

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

Regular Meeting of the Board of Directors
Remote Public Meeting

August 7, 2021 – 5 p.m.

AGENDA

Instructions for joining the meeting:

https://asd5-org.zoom.us/webinar/register/WN_dtkPjgXiRqeCz9K_ju_CKq

You will receive a confirmation email containing information about joining the webinar.

Join by phone: 1-253-215-8782; Meeting ID 847 4937 2239

5:00 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable and Financial Matters

Comments from Board Members

1. [2021-2022 School Board Goals](#)
2. Superintendent Search

Comments from the Public

Under the emergency provisions of Resolution 2020-02, public comment is welcome via email and should be submitted to schoolboard@asd5.org by noon the day of the meeting.

Old Business

Superintendent's Report

1. Back to School
2. Gardening at Schools

Financial Services

1. [Fiscal Status Report](#)
2. [Resolution 2021-07 Transfer to Capital Projects](#)
3. [Stewart Field Turf Project](#)

New Business

Board Meeting Agenda
August 17, 2021

1. Policy 3241 Student Discipline
2. ALE Annual Report
3. CTE 5-Year Plan Update
4. Harbor Regional Health Agreements
 - a. Professional Services Agreement
 - b. Facilities Affiliation Agreement
5. ECEAP Contract
6. Edgenuity
 - a. Renewal
 - b. K-2 Contract
7. Personal Services Contract / Kargbo
8. HELLO Foundation
9. Basics NW MOU
10. Soliant Contract
11. 2021-2022 Dairy Bid
12. 2021-2022 Fuel Bid
13. 2021-2022 Paper Bid
14. Transportation Cooperative 2021-2022
15. Surplus Bus
16. A.J. West Boiler Replacement
17. Academic Calendar Update
18. WGU Agreement
19. Surplus Technology
20. Next Meeting

Executive Session

Personnel Matters

1. Personnel Report
 - a. Certificated
 - b. Classified
2. Co-Curricular Salary Schedule
3. Out-of-Endorsement Assignment / Gamleah

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

August 17, 2021, 5 p.m.

Link to join the meeting

https://asd5-org.zoom.us/webinar/register/WN_dtkPigXiRqeCz9K_ju_CKq

You will receive a confirmation email containing information about joining the webinar.

Or, join by phone: 1-253-215-8782; Meeting ID: 847 4937 2239

5:00 p.m. – Regular Meeting Call to Order

This meeting is being conducted remotely in compliance with the governor's emergency provisions of the Open Public Meetings Act.

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on July 13, 2021, and the special meeting on August 7, 2021, are enclosed for your review and approval.
2. Accounts Payable and Financial Matters – The payroll and the accounts payable for July are enclosed for your review and approval.

Comments from the Board

1. 2021-2022 School Board Goals – The board's goals from the August 7 meeting have been prepared for final review and approval. [Enclosure 2](#)
2. Superintendent Search – Discussion about next steps for a superintendent search.

Comments from the Public

1. Under the emergency provisions of Resolution 2020-02, written public comment is welcome via email and should be submitted to schoolboard@asd5.org before noon on the day of the meeting.

Old Business

Superintendent's Report

1. Back to School – Superintendent Henderson will share information about preparations and planning for the first day of school, which is Sept. 1.
2. School Gardens – Superintendent Henderson will provide and update on the work taking place to install a garden at each school, which is part of the district's health and well-being initiative.

Financial Services

1. Fiscal Status Report – Executive Director of Business and Operations Elyssa Louderback will present the Fiscal Status Report and enrollment update for July. [Enclosure 3](#)

Board Information
August 17, 2021

2. Resolution 2021-07 Transfer to Capital Projects Fund – A resolution allowing the transfer of \$1.5 million from the General Fund to the Capital Projects Fund to meet payment costs of construction and upgrades at selected sites is presented for your review and approval. [Enclosure 4](#)
3. Stewart Field Turf Project – Project Manager Christopher Clemens and Maintenance Manager Michael Pauley will present an overview of the recommended proposal from FieldTurf for the installation of new turf at Stewart Field. [Enclosure 5](#)

