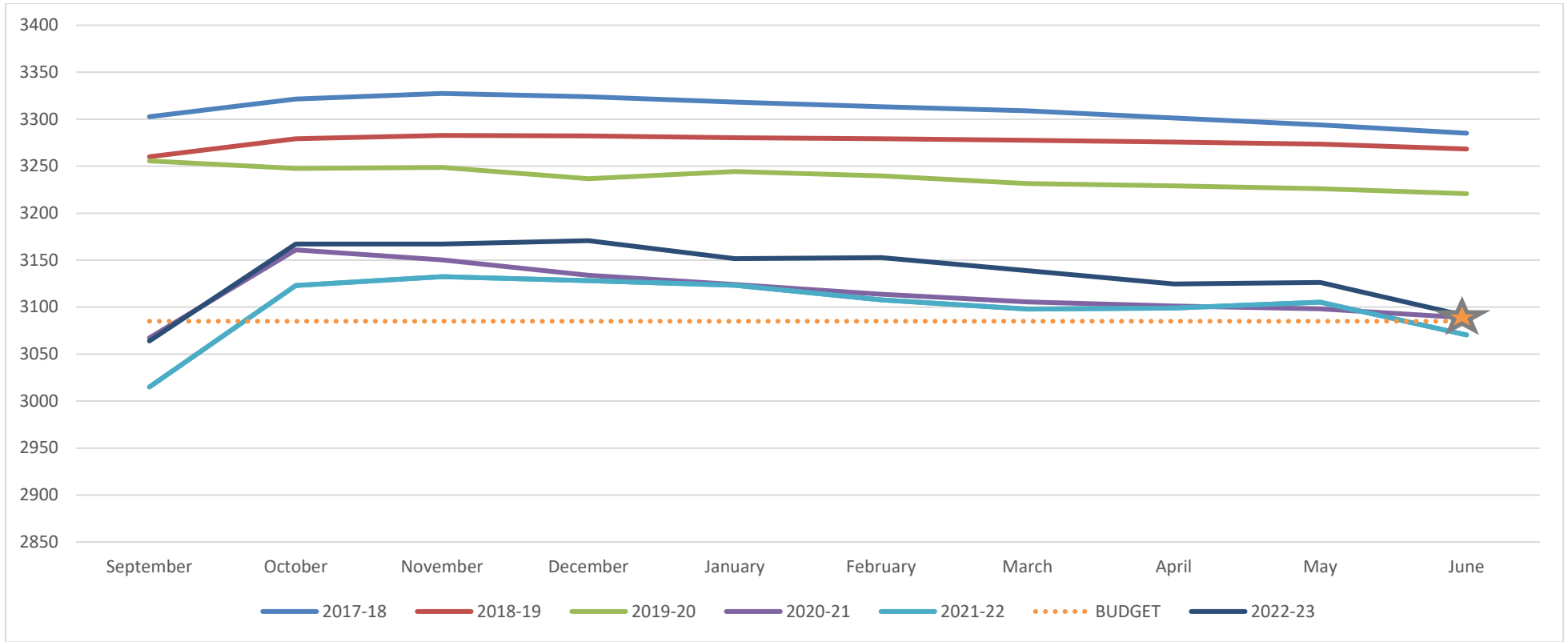
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General	\$ 62,580,839	\$ 46,487,806	\$ 16,093,033	74.28%	25.72%
Capital Projects	\$ 9,900,000	\$ 1,193,059	\$ 8,706,941	12.05%	87.95%
Debt Service	\$ 3,195,782	\$ 3,137,374	\$ 58,408	98.17%	1.83%
ASB	\$ 457,750	\$ 172,574	\$ 285,176	37.70%	62.30%
Trans Vehicle	\$ 325,000	\$ 156,002	\$ 168,998	48.00%	52.00%

GENERAL FUND FUND BALANCE TRENDS

End of May, 2023



ENROLLMENT TRENDS as of June, 2023



AAFTE	Grades K – 5	Gr. 6 – 8	HS	Subtotal	Run Start/ Open Door	+/- (Budget) **
2022-23 Budget	1,253	698	954	2,905	80	(+ 57.05) 3,085
2022-23 Actual	1,292.06	759.62	971.60	3,023.28	118.77	3,142.05
2021-22 Actual	1,299.38	775.67	963.66	3,038.71	75.13	+ 13.84 (3,100)
2020-21 Actual	1,287.98	777.52	943.61	3,015.97	85.44	+ 1.41 (3,100)
2019-20 Actual	1,445.35	805.48	980.66	3,231.49	98.98	+ 40.47 (3,290)
2018-19 Actual	1,778.50	496.06	993.69	3,268.24	82.30	+ 60.54 (3,290)
2017-18 Actual	1,800.62	484.33	1,000.19	3,285.13	47.83	+ 120.13 (3,165)

** 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 2022 (September 1, 2022 - August 31, 2023)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of May, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	4,171,639	594,541.81	4,718,998.82		547,359.82-	113.12
2000 LOCAL SUPPORT NONTAX	880,250	24,320.70	278,768.68		601,481.32	31.67
3000 STATE, GENERAL PURPOSE	31,813,386	1,930,447.67	23,180,439.59		8,632,946.41	72.86
4000 STATE, SPECIAL PURPOSE	11,998,772	873,595.73	8,591,722.38		3,407,049.62	71.61
5000 FEDERAL, GENERAL PURPOSE	25,000	.00	46,726.67		21,726.67-	186.91
6000 FEDERAL, SPECIAL PURPOSE	23,267,444	1,411,972.72	9,406,889.78		13,860,554.22	40.43
7000 REVENUES FR OTH SCH DIST	67,000	107.50	90,760.63		23,760.63-	135.46
8000 OTHER AGENCIES AND ASSOCIATES	52,000	3,921.80	27,254.61		24,745.39	52.41
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	72,275,491	4,838,907.93	46,341,561.16		25,933,929.84	64.12
B. EXPENDITURES						
00 Regular Instruction	26,523,379	2,070,932.94	17,998,849.57	473,367.79	8,051,161.64	69.65
10 Federal Stimulus	4,551,891	385,517.85	4,395,087.89	110,670.09	46,133.02	98.99
20 Special Ed Instruction	7,145,845	797,468.03	6,141,640.38	761.90	1,003,442.72	85.96
30 Voc. Ed Instruction	2,821,313	264,905.64	2,218,910.54	50,450.12	551,952.34	80.44
40 Skills Center Instruction	323,862	29,220.55	258,586.91	542.64	64,732.45	80.01
50+60 Compensatory Ed Instruct.	6,536,287	702,578.11	4,293,052.07	70,625.13	2,172,609.80	66.76
70 Other Instructional Pgms	759,615	26,353.53	252,787.58	94,169.87	412,657.55	45.68
80 Community Services	2,263,149	206,317.23	1,613,985.39	247.73	648,915.88	71.33
90 Support Services	11,655,498	1,214,091.31	9,314,905.54	1,355,589.79	985,002.67	91.55
Total EXPENDITURES	62,580,839	5,697,385.19	46,487,805.87	2,156,425.06	13,936,608.07	77.73
C. OTHER FIN. USES TRANS. OUT (GL 536)	9,690,000	21,430.50	286,137.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	4,652	879,907.76-	432,381.71-		437,033.71-	< 1000-
F. TOTAL BEGINNING FUND BALANCE	3,183,523		2,467,846.44			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	3,188,175		2,035,464.73			

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	521,000	939,097.59
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	219,505	113,869.64
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 Stabilizatr	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	4,652	432,381.71-
G/L 891 Unassigned Min Fnd Bal Policy	2,428,948	1,400,809.21
<u>TOTAL</u>	3,188,175	2,035,464.73

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of May, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	16,000	3,307.48	43,123.23		27,123.23-	269.52
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	9,400,000	.00	.00		9,400,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	9,416,000	3,307.48	43,123.23		9,372,876.77	0.46
B. EXPENDITURES						
10 Sites	0	.00	400,554.96	0.00	400,554.96-	0.00
20 Buildings	9,900,000	.00	792,504.40	0.00	9,107,495.60	8.01
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	9,900,000	.00	1,193,059.36	0.00	8,706,940.64	12.05
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES						
OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	484,000-	3,307.48	1,149,936.13-		665,936.13-	137.59
F. TOTAL BEGINNING FUND BALANCE	818,327		1,620,689.24			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE	334,327		470,753.11			
(E+F + OR - G)						

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	.00
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	334,327	470,753.11
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	334,327	470,753.11

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of May, 2023

	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	2,898,435	339,528.25	2,874,236.60		24,198.40	99.17
2000 Local Support Nontax	1,500	3,065.61	32,943.58		31,443.58-	> 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	290,000	21,430.50	286,137.00		3,863.00	98.67
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>3,189,935</u>	<u>364,024.36</u>	<u>3,193,317.18</u>		<u>3,382.18-</u>	<u>100.11</u>
<u>B. EXPENDITURES</u>						
Matured Bond Expenditures	3,040,000	.00	3,040,000.00	0.00	.00	100.00
Interest On Bonds	154,882	.00	96,604.00	0.00	58,278.00	62.37
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	.00	770.00	0.00	130.00	85.56
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>3,195,782</u>	<u>.00</u>	<u>3,137,374.00</u>	<u>0.00</u>	<u>58,408.00</u>	<u>98.17</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>5,847-</u>	<u>364,024.36</u>	<u>55,943.18</u>		<u>61,790.18</u>	<u>< 1000-</u>
<u>F. TOTAL BEGINNING FUND BALANCE</u>	<u>2,521,730</u>		<u>2,533,946.69</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>2,515,883</u>		<u>2,589,889.87</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	2,515,883		2,589,889.87			
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			
<u>TOTAL</u>	<u>2,515,883</u>		<u>2,589,889.87</u>			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of May, 2023

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	71,706	6,898.35	56,619.30		15,086.70	78.96
2000 Athletics	87,550	11,133.75	102,368.56		14,818.56-	116.93
3000 Classes	2,500	.00	.00		2,500.00	0.00
4000 Clubs	182,645	32,742.33	89,363.80		93,281.20	48.93
6000 Private Moneys	80,200	.00	6,998.00		73,202.00	8.73
<u>Total REVENUES</u>	424,601	50,774.43	255,349.66		169,251.34	60.14
B. EXPENDITURES						
1000 General Student Body	37,300	618.31	17,651.73	0.00	19,648.27	47.32
2000 Athletics	136,410	3,008.32	105,019.70	5,433.02	25,957.28	80.97
3000 Classes	2,500	.00	.00	0.00	2,500.00	0.00
4000 Clubs	201,340	12,998.57	42,692.68	2,800.00	155,847.32	22.59
6000 Private Moneys	80,200	.00	7,209.51	0.00	72,990.49	8.99
<u>Total EXPENDITURES</u>	457,750	16,625.20	172,573.62	8,233.02	276,943.36	39.50
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	33,149-	34,149.23	82,776.04		115,925.04	349.71-
D. TOTAL BEGINNING FUND BALANCE						
	282,843		289,217.67			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-) XXXXXXXXX .00						
F. TOTAL ENDING FUND BALANCE						
	249,694		371,993.71			
<u>C+D + OR - E)</u>						
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		7,500.00			
G/L 819 Restricted for Fund Purposes	249,694		364,493.71			
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			
<u>TOTAL</u>	249,694		371,993.71			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2022 (September 1, 2022 - August 31, 2023)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of May, 2023

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	5,150	1,363.09	30,990.64		25,840.64-	601.76
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	167,065	.00	.00		167,065.00	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
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	202,215	1,363.09	30,990.64		171,224.36	15.33
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	202,215	1,363.09	30,990.64		171,224.36	15.33
<u>D. EXPENDITURES</u>						
Type 30 Equipment	325,000	.00	156,001.66	356,527.65	187,529.31-	157.70
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
<u>Total EXPENDITURES</u>	325,000	.00	156,001.66	356,527.65	187,529.31-	157.70
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>F. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	122,785-	1,363.09	125,011.02-		2,226.02-	1.81
<u>H. TOTAL BEGINNING FUND BALANCE</u>	247,415		551,055.67			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	124,630		426,044.65			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	124,630		426,044.65			
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			
<u>TOTAL</u>	124,630		426,044.65			

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

2023 SUMMER PROGRAMS

Attention: Superintendents/Principals/Athletic Directors/Coaches

With many districts beginning the process of reviewing information for summer programs, we are pleased to provide the enclosed risk management guidelines to help ensure your district is offering safe and properly managed summer programs for your students and guests.

Attached is a risk management analysis for your review and completion, if applicable. The analysis will note any safety concerns or other recommendations we may have regarding the district event. However, the final decision whether to conduct summer programs remains with the school district. Although the analysis will not constitute an acceptance or rejection of the summer program, it is necessary to ensure conformance with adopted United Schools Insurance Program (USIP) and risk management summer program guidelines. Please note, only copies of the completed analysis forms should be sent to Clear Risk Solutions for review. **Original documents should be kept on file with the district.**

For more information about the many services and trainings available to the district, please visit the United Schools Insurance Program (USIP) website: www.usipwa.us.

Please do not hesitate to contact our office if you have any questions, or if we can be of additional assistance.

Sincerely,



Aaron Sheneman, ARM
Risk Manager
asheneman@chooseclear.com



Lane Larson, ARM-P
Risk Manager
llarson@chooseclear.com

United Schools
Insurance Program
(USIP)

451 Diamond Drive
Ephrata, WA 98823

Phone:
509.754.2027

Fax:
509.754.3406

Find us at:
www.usipwa.us

Administered by:



SUMMER PROGRAMS RISK MANAGEMENT GUIDELINES

WIAA AND LOCAL DOH COVID-19 GUIDELINES MUST BE FOLLOWED FOR ALL ACTIVITIES

Summer programs for students have become an important extension of many school district offerings. Summer programs provide students the opportunity to be involved in activities, which can further develop positive attitudes, knowledge, skills, and strength. However, due to the current emphasis on litigation, it is necessary to reduce liability exposure, as much as possible, by both the instructor and school district. It is, therefore, important that thorough planning be required in establishing summer programs for students.

General Guidelines

Many negligence lawsuits have been successful due to inadequate supervision of students, improper use of equipment, inappropriate activities, and lack of building security. The following guidelines are designed to assist you in formulating minimal liability exposure summer programs.

- 1) Supervision should only be performed by school district personnel who possess mature behavior and are trained and knowledgeable in student discipline/control, building security, safety procedures, and skill development (appropriate to the activity).
- 2) Supervision must be in person where the students' activities are visible and controllable.
- 3) School keys should only be issued to staff members who have responsibility for the key and building security. Keys should not be loaned to others.
- 4) The program should occur at a school district facility, when possible. If travel between sites is necessary, transportation should be provided via school district vehicles with district drivers.
- 5) The collection of user fees must follow proper district procedure for receipting, security of the funds, and depositing into an ASB/district account. The collection of fees should neither be for profit-making individuals nor organizations.

If profit-making is involved, the individual or group should lease the school district facilities and insure the risks.

Programs

- 1) Students participating in summer athletic programs should provide the school district with the same participation documentation as for any regular season sport:
 - a) Required to have student accident insurance coverage for the summer or be covered by a family medical plan.
 - b) Signed parent/guardian permission form required.
 - c) Signed Emergency Medical Release form in case medical treatment is necessary and the parents are not available.
 - d) Signed Warning of Inherent Dangers form for any student new to the school district, or to the athletic program.
 - e) Physical examination/doctor's approval to participate in the athletic event for any student new to the school district, or athletic program.
 - f) Required Lystedt Law information for players and parents new to the school district, or for athletes new to the program.
- 2) In order to prevent injuries caused by mismatches, students should be grouped according to age, size, experience, and skill level.
- 3) Since fatigue can contribute to student injuries, care must be taken to reduce this element of risk. The use of frequent rest breaks, liquid breaks, progressive workup of skill development, scrimmages restricted to half court, etc. is highly recommended.
- 4) In order to reduce the potential for student injuries, the appropriate use of safety equipment must be considered. Examples: volleyball elbow and kneepads, batting helmets, catcher's gear, helmets, etc.

Transportation

The school district must be careful not to allow students to drive to remote sport camps as part of a school-sponsored program. Any transportation of students for school-sponsored events should follow the usual district transportation policies and procedures.

Deadline

Please submit your completed summer program forms to asheneman@choosclear.com or llarson@choosclear.com by **May 15, 2023**.

SUMMER PROGRAMS RISK MANAGEMENT ANALYSIS

WIAA AND LOCAL DOH COVID-19 GUIDELINES MUST BE FOLLOWED AT ALL TIMES

Please fill out this form electronically and email completed form to our office. We will review the form and contact you if we have any questions or concerns.

School district: Aberdeen School district

Phone number: 360-538-2065

Contact person: John Crabb

Name of activity: Summer sports work outs

Date(s) of activity: June 16 – July 30, 2023

Describe the activity(ies): Football, Basketball, and Volleyball

School facilities to be used: Sam Ben Gym, Stewart Field

Grade level of students to be served: 9-12

Identify the supervisor(s) and appropriate background information: Todd Bridge Head Football Coach, Desiree Glanz Head Volleyball coach, Brandyn Brooks Head Boys Basketball Coach, Curtis Eccles Head Girls Basketball Coach

At least one coach is first aid and CPR trained: Yes No

Emergency response plan in place: Yes No

Coaches and youth athletics are trained in required concussion awareness guidelines:
Yes No

Student medical insurance: Yes No

Parent permission: Yes No

Emergency medical release: Yes No

Medical exam: Yes No

Have participants been made aware of inherent dangers for this activity: Yes No

School Board action for approval: Yes No

Supervisor's/District Superintendent's signature: _____

Please review attached best practices guidelines for summer programs.

Please email or fax the completed application to: asheneman@choosclear.com or llarson@choosclear.com by **May 15, 2023**.

*Please note, only copies of the completed analysis forms should be sent to Clear

Risk Solutions for review. Original documents should be kept on file with the district.

SUMMER PROGRAMS CHECKLIST

WIAA AND LOCAL DOH COVID-19 GUIDELINES MUST BE FOLLOWED AT ALL TIMES FOR ALL ACTIVITIES

This checklist is designed to help remind coaches of the necessity for proper planning for all summer activities. If you do not know the answer to, or need assistance with, answering/fulfilling any of the following items, contact your building administrator or your district administrative office for assistance. If additional assistance is needed, contact your district's broker or USIP risk manager.

- 1) What types of summer programs are planned?
 - a) Local: Non-contact
 - b) Local: Contact
 - c) On-campus team camp
 - d) Off-campus team camp
 - e) On-campus individual skills camp
 - f) Off-campus individual skills camp
 - g) Team competitive – Contact
 - h) Partial team – Non-contact
 - i) Other

- 2) Who will coach these programs?
 - a) Regular district employed coaches?
 - b) Volunteers – Need district approval ahead of time
 - c) Guest coaches

- 3) Are coaches to be paid?
 - a) Yes
 - b) No
 - c) If yes,
 - 1) By district (know district procedures)
 - 2) By booster club
 - 3) By college or sponsoring organization
 - d) Cash is not an appropriate form of payment; we recommend this method **not be used.**

- 4) Insurance Coverage – Liability insurance required
 - a) District coverage (see #13a) or
 - b) Special events policy (National Coaches Association Insurance does not cover summer programs)

- 5) Insurance Coverage – Accidental Injury insurance for coaches
 - a) Private insurance
 - b) L&I
 - c) Volunteers may not be covered by L&I coverage (review with district's representative)

- 6) Health Related Issues for Players
 - a) Current physical required
 - b) Current accident insurance required
 - c) Emergency treatment form
 - d) Parent permission form signed
 - e) Warning letters signed by players and parents

- 7) Facilities
 - a) District facilities – coordinate with maintenance department.
 - b) If an outside group uses facilities, follow district facility use agreement policies.

- 8) District/ASB Equipment
 - a) Ensure proper fitting and refitting of equipment, especially helmets.
 - b) Do you check out equipment to players for entire summer? Do they take equipment home?
 - c) Inventory control of equipment is essential; keep equipment at school.
 - d) If required, re-certify equipment at program's end.

- 9) Vendor Provided Equipment
 - a) Who fits equipment?
 - b) Is equipment National Operating Committee on Standards for Athletic Equipment (NOCSAE) certified?
 - c) Who pays for rental of equipment?
 - d) Are vendors renting equipment from schools? (If so, contact insurance vendor for coverage limitations)

- 10) Supervision

- a) Locker rooms; pre-practice and post-practice.
 - b) Coaches properly assigned to duties (especially important with new, inexperienced, or volunteer coaches.)
 - c) Head coach is responsible for instructing assistants in proper supervision when players are present or under the care of a school program—head coach trains his coaches in supervision techniques and expectations.
 - d) Transportation (“just show up @_____” does not work).
 - e) Programs on campus transportation no different from school year.
 - f) Regional off-campus programs – review district transportation policy.
 - g) Off-campus travel is listed by preference below; (i) being the preferred method:
 - i) School transportation, i.e., buses, vans, or other district vehicles driven and operated by district employees.
 - ii) Private carriers such as charter buses.
 - iii) Carpooling with designated adult drivers; valid driver’s license and proof of vehicle insurance provided.
 - iv) **Students driving themselves and/or riding with other students is not recommended and comes with high risk and high liability exposure. We recommend the student have prior district approval if this transportation method is used.**
 - h) Off campus program supervision plan should include, but not be limited to; camp instruction sessions, leisure time activities, overnight accommodations, if used, as well as emergency treatment, and contacts. **In-home stays are not recommended.**
 - i) Student conduct expectations should include a written team “Code of Conduct” and delegation of who will be responsible for administering discipline.
 - j) There should also be a Code of Conduct for coaches at summer camps, coaches should always be in control and supervising students. **DO NOT** leave students unsupervised or under the care of non-district staff.
- 11) Physical Conditioning/Preparation of Players for Contact
- a) Ensure proper strength, flexibility, and cardiovascular training prior to starting practice and prior to any full contact drills.
 - b) “No pad days” before football contact.
 - c) Have a progressive intensity to contact drills.
 - d) Do not expose players to full-contact camps without proper “pre-camp” conditioning. Know the camp’s format so you can properly prepare your players, subsequently, maximizing a positive experience from the camp.

12) Fiscal

- a) If a fee is charged for a district sponsored/approved camp, receipt all funds, use purchase orders for expenditures, and follow all district ASB or district fiscal guidelines.
- b) If a fee is charged for an off-campus camp, follow district procedures for handling money but do not commingle public and private funds.
- c) **Don't set up independent banking accounts for summer programs, as this opens the custodian of the account to personal liability for any losses or mishandling of funds.**
- d) If the camp is sponsored by a private vendor, follow district procedures for facility use agreements and liability insurance coverage requirements.
- e) If private vendor desires to rent school equipment, check with insurance carrier for extended liability exposure for the school, the coach, and the vendor.

13) Administrative Approval

- a) If the school board approves the program, the district's liability insurance may cover the program.
- b) If the school board does not approve the program, then those individuals running the program are personally liable for any negligence and resulting claims. This is a huge liability risk and not recommended under any circumstance. Seek special events coverage, if needed.

14) Transportation

The following information is provided to give a clear picture of the liability issues surrounding transportation of students during "after school" activities.

Priorities for providing student transportation:

- a) School district vehicle insurance is primary.
- b) School district vehicle with school employee as a driver.
- c) School district vehicle with private person driving (person usually qualifies through district's volunteer program). Obtain copy of valid driver's license and proof of vehicle insurance.
- d) Private carrier such as Greyhound buses (private carrier's insurance covers vehicles).
- e) Advisor's car with advisor driving. Obtain copy of valid driver's license and proof of vehicle insurance. Parent(s) of student(s) riding in vehicle need to sign permission form.

- f) Parent car with owner driving. Obtain copy of valid driver's license and proof of vehicle insurance. Parent(s) of student(s) riding in vehicle need to sign permission form.

WORKFORCE SECONDARY TRAUMATIC STRESS

The Aberdeen School Board is committed to preventing and addressing secondary traumatic stress for District personnel by supporting mental health in the workplace. Every day, school staff work with students experiencing trauma and loss. As a result, teachers, school counselors, administrators, and other school staff may experience secondary traumatic stress. When secondary traumatic stress is left unaddressed, it may lead to staff turnover, burnout, adult chronic absenteeism, and health issues that negatively impact everyone in the school community.

Secondary Traumatic Stress

The Board acknowledges that secondary traumatic stress, also called compassion fatigue, is a natural but disruptive set of symptoms that may result when one person learns firsthand of the traumatic experiences of another. Symptoms of secondary traumatic stress may include feelings of isolation, anxiety, dissociation, physical ailments, and sleep disturbances. In addition, those affected by secondary traumatic stress may experience:

1. Changes in memory and perception;
2. Alterations in their sense of self-efficacy;
3. A depletion of personal resources; and
4. Disruption in their perceptions of safety, trust, and independence.

Policy Statement

The District will promote a positive workplace climate that includes a focus on diversity and inclusion.

The Board hereby establishes a district-wide workforce mental health committee with the following functions:

1. Share secondary traumatic stress, stress management, and other mental health resources and supports available through the Office of the Superintendent of Public Instruction, the Educational Service District, and the School Employees' Benefits Board;
2. Share links to a secondary traumatic stress self-assessment tool and any associated resources;
3. Report to the Board at least once per year with a summary of committee activities.

The District will regularly assess district-level and school building-level implementation of this policy and procedure. The assessment will include input from the District's workforce. The District will provide appropriate resources and training to schools and staff for continuous improvement.

Cross References:	Policy	3112 5203	Social Emotional Climate Staff Assistance Program
Legal References:	RCW	28A.300 28A.400 RCW	

Adoption Date: 05/03/22



Guaranteed Admissions Program

2023-24

Washington's public four-year college and universities, in partnership with our communities, are committed to meeting the college and career goals of Washington students. Focused on increasing access and credential completion in Washington, many of Washington's public baccalaureate institutions offer guaranteed admissions programs for students who meet set criteria.

Washington Public Baccalaureate Institution Guaranteed Admissions Program (GAP)

The Guaranteed Admissions Program supports a college going culture and guaranteed admission efforts at [Central Washington University](#), [Eastern Washington University](#), [The Evergreen State College](#), [University of Washington – Tacoma](#), [Washington State University](#) and [Western Washington University](#).

GAP is focused on students in the 11th and 12th grades. Through data sharing partnerships with Washington school districts and schools, the participating institutions engage with:

- Students in the 11th grade to ready them for college and familiarize them with college admissions and,
- Students in the 12th grade determine eligibility for guaranteed admissions or if not eligible, to engage through the general admissions process.

To be eligible for guaranteed admission students **must** meet or be on track by fall 2024 admissions to meet two requirements:

- Earn a 3.0 cumulative GPA **AND**
- Complete **ALL** Washington's College Academic Distribution Requirements (CADRs)

To be on track for CADRs, a student must have completed all CADRs by fall 2023 admissions. Some CADRs require completion in the senior year of high school. A student who has not yet but is expected to complete a CADR by fall 2023 admissions, including during the school year or summer, would be considered in-progress and on track.

District and School Participation in GAP

For the 2023-24 academic year, districts and schools must complete a signed GAP joint data sharing agreement and letter of support by September 30, 2023. For additional information, districts and schools should reach out to a participating institution or the Council of Presidents.



ABOUT

The [Guaranteed Admissions Program](#) (GAP) is the most recent collaborative initiative by Washington's public, four-year institutions to increase the college-going culture and support admission efforts at [Central Washington University](#), [Eastern Washington University](#), [The Evergreen State College](#), [Washington State University](#) and [Western Washington University](#). In partnership with the communities we serve, we are committed to increasing access and credential completion for Washington students.

CHALLENGES

Washington ranks **48th in the nation** in participation in four-year public higher education at the undergraduate level for individuals ages 20-34. Approximately **40 percent of Washington students do not attend college after high school**, while **nearly 70%** of family-wage jobs in Washington require a four-year degree. Earning a bachelor's degree is a critical predictor within a student's control for earning a good wage and narrowing the racial income gap.

GAP focuses on 11th and 12th grade students who have not considered attending college or who do not see themselves as college ready. Through data sharing agreements with districts and schools, participating institutions engage with high school juniors to familiarize them with college admissions and ready them for college, and with seniors to admit them through guaranteed admissions or, if not eligible, through the general admissions process.

OUTCOMES

- The 2021-22 GAP pilot resulted in **over 200** unique student applications for fall 2022 admissions.
- Statewide, **66 school districts** ranging in size, student demographics, and geography, joined GAP to create a new community of K-12 and higher education partners for 2022-23 — an increase from 27 partners in 2021-22.
- In fall 2022, **over 11,000** 12th grade students received guaranteed admissions letters and **over 25,000** 11th grade students received welcome letters about college admissions awareness. Outreach continues throughout the 2022-23 academic year.
- GAP messaging is **mythbusting outdated ideas** about college admissions and increasing family understanding of current admission processes and opportunities.

“We’re seeing hope and confidence increase in students who would otherwise not have pursued college after high school.”

Feedback from district partner on students who received Guaranteed Admissions letters

2023-24 Washington Guaranteed Admission Program District/School Participation

Washington's public four-year college and universities, in partnership with our communities, are committed to meeting the college and career goals of Washington students. Focused on increasing access and credential completion in Washington, many of Washington's public baccalaureate institutions offer guaranteed admissions programs for students who meet set criteria.

The participating public four-year institutions established the following process for district and school participation in the Washington Guaranteed Admission Program (WAGAP).

This document will outline the steps and deadline for participation of districts and schools in the Washington Guaranteed Admissions Program (WAGAP), including:

- A summary of the program in 2023-24.
- Process and deadlines for districts and schools to participate in the GAP in 2023-24.

Washington Public Baccalaureate Institution Guaranteed Admission Program

The Guaranteed Admissions Program supports a college going culture and guaranteed admission efforts at [Central Washington University](#), [Eastern Washington University](#), [The Evergreen State College](#), [University of Washington – Tacoma](#), [Washington State University](#) and [Western Washington University](#).

GAP is focused on students in the 11th and 12th grades. Through data sharing partnerships with Washington school districts and schools, the participating institutions engage with:

- Students in the 11th grade to ready them for college and familiarize them with college admissions and,
- Students in the 12th grade determine eligibility for guaranteed admissions or if not eligible, to engage through the general admissions process.

To be eligible for guaranteed admission students **must** meet or be on track by fall 2024 admissions to meet two requirements:

- Earn a 3.0 cumulative GPA **AND**
- Complete **ALL** Washington's College Academic Distribution Requirements (CADRs)

To be on track for CADR, a student must have completed all CADR by fall 2023 admissions. Some CADR require completion in the senior year of high school. A student who has not yet but is expected to complete a CADR by fall 2023 admissions, including during the school year or summer, would be considered in-progress and on track.

Contact information for each participating institution and the Council of Presidents can be found in Appendix A. Districts and schools are strongly encouraged to reach out with questions.

District and School Participation in GAP

Districts or schools must complete the following by the stated deadline to participate in WAGAP 2023-24. All forms, templates and materials will be posted at the Council of Presidents [webpage](#) no later than August 2023.

1. Complete and send a signed copy of the *GAP Joint Data Sharing Agreement* (DSA) with participating baccalaureate institutions.
2. Complete and send a *Letter of Support* at the district level signed by the superintendent or at the school level signed by the principal confirming participation and point of contact for GAP communications. A template can be found in Appendix D.
3. Send to Council of Presidents at jgarver@councilofpresidents.org, no later than **September 30, 2023**:
 - The signed *GAP Joint Data Sharing Agreement* (DSA) with participating baccalaureate institutions. The DSA must be completed, signed and sent to the Council of Presidents. Instructions to send the DSA are provided in Appendix B.
 - Signed *Letter of Support* by the district superintendent or school principal. Instructions to send the *Letter of Support* are provided in Appendix C. A *Letter of Support* template is available in Appendix D.
4. The Council of Presidents will provide each participating institution with a copy of the signed DSA and letter.
5. The Council of Presidents will send to each district or school confirmation of receipt of DSA and letter.
6. To participate a district or school must complete the *GAP Joint Data Sharing Agreement* with all participating institutions on the COP website. Individual district or school data sharing data agreements will not be considered as part of GAP.

Deadlines for Data Uploads

The deadlines for data uploads are set as windows of time to allow for some flexibility for districts and schools.

There are four data uploads for 11th grade and 12th grade GAP eligible students. Students in the 12th grade are considered GAP eligible students if they are on track or have met the criteria for guaranteed admission.

- Earn a 3.0 cumulative GPA **AND**
- Complete **ALL** Washington’s College Academic Distribution Requirements (CADRs)

If your district or school needs additional time, please reach out to Council of Presidents, jgarver@councilofpresidents.org to discuss next steps.

Deadline	11 th Grade/Juniors	12 th Grade/Seniors
August 28-September 29	X	X
November 1-December 1	X	X
January 22-February 16	X	X
June 3-28	X	X

Appendix A

Participating Institution Contacts

Myndee Ronning
Central Washington University
Myndee.Ronning@cwu.edu
(425) 949-2099

Jana Jaraysi
Eastern Washington University
jjaraysi@ewu.edu
(509) 359-2450

Wade Arave
The Evergreen State College
aravew@evergreen.edu
(360) 867-6176

Shannon Carr
University of Washington, Tacoma
slcarr21@uw.edu
(253) 692-4411

Andrew Brewick
Washington State University
andrew.brewick@wsu.edu
(509) 335-2275

Cezar Mesquita
Western Washington University
cezar.mesquita@wwu.edu
(360) 650-4350

Julie Garver
Council of Presidents
jgarver@councilofpresidents.org
(360) 292-4102

Appendix B

2023-24 GAP Joint Data Sharing Agreement (DSA) Submission Instructions

1. District or School complete the fillable, PDF *GAP Joint Data Sharing Agreement (DSA)*.
 - a. The DSA can be found [here](#) no later than August 2023.
2. Sign the PDF. There are two options to sign the DSA.
 - a. Option 1: Wet signature and scan
 - i. Complete filling out the PDF.
 - ii. Print the PDF.
 - iii. Sign the PDF.
 - iv. Scan the PDF.
 - b. Option 2: Electronic signature and scan.
 - i. Click on *Configure New Digital ID*
 - ii. Select *Create a New Digital ID*.
 - iii. Select *Save to File*.
 - iv. Create a *Self-Signed Digital ID* by following the prompts
3. Scan the DSA and send to jgarver@councilofpresidents.org **no later than September 30, 2023**.
4. The DSA will be sent to the Council of Presidents.
5. The Council of Presidents will provide each participating institution with a copy of the signed DSA and post through a shared portal.
6. The Council of Presidents will send to each district or school confirmation of receipt of DSA.

Appendix C

2023-24 GAP Letter of Support Submission Instructions

1. District or School complete a *Letter of Support*.
 - a. A *Letter of Support* template can be found in Appendix C.
2. Gather signatures for the *Letter of Support*.
 - a. District's superintendent signature.
 - b. School's principal signature.
3. Scan the *Letter of Support* and send to jgarver@councilofpresidents.org **no later than September 30, 2023.**
7. The *Letter of Support* will be sent to the Council of Presidents.
8. The Council of Presidents will provide each participating institution with a copy of the signed *Letter of Support* and post through a shared portal.
9. The Council of Presidents will send to each district or school confirmation of receipt of the *Letter of Support*.

Appendix D

District or School Letter of Support Template

DATE

Letter of Support

In my capacity as the [Insert title] of [Insert District or School Name] I fully support the public baccalaureate Guaranteed Admission Program (GAP) and the completion of a data sharing agreement with the institutions participating in GAP.

The intent of GAP to directly engage with high school juniors and seniors to ready them for college, familiarize them with college admissions and connect through guaranteed admissions opportunities support our shared efforts to increase postsecondary attainment opportunities in our community.

The point of contact for [Insert District or School Name] is [Insert Name, Title, Contact Information].

Sincerely,

Name

Title

District or School

Address

City, State, Zip



Bachelor of Applied Science in Teacher Education
Memorandum of Understanding (MOU)

GRAYS HARBOR COLLEGE
and
ABERDEEN SCHOOL DISTRICT, DISTRICT #5

for the academic year 2023-2024

A. Scope of MOU:

This MOU establishes a common set of expectations for the Bachelor in Applied Science Teacher Education student candidates, educator preparation program, and K-12 school district.

Responsibilities of the GHC students, field supervisors, and mentor teachers are outlined in the Grays Harbor College Handbook provided to all parties.

B. Placement:

Practicum students must be placed in a school/classroom setting within the grade band assigned as an observer only in the classroom setting. **Assigned practicum mentors will receive three (3) clock hours per quarter for mentoring practicum students.**

Student teachers must be placed in a school/classroom setting within the grade range and content area(s) that align with the certification program they are enrolled within for the entire second year of the academic program. Unless otherwise established in writing between the school district and a student teacher, student teachers will not be considered employees of the school district and will not be remunerated for their services to the school district. **Assigned student teaching mentors will receive ten (10) clock hours per quarter for mentoring the student teachers. If the student teaching assignment is terminated for any reason, the mentor will receive clock hours based on the percentage of time the student was in the field experience.**

C. Duration of candidate placement:

Practicums are comprised of thirty (30) hours per quarter during the first year of the program.

Student teaching is comprised of three (3) student teaching quarters, each a duration of ten weeks during the second year of the program (90 hours fall quarter, 300 hours winter quarter and 150 hours spring quarter).

D. Student Teaching Assignment:

Each school site should present a nurturing environment with good communication between the student teacher, mentor teacher, and field supervisor.

a. Qualifications for mentor teachers:

- i. Full-time faculty member;

- ii. Must have completed a minimum of three years of full-time teaching and been employed by the cooperating district for a minimum of one year;
- iii. Must be fully certified by the State of Washington in the content area and grade level they are teaching;
- iv. Should possess subject matter and instructional proficiency and the qualities of a "master teacher."

b. Qualification for program supervisors:

- i. Master's degree;
- ii. Minimum of three years' teaching experience;
- iii. K-12 knowledge and expertise of content and pedagogy.

c. Field supervisors will make consistent contact with student teachers and cooperating teachers. There will be a minimum of three on-site observations during each student teaching experience.

E. School District Policies:

Teacher Education Program students are required to abide by school district policies. Violation of school district policies may result in consequences including but not limited to the termination of student placement as described in Section H.

F. Background Checks:

Having a clear Washington Access to Criminal History (WATCH) is a condition for acceptance to the program. Student teachers may be required to complete additional background and security checks required by the school district. If applicable, student teachers will submit criminal history information to the school district pursuant to RCW 28A.320.155.

G. Teacher Education Program students are required to obtain professional liability insurance (\$1,000,000 minimum) before they begin their field experience. Students may provide proof of coverage from an insurance provider or through the Student National Education Association program through the Washington Education Association Educators Employment Liability (EEL) Program.

H. Problems and Concerns - Termination of Placement:

There are times when a student placement does not work as expected. There are numerous complex reasons that can be difficult to solve. This emphasizes the need for honest and open communication between the student teacher, mentor teacher, cooperating district administrator, field supervisor, and the program dean. Punctuality in communicating concerns is critical to identifying effective solutions.

- a. The student, cooperating school district, mentor teacher, and/or Grays Harbor College can terminate a student placement assignment. The termination should be a final solution after reasonable attempts have been made to solve the issues, including a plan of correction if appropriate. All parties, including the program director, should be notified of any problems and be involved in developing the plan of correction.
- b. Certain egregious offenses will result in the immediate termination of a placement, including but not limited to:
 - i. Possession of, use of, or being under the influence of illegal drugs or alcohol
 - ii. Acts of violence
 - iii. Violations of appropriate teacher/student boundaries
 - iv. Theft of school district money or property

- c. If possible and appropriate, conferences should be held with the involved parties to discuss the issues and solutions. Every attempt will be made to address the concerns to the satisfaction of all parties.
 - d. ***Should the cooperating school district or Grays Harbor College terminate the placement because of failure of the student to meet the requirements of attendance and/or performance, the student will not be placed in another school district during that quarter.***
 - e. Should the student request a change in placement, or Grays Harbor College warrant a change in placement, all efforts will be made to accommodate the change in placement.
 - f. The final decision regarding termination will be made by the program director.
-
- I. Every mentor teacher will be provided with a copy of the Grays Harbor College Handbook. Guidelines for students, mentors, and field supervisors are outlined in the Grays Harbor College Handbook.
 - J. Only one student should be in the classroom with a mentor at one time to allow the one-on-one mentorship and the ability to build that individual relationship with the mentor and the class.
 - K. Substitute Teaching: The student teacher may be used as a substitute teacher. However, the hours substituting cannot be used as field experience hours. Students wishing to substitute must adhere to the school district and OSPI substitute teacher requirements.
 - L. Supervision and Evaluation of Student Teachers: Mentor teachers and field supervisors must understand and demonstrate the ability to evaluate candidates using the Student Teaching Evaluation Forms and Grays Harbor College Disposition Rubric as provided in the Grays Harbor College Handbook.
 - M. Administrative Rules for teacher preparation clinical experiences can be found at WAC 181-764 - 264(3).
 - N. Alternative Routes:
 - a. The Program will be carried out in accordance with Washington Administrative Code (WAC) 181-80 authorizing the Alternative Routes to Certification Program (previously RCW 28A.660.040), Authority WAC 181-80-002, Definitions WAC 181-80-005, Basic requirements WAC 181-80-010, and Program types WAC 181-80-020.
 - b. The Program offers a residency certification program for Elementary Education and English Language Learners (ELL) endorsement (alternative routes 1,2,3 and 4).
 - c. GHC Bachelor's in Teacher Education program will:
 - i. Identify key faculty member(s) who will work directly with the district.
 - ii. Provide district with promotional brochures and/or presentations to assist with program recruitment.
 - iii. Schedule program courses.
 - iv. Provide key faculty member(s) to implement the program.
 - v. Provide supervision and facilitate learning activities such as peer observation and feedback.

- d. School districts will:
- i. Identify a key staff member(s) who will serve as a district liaison to the Teacher Education Program.
 - ii. Work with the Teacher Education Program to provide candidates to the program who are employed by the district (Routes 1, 2, and 4).

O. Outcomes:

In order to accomplish the general objectives below meet the associated outcomes, the Teacher Education Program and school district shall perform the specific duties, as outlined in this form. The MOU is that the information may be subject to change based upon the district program needs and agreed upon by all partners.

P. Key roles and responsibilities:

Responsibilities	Preparation program	School District	Field Supervisor	Other
Candidate recruitment	X	X		X
Candidate screening	X			
Candidate selection	X			
Candidate oversight	X			
Additional field placement	X	X		
540 hours student teaching	X	X	X	
Mentor selection	X			
Mentor training	X			
Mentor support	X	X	X	

Q. Key activities timelines:

All key activities will start in August and end in June of each academic year.

Activities	Responsible
	Indicate if it is a preparation program, district, partner, mentor, student, and indicate the name, organization, and title.
Candidate recruitment	Teacher Education Program and School District
Candidate screening	Teacher Education Program and School District
Candidate selection	Teacher Education Program and School District
Additional field placement	Teacher Education Program and School District
540 hours student teaching	Teacher Education Program and School District
Mentor selection	Teacher Education Program and School District
Mentor training	Teacher Education Program and School District

R. Program management:

The following shall be the contact person for all communications regarding the performance of this MOU.

	Teacher preparation program	District
Name	Paige Pierog	Jeffrey Thake
Title	Program Director	ABERDEEN
Mailing address	1620 Edward P Smith Dr Aberdeen, WA 98520	216 N G St Aberdeen, WA 98520
Telephone number	(360)538-4181	360-538-2002
Email		jthake@asd5.org

S. Terms of MOU and termination:

This Agreement is effective beginning **6/2/2023**, and will remain in effect thereafter until terminated as provided herein. This Agreement will be reviewed no later than three (3) years from its effective date, or earlier at the request of either party. College and host school district will jointly plan student placement in advance of each year's beginning considering the needs of the College for clinical placement, the maximum number of students for whom the hosting school district can provide a desirable field experience, and the needs of other disciplines or Colleges requesting candidate placements.

_____	_____
Dr. Jeffrey Thake, Superintendent	Date
_____	_____
Paige Pierog, Teacher Education Program Director	Date
_____	_____
Nicole Lacroix, Vice President of Instruction,	Date

Memorandum of Understanding Contact Information

GRAYS HARBOR COLLEGE

Nicole Lacroix, VPI
360 – 538-4010
nicole.lacroix@ghc.edu

Paige Pierog, Program Director
360-538-4181
paige.pierog@ghc.edu

Sheri Jordan, Teacher Education BAS Faculty
360-538-4160
heri.jordan@ghc.edu

Judy Holliday, Placement Coordinator/Field Supervisor
360-538-2525
judy.holliday@ghc.edu

Bill Dyer, Instructor/Field Supervisor
360-538-4171
bill.dyer@ghc.edu

ABERDEEN SCHOOL DISTRICT

Dr. Jeffrey Thake
360-538-2002
jthake@asd5.org

REHABILITATION SERVICES AGREEMENT

THIS AGREEMENT, made this 1st day of September, 2023 by and between the following:

Service Provider: Harbor Regional Health
915 Anderson Drive
Aberdeen, WA 98520
(hereinafter referred to as Hospital)

Recipient: Aberdeen School District #5
216 North G Street
Aberdeen, WA 98520
(hereinafter referred to as SD)

SD is required to provide certain special services for handicapped and disabled children residing within the district. These services include physical therapy performed by duly licensed practitioners. SD has determined that Hospital desires to expand the services it is providing in the community.

Hospital agrees to provide staff to provide necessary physical therapy, staff inservices, data for Individualized Education Plans, and assist in providing information for reports required of SD on an as-needed basis.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. SERVICES

Hospital shall provide staff to perform necessary evaluation and testing of children of SD, including those whom the SD contracts to provide services and those not yet enrolled but residing within the district and qualifying for services, for physical therapy and occupational therapy; actual therapy as required based on such information and SD's determination of appropriate action (the Individual Education Plan); staff training and inservices as required by SD to properly function and comply with applicable governmental regulation, and such assistance as is necessary to allow SD to file reports and statistical summaries for reimbursement and compliance audit. Hospital reserves the right of first refusal pending availability of hospital staffing to provide requested services.

2. TERM

This Agreement shall commence upon the execution hereof and continue throughout September 1, 2023– August 31, 2024 and renew in writing only for subsequent years. Either party may cancel this agreement at any time with thirty day written notice.

3. COMPENSATION

SD shall pay Hospital a fee of \$87.00 (eighty-seven dollars and no cents) per hour portal to portal for requested physical therapy services provided by the physical therapist or occupational therapist. SD shall pay Hospital a fee of \$77.00 (seventy-seven dollars and no cents) per hour portal to portal for services provided by the physical therapist assistant. Mileage will be paid at the current federal rate (IRS has set this rate at 56 cents per mile for 2021). These charges shall apply to actual therapy services, record keeping, inservices, and any other actions related to services for SD incident to this Agreement without adjustment or reduction.

REHABILITATION SERVICES AGREEMENT

Grays Harbor Community Hospital/Aberdeen School District #5, Aberdeen, WA

SD shall pay for services rendered by the 20th day of the month following the month in which services were rendered. Hospital shall prepare monthly itemized billing statements for services performed and deliver them to SD no later than the 25th day of the month. SD shall cooperate as Hospital may request to provide information for Hospital's regulators, auditors and other monitoring agencies.

4. CONTROL

The relationship created hereby between SD and Hospital is that of an independent contractor, and not that of employer-employee, principal agent, partnership or any other arrangement. Hospital at all times remains the employer of physical therapists providing services contracted for by SD. Hospital controls the means and methods by which this contract is performed. SD specifies the desired results and impacts on scheduling by control of student or qualified children availability, but such does not change the nature of this independent contractor arrangement.

5. INDEMNIFICATION

SD will hold Hospital harmless from any loss, claim, demand, judgment, suit or other proceeding relating to services provided to children (students or otherwise) at the instruction and request of SD. SD shall hold Hospital harmless from all loss, claim, demand, judgment, suit or other proceeding based on or caused by any act or omission of any SD employee. Hospital shall hold SD harmless from any loss, claim, demand, judgment, suit or other proceeding relating to therapy services provided by Hospital employees. Hospital shall hold SD harmless from any loss, claim, demand, judgment, suit or other proceeding based on or caused by any act or omission of any Hospital employee.

6. RECORDS

All records made incident to services provided by Hospital's therapists shall be in their care, custody and control. Any records of Hospital relating to services provided pursuant to this Agreement shall be released only upon SD's written authorization. SD shall not release any information in its possession relating to any child's medical condition made by therapists' incident to providing services hereunder without Hospital's written authorization.

7. INSURANCE

The cost of professional and general liability insurance for Hospital's staff shall be borne by Hospital, who will, upon request, furnish proof of such coverage to SD. Hospital's current policy limits are \$1,000,000/\$3,000,000, and future coverage may not be less than this amount. SD agrees to maintain public liability insurance on all common areas and agrees to indemnify Hospital from all claims arising out of the use of public and common areas by patients of Hospital. SD will, upon request, furnish proof of this insurance to Hospital.

8. MISCELLANEOUS

The following provisions are applicable to this Agreement:

- (a) **Amendment:** This Agreement shall be amended only by a writing executed by both parties.
- (b) **Incorporation:** This Agreement incorporates all prior negotiations and understandings. There are no other understandings or agreements except as set forth herein.
- (c) **Severability:** If any term hereof is found to be illegal or unenforceable, such invalidity shall not affect the validity of remaining provisions, which shall be construed in such a manner as to give effect to the intent of the parties herein.

REHABILITATION SERVICES AGREEMENT

Grays Harbor Community Hospital/Aberdeen School District #5, Aberdeen, WA

- (d) During the term of this Agreement and for one (1) year after its termination, neither SD, any subsidiaries, related parties, or rehabilitation services companies contracted by SD will attempt to induce any employee or contractor of Hospital to terminate his/her relationship with Hospital unless agreed to by Hospital and, during the term of this Agreement and for one (1) year after termination, SD, any subsidiaries, related parties, or rehabilitation services companies contracted by SD will not knowingly employ or contract with any individual or entity for any type of rehabilitation services including but not limited to patient care and management/administrative functions, who was employed or under contract with Hospital during the existing term of this Agreement or the last term if this Agreement is not then in effect unless agreed to by Hospital. All former SD employed staff who become employees of Hospital are exempt from this provision of this section.

EXECUTED IN DUPLICATE ORIGINALS, each signed copy having the full force and effect of an original this _____ day of _____, 2023.

Grays Harbor Community Hospital

Aberdeen School District #5

 Tom Jensen
 Administrator
Grays Harbor Community Hospital

 Elyssa Louderback
 Executive Director of Business & Operations
Aberdeen School District #5

Date

Date

XC: RehabVisions
11623 Arbor Street
Omaha, NE 68144



Olympia Office:
2108 Caton Way SW
Olympia, WA 98502
(360) 352-1126
(360) 352-0761 - Fax
(360) 742-3061 - Admin

Aberdeen Office:
418 E First St. #207A&B
Aberdeen, WA 98520
(360) 637-8586
(360) 612-3951 - Fax

Shelton Office:
2505 Olympic Hwy N. #140
Shelton, WA 98584
(360) 462-0383
(360) 462-0362 (Español)

The connection for families caring for people with special needs - visit us at www.ssp2p.org

Interagency Agreement

Between

South Sound Parent to Parent

And

Aberdeen School District

This Interagency Agreement is made and entered into by and is between South Sound Parent to Parent, hereinafter referred to as “SSP2P” and Aberdeen School District, hereinafter referred to as “the District.”

It is the purpose of this agreement to:

- A. Outline the procedures for the transition of toddlers with developmental delays and qualifying disabilities from Part C to Part B services, ensuring that Part B eligible toddlers shall experience a smooth and effective transition to preschool services, as authorized in 34 CFR 303.209(a)(3)(i)(A).

It is mutually agreed that:

1. SSP2P is responsible for oversight of EIS provider compliance of transition requirements for children ages birth through three years of age under IDEA Part C.
2. The District is responsible for LEA compliance with IDEA Part B and OSPI policies.
3. SSP2P and the District will promote individualized, family-centered, and culturally responsive early childhood transition planning in preparation, implementation and reflection of transition planning conferences.

Period of Performance:

This agreement shall become effective on July 1, 2023 and shall remain in effect until June 30, 2024, unless terminated or further amended with thirty days’ notice by either Party. This agreement will be reviewed annually to determine if modifications are needed.

Scope of Work:

The Parties agree to coordinate at the local level to ensure that implementation of the following transition steps occur, so that toddlers who are potentially eligible receive timely transitions:

1. Transition Timeline and Procedures: Throughout an infant or toddler's enrollment in early intervention, the family and the child's IFSP Team discuss the transition steps to be taken to ensure a smooth transition for the toddler when early intervention services end, by the

The connection for families caring for people with special needs - visit us at www.ssp2p.org

toddler's third birthday. The provision of a FAPE through an IEP is required no later than the eligible toddler's third birthday. The toddler is no longer enrolled in and eligible for early intervention services after the toddler's third birthday. For those toddlers who are not potentially eligible for Part B special education, SSP2P shall make reasonable efforts to identify other possible and appropriate resources in the community to assist the toddler and family in transitioning out of early intervention services.

2. Transition Notification

- a. At least 90 days prior to the toddler's third birthday, ESIT shall send an electronic notification to the District where the toddler receiving Part C services resides for all toddlers who are potentially eligible for services under Part B and who shall shortly turn 3 years old and exit the Part C program.
- b. The electronic notification data report is transmitted by ESIT to the District on a monthly basis. The report covering the prior month is for toddlers potentially eligible for Part B, who shall shortly turn 3 years old (i.e., between 2 years and 3 months and 2 years and 9 months), will have a transition planning conference offered, and will be exiting the Part C program, according to Section 2.2(a). The report lists the toddler's name, date of birth, and parent contact information. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I) and 34 CFR §303.401 (d)
- c. If a toddler is determined eligible for Part C less than 90 days but more than 45 days before the third birthday, ESIT shall provide the notification to the District as soon as possible after determining the toddler's eligibility for Part C and potential eligibility for the Part B. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I) and 34 CFR §303.209(b)(ii).
- d. If a toddler is referred to Part C less than 45 days before the toddler's third birthday SSP2P, with parental consent, shall refer the family to the District. SSP2P is not required to conduct an evaluation, assessment, or initial IFSP meeting. IDEA 20 USC 1437 §637(a)(9)(A)(ii)(I) and 34 CFR §303.209(b)(iii)

3. Transition Conference

- a. If the parent has provided approval, SSP2P's FRC shall convene a transition conference no later than 90 days before the toddler's third birthday, regardless of the availability of each invitee. IDEA 20 USC 1437 §637(a)(9)(A)(ii) {II} - {III} and 34 CFR §303.209(c)
- b. The transition conference shall be held no later than 90 days before the toddler's third birthday, but at the discretion of all Parties, the transition conference may occur up to 9 months before the toddler's third birthday. The transition conference is reported in the Data Management System (DMS) as an IFSP meeting, held to develop the transition plan. The transition conference shall be held at a time and location convenient for the family and in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible



Olympia Office:
 2108 Caton Way SW
 Olympia, WA 98502
 (360) 352-1126
 (360) 352-0761 - Fax
 (360) 742-3061 - Admin

Aberdeen Office:
 418 E First St. #207A&B
 Aberdeen, WA 98520
 (360) 637-8586
 (360) 612-3951 - Fax

Shelton Office:
 2505 Olympic Hwy N. #140
 Shelton, WA 98584
 (360) 462-0383
 (360) 462-0362 (Español)

The connection for families caring for people with special needs - visit us at www.ssp2p.org

to do so. Meeting arrangements shall be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they shall be able to attend. IDEA 20 USC 1437 §637

(a)(9)(A)(ii) { II } - (III) and 34 CFR §§303.209(c) and 303.342(d) - (e)

- c. The Part C FRC is responsible for inviting meeting participants to the transition conference.
 - i. For the toddler who may be eligible for preschool services under Part B, the transition conference must include the Part C Family Resources Coordinator, family of the toddler, and the District representative. The District representative will participate (in person or virtually) in the transition planning conference to provide an overview of the types of preschool special education services that may be available and a description of the evaluation and eligibility process. 34 CFR §300.124(c) and WAC 392-172A-02080(2)
 - ii. If the transition conference is for a toddler who is not potentially eligible for preschool services under Part B, meeting participants include the family, the FRC, and representatives of the other early childhood program option(s) of interest to the family. 34 CFR §303.209(c) and (e) and §303.343(a) (d) Any transition conference must meet the requirements in 34 CFR §§303.432(d) and (e); §303.343(a) and §303.209(e).

In Witness Whereof, the Parties have executed this Agreement.

**South Sound Parent to Parent
 Early Intervention Provider Agency**

Aberdeen School District

 Signature

 Signature

 Printed Name

 Printed Name

 Title

 Title



MEMO

TO: Board of Directors
Superintendent Jeffrey Thake

RE: **Chrome Book Purchase**

FROM: Elyssa Louderback
Interim Director of Business & Operations

DATE: June 14, 2023

We are recommending the purchase of 200 Chromebooks. Half will replace aging, old and/or damaged stock and the other half will increase the number of Chromebooks available to students in carts at Miller Junior High School.

There are sufficient funds planned in the budget to allow for this purchase.

Quotes were obtained from three suppliers. The recommendation is to purchase the Lenovo Chromebooks from Zones LLC of Dallas, Texas, in the amount of \$57,188.46, including tax. These match our currently deployed devices, have the lowest per-unit cost (\$262.14) with the longest update policy (out to the year 2032).

ZONES™

5/24/2023

Bill To:
ABERDEEN SD 5
216 NORTH G STREET
ACCOUNTS PAYABLE
ABERDEEN, WA 98520
Phone : (360) 538-2011

Ship To:
MATTHEW MAHON
ABERDEEN SD 5
900 CLEVELAND STREET
PURCHASING / WAREHOUSE
ABERDEEN, WA 98520-2051
USA

Account # 0009019431
Quote : K2118192
PO# :

Software prices subject to change
Hardware quotes are valid for 7 business days
Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES LLC
PO Box 737040
DALLAS TX 75373-7040

**PLEASE SEND PURCHASE
ORDERS DIRECTLY TO YOUR
ZONES LLC ACCOUNT MANAGER
VIA FAX OR EMAIL**

Tammy Schneider
Account Manager
Phone:253-205-3016

Email:tammy.schneider@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
009176751-NEW	200	GOOGLE INC	CHROME OS MGMT CONSOLE LIC, EDU Non-returnable item	CROSSWDISEDUNEW	\$31.98	\$6,396.00
010332352-NEW	200	LENOVO	LENOVO ENG NB 100E G4 MT8186 4G 32G CRM	82W00001US	\$230.16	\$46,032.00
		Lenovo	Add this warranty to Mfg # 82W00001US for \$70.99 Lenovo Depot - extended service agreement - 3 years	5WS0Q81869		

ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

Sub-Total: \$52,428.00

Estimated Sales Tax: \$4,760.46

FedEx Ground: \$0.00

Grand Total: \$57,188.46

Visit us on the web: <http://www.zones.com>

**FINANCING, LEASING AND SUBSCRIPTION OPTIONS AVAILABLE ! CONTACT
LEASING@ZONES.COM FOR MORE INFORMATION !**

ZONES LLC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



CERTIFIED
as an NMBC
**MINORITY BUSINESS
ENTERPRISE**
by the NMSDC

IN THE EVENT THAT YOU HAVE AN AGREEMENT ("AGREEMENT") IN PLACE WITH ZONES, LLC, THAT GOVERNS THE SALE ASSOCIATED HEREWITH, SUCH AGREEMENT SHALL GOVERN; OTHERWISE THE TERMS AND CONDITIONS OF SALE SET FORTH ON THE WEB PAGE LINKED AT WWW.ZONES.COM/TERMSOFSALE ("TERMS AND CONDITIONS"), SHALL GOVERN. ZONES EXPRESSLY LIMITS THE TERMS AND CONDITIONS OF THIS SALE TO SUCH AGREEMENT OR THE TERMS AND CONDITIONS, AS APPLICABLE, AND ZONES EXPRESSLY OBJECTS TO, DISCLAIMS, AND REJECTS ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN ANY OF CUSTOMER'S DOCUMENTS OR COMMUNICATIONS. ZONES EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES.

WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

Painting Bids for Robert Gray Elementary 2022-2023

Bidders Invited: May 17, 2023 by email
Bids Due: 2:00 p.m., Wednesday, May 31, 2023
Bids Opened: 2:00 p.m., Wednesday, May 31, 2023
Bid Award:

BIDDER	BID PER SPECS YES/NO	BID AMOUNT	TAX	TOTAL BID AMOUNT
Alba Painting & Coating	Yes	\$195,000.00	\$17,706.00	\$212,706.00
Long Painting Company	No	N/A	N/A	N/A
Roadrunner's Painting	Yes	\$251,950.00	\$22,877.06	\$274,827.06
S&W Painting, LLC	No	N/A	N/A	N/A

Recommendation: Multiple bidders were invited from the MRSC Roster. 4 bidders submitted quotes. Quotes were reviewed by Elyssa Louderback, Michael Pauley and Amber Diel. The team recommends that the board award the bid for the Robert Gray Painting Project to Alba Painting & Coating of Edmonds.

Action:

ASD5 Surplus
June 2023

Qty	Description	Manufacturer	Model #	Color or Detail	Condition	Administrator	Building	Date added to list	Notes
4	4 boxes of old/damaged library books					Jamie Stotler	Stevens	4/13/23	boxes will be in library
1	TV stand					Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
1	divider					Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
1	projector screen				old	Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
3	preschool sized chairs					Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
1	grey clipboard easel					Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
1	a black shelf				fair	Joani Hoehn	Hopkins	4/18/23	by Snug Harbor hallway
1	My math grade 4 volume 2 teacher addition	McGraw Hill		green	good	Mindi Hammill	McDermoth	4/19/23	will be in office for pick up
1	Slab roller - does not work				old	Lynn Green	AHS	4/25/23	room 146
32	American Republic Student Textbooks	Glencoe	2005 edition	red	used	John Meers	Miller	5/5/23	Library room 101
1	American Republic Teacher Edition Textbook	Glencoe	2005 edition	red	used	John Meers	Miller	5/5/23	Library room 101
2	2 boxes of old/damaged library books				old/damaged	John Meers	Miller	5/5/23	Library room 101
1	Metal rolling stool	Ajusto Equipment Co.	1975	beige	old	John Meers	Miller	5/5/23	Library room 101
1	WinBridge Voice Amplifier	WinBridge	WB001	black/white	damaged	John Meers	Miller	5/12/23	Library room 101
2	PalmOne Zire 72s	Palm	03W810	blue and silver	damaged	John Meers	Miller	5/12/23	Library room 101
60	Choral music pieces(each indiv piece is grouped and boxed up)					Aaron Roiko	AHS	5/15/23	Boxes in mall room
3	Ancient Egypt, Rome, & Greece VHS tapes	Schlessinger Media	1998	multi colored	used	John Meers	Miller	5/17/23	Library room 101
1	The Impressionists set of 4 VHS tapes	New River Media	1999	multi colored	used	John Meers	Miller	5/17/23	Library room 101
1	The Miracle of Life VHS tape	NOVA	1986	white	used	John Meers	Miller	5/17/23	Library room 101
1	Color & Light VHS tape	Science In Action	1995	white	used	John Meers	Miller	5/17/23	Library room 101
1	The Children's March VHS tape	Teaching Tolerance	2004	multi colored	used	John Meers	Miller	5/17/23	Library room 101
2	A Place At The Table VHS pack	Teaching Tolerance	2000	brown	good	John Meers	Miller	5/17/23	Library room 101
2	The Shadow Of Hate VHS pack	Teaching Tolerance	1995	blue	good	John Meers	Miller	5/17/23	Library room 101
1	Henry Moore VHS tape	VPI/AC Video	1989	grey	used	John Meers	Miller	5/17/23	Library room 101
1	Roy Lichtenstein VHS tape	RM Arts	1991	red/blue	used	John Meers	Miller	5/17/23	Library room 101
1	Winslow Homer VHS tape	Dept. of Extension	1986	grey	used	John Meers	Miller	5/17/23	Library room 101
1	A. Einstein/ How I See The World VHS tape	PBS Home Video	1995	blue/grey	used	John Meers	Miller	5/17/23	Library room 101
1	Einstein/ The Life and Mind of Albert Einstein	Educational Distributor	2001	black	used	John Meers	Miller	5/17/23	Library room 101
1	Civil Rights: Rhetoric or Reality? set of 3 cassette tapes	Classics on Tape	1985	brown case	used	John Meers	Miller	5/17/23	Library room 101
1	A Conflict of Visions set of 5 cassette tapes	Classics on Tape	1985	brown case	used	John Meers	Miller	5/17/23	Library room 101
1	Phillips/Magnavox Smart Plus Series 27" TV	Phillips Magnavox	Model # TP2780C101.	black	used	John Meers	Miller	5/17/23	Library room 101
1	Mitsubishi VCR	Mitsubishi	HS-U445	black	used	John Meers	Miller	5/17/23	Library room 101
1	Sharp TV 27"	Sharp	27L-S100	black	used	John Meers	Miller	5/17/23	Library room 101
1	Martin Luther King Jr. Day VHS tape	Britannica		multi colored	used	John Meers	Miller	5/19/23	Library room 101
1	First Invasion: The War of 1812 VHS tape	The History Channel	2001	purple	good	John Meers	Miller	5/19/23	Library room 101
1	Civil War Journal II set of 6 VHS tapes	A & E Home Video	1994	grey	good	John Meers	Miller	5/22/23	Library room 101
1	The Best of the Real West set of 5 VHS tapes	A & E Home Video	1993	blue/black	good	John Meers	Miller	5/22/23	Library room 101
1	Civil War Journal set of 5 VHS tapes	A & E Home Video	2001	blue	good	John Meers	Miller	5/22/23	Library room 101
1	Biography of the Millenium set of 4 VHS tapes	A & E Home Video	1999	blue	good	John Meers	Miller	5/22/23	Library room 101
16	Novello Short Biographies about various composers	Novello & Company	1968		damaged	John Meers	Miller	5/23/23	Library room 101
280	My Perspectives Grade 7 ELA workbook (14 per case)	Pearson	2017	white	new in box	John Meers	Miller	5/25/23	Library room 101
42	My Perspectives Grade 8 ELA workbook (14 per case)	Pearson	2017	white	new in box	John Meers	Miller	5/25/23	Library room 101
	large brown table	n/a	n/a	brown	old	griebel	hlc	5/26/23	main office lobby
5	The Understanding by Design Handbook	ASCD	1999	white	good	John Meers	Miller	5/31/22	Library room 101
5	The Understanding by Design teacher workbook	ASCD	1999	white	good	John Meers	Miller	5/31/23	Library room 101
1	Hooked on Books	Prentice Hall	1995	blue	good	John Meers	Miller	5/31/23	Library room 101
1	Vocabulary and Composition	AMSCO	1992	blue	used	John Meers	Miller	5/31/23	Library room 101
11	Writing From the Inside Out: Revising for Quality	NWREL	1995	blue	good	John Meers	Miller	5/31/23	Library room 101
1	KeyMath Diagnostic Arithmetic Test	AGS	1976	blue	used	John Meers	Miller	5/31/23	Library room 101
1	Mastering Social Studies Skills	AMSCO	1992	green	used	John Meers	Miller	5/31/23	Library room 101
1	Instant Spelling Power student workbook	AMSCO	1994	brown	good	John Meers	Miller	5/31/23	Library room 101
2	long grey computer tables	n/a	n/a	grey	used- legs fall off	griebel	HLC	5/31/23	hallway outside room 4
63	Texas Instruments TI-73 Graphing Calculator	Texas Instruments	TI-73	grey	damaged	John Meers	Miller	6/1/23	Library room 101
3	Texas Instruments TI-73 Graphing Calculator instruction book	Texas Instruments	TI-73	white	used	John Meers	Miller	6/1/23	Library room 101
2	Texas Instruments TI-83 Plus Graphing Calculator instructor	Texas Instruments	TI-83 plus	white	used	John Meers	Miller	6/1/23	Library room 101
2	Boxes of leadership books and CDs from Alicia Henderson				Good	Grace Hagen	Stewart	6/1/23	Warehouse
1	Light, Sound and Waves VHS Video Series	The Visual Learning Co	2002	white	used	John Meers	Miller	6/1/23	Library room 101
1	Solar Crank Radio		TD-01D	blue	old	John Meers	Miller	6/2/23	Library room 101
1	Behind the Curtain by Peter Abrahams-Condition:Good				good	Aaron Roiko	AHS	6/7/23	Located by the custodial room boxed up

ADMINISTRATION

HIRE: We recommend the Board approve the following administrator hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Darby Carroll	Hopkins	Principal .2 FTE	07/01/23

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jeremy Corman	Aberdeen High School	French Teacher .2 FTE	08/30/23
Eric Jackson	Aberdeen High School	Online Teacher	08/30/23
James Martin	Aberdeen High School	PE/Health Teacher	08/30/23
Darby Carroll	Hopkins	Preschool Coordinator .8 FTE	08/30/23

SUMMER SCHOOL HIRES: We recommend the Board approve the following certificated summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Todd Bridge	Aberdeen High School	Social Studies Teacher	06/20/23
Rick Stallo	Aberdeen High School	Social Studies Teacher	06/20/23
Robert Sutlovich	Grays Harbor Academy	Online Teacher	06/20/23
Linda Hayes	Detention	SpEd Teacher	06/16/23

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Karen Ellingson	Harbor High/St. Mary's	Teacher	06/15/23

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kristin Hansen	Administration	Human Resources Assistant	07/01/23
Ryan McGraw	Aberdeen High School	Gear Up Secretary	08/30/23
Liza Glowaki	Miller Junior High	Paraeducator	08/30/23
Paula Raynor	Miller Junior High	Paraeducator	08/30/23
Michael Goings	McDermoth Elementary	Paraeducator	08/30/23
Shanna Lynch	McDermoth Elementary	Paraeducator	08/30/23
Jacqueline Clemens	Robert Gray Elementary	Paraeducator	08/30/23
Judith Marti	Robert Gray Elementary	Paraeducator	08/30/23
Kelli Rohr	Robert Gray Elementary	Paraeducator	08/30/23

CHANGE OF ASSIGNMENTS: We recommend the Board approve the following classified change of assignments:

<u>Name</u>	<u>Position:</u>	<u>Location To:</u>	<u>Location From:</u>	<u>Effective Date</u>
Troy Kaufman	Custodian	McDermoth Elem.	Aberdeen High School	06/20/23
Jonathan Lawrence	Custodian	McDermoth Elem.	Miller Junior High	06/20/23

SUMMER SCHOOL HIRES: We recommend the Board approve the following classified summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kathryn Boyer	District	Food Service Worker	06/16/23
Jacqueline Clemens	District	STEM Camp Paraeducator	06/09/23

CLASSIFIED (Cont'd)

SUMMER SCHOOL HIRES: We recommend the Board approve the following classified summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Angie Evans	District	Food Service Worker/Driver	06/19/23
Leslie Lujan	District	Cook	06/16/23
Casey Summers	District	Food Service Worker/Driver	06/19/23

RETIREMENT REVISION: We recommend the Board approve the following classified retirement revision:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Doris Daly	Administration	Business Office Administrative Assistant	12/31/23

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Machelle Tikka	McDermoth Elementary	Paraeducator	08/15/23

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Batseba Arevalo	Aberdeen High School	Student Family Support Assistant	08/29/23
Ann Hile	Miller Junior High	Paraeducator	05/09/23
Abby Jennings	AJ West Elementary	Paraeducator	08/15/23
Danayeli Juarez	Hopkins	Student Family Support Assistant	08/18/23

ABERDEEN SCHOOL DISTRICT NO. 5
Aberdeen, Washington

SUPERINTENDENT'S CONTRACT

It is hereby agreed by and between the **Board of Directors of the Aberdeen School District No. 5**, Grays Harbor County, Washington (the "Board") and **Jeffrey Thake** (the "Superintendent") that the Board, in accordance with its action at its meeting on the **20th day of June, 2023**, hereby employs **Jeffrey Thake** as Superintendent of the Aberdeen School District for the period commencing July 1, 2023, and ending June 30, 2026.

AGREEMENTS

1. In consideration of an annual salary of \$191,845 the Superintendent agrees to faithfully perform the duties of the Superintendent of the Aberdeen School District as prescribed by the laws of the State of Washington and by the policies, rules, and regulations made thereunder by the Board. The annual salary shall be paid in equal monthly installments in accordance with the rules and regulations of the Board.
2. The Superintendent shall perform the duties of Superintendent of Schools of the District and Secretary of the Board as prescribed by the laws of the State of Washington, the rules and regulations of the State Board of Education and the Office of the Superintendent of Public Instruction, Board policies and procedures, and the Code of Ethics of the State and National Associations of School Administrators.
3. The Superintendent may attend appropriate professional meetings at the local, state, and national level, after providing the Board chairperson proper notification. Reasonable expenses incurred as a result of said attendance shall be paid/reimbursed by the District according to established Board policies.
4. The Superintendent will have freedom to recommend to the Board the organization, reorganization, and arrangement of the administrative and supervisory staff of the District in the manner which, in his judgment, best serves the interests of education and the District. The Superintendent shall be responsible for the administration of instruction and the business affairs of the District with the assistance of the staff. It is the responsibility of the Superintendent to recommend to the Board of Directors the selection, placement, and transfer of all personnel within the District in accordance with State law and the policies and procedures adopted by the Board. Nothing contained in this paragraph shall authorize the Superintendent to perform any act, which under the laws of the State of Washington, cannot be delegated by the Board to the Superintendent.
5. The Board shall provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships. The Board shall evaluate and assess in writing the performance of the Superintendent at least once a year on or before June 30 of each year of this contract.

6. Following evaluation of the Superintendent's performance, the Board shall determine whether the Superintendent's contract shall be extended for one (1) year beyond its then existing termination date. If the Board determines to extend the contract, the parties shall execute a written document identifying the new termination date of the contract. The Superintendent shall notify the Board not later than January 20th of his intent to retire at the conclusion of that contract year.
7. The District hereby retains the right to increase the annual salary of the Superintendent. In subsequent contract years, the Superintendent's salary shall be increased by any state-funded implicit price deflator (IPD) afforded to nonsupervisory certificated staff in the District. Any such increase granted shall be subject to the limitations of law pertaining thereto. Any adjustment in the salary made during the life of this contract shall be in the form of an amendment and shall become a part of this contract, but it shall not be deemed that the District and Superintendent have entered into a new contract nor that the termination date of the existing contract has been extended as a result of any such amendment.
8. In addition to annual salary, the Superintendent shall receive the following in consideration for the performance of duties as the Superintendent of the District.
 - A. The Superintendent shall supply his own vehicle for District business. The annual salary described in paragraph one shall be augmented in an amount equal to five hundred dollars (\$500.00) each month in lieu of other expense reimbursement for in-District travel. (Pursuant to RCW 42.24.090, it is the determination of the Board that this means of reimbursement is less costly than providing an automobile to the Superintendent.) The Superintendent will also be entitled to out-of-District mileage and other expense reimbursement for official business as provided by law and District policy for administrators.
 - B. Twelve (12) days sick leave with compensation for illness, injury, and emergencies to accumulate as provided by law with unused leave treated in the manner prescribed by law and District policy.
 - C. The Superintendent shall be afforded medical, dental, long-term disability, term life insurance and other benefits commensurate with that provided other full-time administrative personnel through the School Employee Benefits Board (SEBB).
 - D. Holidays recognized by the District.
 - E. The Superintendent's contract consists of 260 days, which is inclusive of 11 paid holidays. The Superintendent shall earn thirty (30) days of paid vacation per year, to be used upon prior notification to the Board. Unused vacation shall accumulate to a maximum of sixty (60) days. Such accumulated vacation may be taken in a subsequent year, provided that no

more than six (6) weeks of continuous vacation will be permitted regardless of accumulation. Up to ten (10) days of unused vacation as of June 30 of any calendar year shall be compensable on the July pay warrant. To the extent consistent with law and without causing the District any financial penalty or pension chargeback, unused vacation will be compensable upon termination of employment at the then applicable salary rate (1/224 per day) to a maximum of thirty (30) days.

- F. The Superintendent is expected to participate in civic and business affairs of the community including the Chamber of Commerce and local service clubs. Membership in a service club and attendance at various community events shall be integral to the Superintendent's duties, and the District shall pay dues and other costs associated with participation in such activities in accordance with Board-approved guidelines and procedures. Dues to maintain active membership in the professional organizations of Washington Association of School Administrators and the American Association of School Administrators shall be paid by the District.
 - G. The Board reserves the right to require the Superintendent to submit to a medical examination when the Board deems the Superintendent disabled. The physician shall be selected and paid by the Board. If the Superintendent is certified to be disabled such that she cannot perform his duties, the Board may terminate this contract, whereupon any further obligations of the Board shall cease, except that the Superintendent shall be allowed to use any accumulated leave in the manner prescribed by law and District policy. In the event of termination due to extended absence or disability, any further obligations of the Board under this contract shall thereupon cease, provided that, in the event of termination due to disability, the Board will reassign the Superintendent to inactive administrative status for the period of the Superintendent's accumulated disability leave.
- 9. The Superintendent agrees to reside in the District.
 - 10. The Superintendent agrees to devote his time, energies and skills to the services of the District and the promotion of its interest and shall not accept any other employment or engage in any outside enterprise, unless by mutual agreement. Any consulting activities must take place during approved leave days.
 - 11. The District shall defend and hold harmless the Superintendent from any claim, action or legal proceeding arising out of the Superintendent's performance or failure of performance of duties for, or employment with, the District, provided that the Superintendent was acting in good faith and with the scope of his employment and in compliance with the policies and procedures of the District. Where the District so defends, it will indemnify the Superintendent against any resulting judgment or settlement payment. The District's obligations under this paragraph are limited to civil claims and litigation, shall not apply to action by the

ASD5 Superintendent Contract
July 2023 – June 2026

District relating to the Superintendent’s employment status, and are only effective to the extent that they are within the authority of the District under the laws of the State of Washington.

12. Termination of Agreement: Should the Board decide to terminate this agreement without cause, the Superintendent will be entitled to twelve (12) months’ severance salary and associated benefits, or the balance of the contract, whichever is less.

By signing the foregoing contract, Jeffrey Thake and the Board of Directors of this District named herein, agree to its terms.

ACCEPTED this 20th day of June, 2023:

Jeffrey Thake
Superintendent

ACCEPTANCE APPROVED this 20th day of June, 2023, by the Board of Directors of Aberdeen School District No. 5, Grays Harbor County, State of Washington.

Jennifer Durney
President, Board of Directors
Aberdeen School District No. 5