New Business

1. Policy 3241 Student Discipline – Policy 3241 – Student Discipline is presented for first reading. This policy renumbers Policy 3200 – Rights and Responsibilities and updates the policy and procedures to reflect changes in state law and regulations. [Enclosure 6](#)
2. ALE Annual Report – The annual report required under Policy 2255 for the district’s alternative learning experience school, Grays Harbor Academy, is presented for your information. [Enclosure 7](#)
3. CTE 5-Year Plan Update – Career and Technical Education Director Lynn Green will present the annual update to the five-year plan for CTE programs in the district. Board approval is requested. [Enclosure 8](#)
4. Harbor Regional Health Agreements – Two agreements with Harbor Regional Health are presented for your review and approval for the Twin Harbors Skills Center medical programs:
 - a. A professional services agreement with Harbor Regional Health allowing district use of hospital facilities for skills training and assistance from hospital staff during clinicals and other skills lab instruction. [Enclosure 9](#)
 - b. An affiliation agreement with Harbor Regional Health for the use of hospital facilities in 2021-2022 by Twin Harbors Skills Center student during clinical rotations. [Enclosure 10](#)
5. ECEAP Contract – An agreement with the Washington State Department of Children, Youth and Families to operate the Early Childhood Education and Assistance Program in the district is presented for your review and approval. [Enclosure 11](#)
6. Edgenuity – Two agreements with Edgenuity to provide certificated online instruction in the district are presented for your review and approval:
 - a. Renewal of the basic contract for Grades 3-12 for 2021-2022. [Enclosure 12](#)
 - b. A contract to add K-2 online instruction to Grays Harbor Academy for 2021-2022. [Enclosure 13](#)
7. Personal Services Contract – A personal services contract with Lindsey Kargbo to serve as nursing director in the Twin Harbors Skills Center is presented for your review and approval. [Enclosure 14](#)

Board Information
August 17, 2021

8. HELLO Foundation Employee – An addendum to the contract with the HELLO Foundation to allow placement of Molly Friedley as a speech language pathologist in the district in 2021-2022 is presented for your review and approval. [Enclosure 15](#)
9. Basics NW MOU – A memorandum of understanding for 2021-2022 with Basics NW of Lacey to provide applied behavioral analysis and intervention support services to special needs students and their families is presented for your review and approval. [Enclosure 16](#)
10. Soliant Contract – An agreement with Soliant Health LLC to place special education and special services providers in the district in 2021-2022 is presented for your review and approval. [Enclosure 17](#)
11. 2021-2022 Dairy Bid – Bids were opened on August 4 to provide dairy products during the 2021-2022 school year. The District received one bid from the current vendor. Board action awarding the contract to Dairy Fresh Farms is requested. [Enclosure 18](#)
12. 2021-2022 Fuel Bid – Bids were opened on August 6 to provide fuel during the 2021-2022 school year and the bid tabulation is enclosed. We are recommending that the contract be awarded to PetroCard. [Enclosure 19](#)
13. 2021-2022 Paper Bid – Bids were opened August 3 to provide paper for the district in 2021-2022. It is recommended to award the contract to Aberdeen Office Equipment. [Enclosure 20](#)
14. Transportation Cooperative 2021-2022 – Renewal of the transportation cooperative agreement with the Hoquiam School Districts in 2021-2022 is presented for your review and approval. [Enclosure 21](#)
15. Surplus Bus No. 140 – Transportation Supervisor Ernie Lott is recommending that the district declare Bus 140, a small 2004 Bluebird school bus with more than 180,000 miles, as surplus as it has exceeded it is no longer suitable for use in the district. [Enclosure 22](#)
16. A.J. West Boiler Replacement – Bids were opened August 6 to replace the boiler at A.J. West Elementary School. It is recommended that the board accept the bid from West Coast Mechanical Solutions of Olympia. [Enclosure 23](#)
17. Academic Calendar Update – The Academic Calendar for 2021-2022 has been updated to reflect early release days for teacher collaboration time and School Board meeting dates. Board approval is requested. [Enclosure 24](#)
18. Western Governors' University Agreement – A letter of agreement for 2021-2022 with Western Governors' University (WGU) to place student teachers in the district is presented for your review and approval. [Enclosure 25](#)
19. Surplus Technology – The Technology Department is requesting that the items on the enclosed inventory be declared surplus as the equipment is old, broken, no longer useable and/or unsupported. [Enclosure 26](#)
20. Next Meeting – The next regular meeting of the Board is scheduled for 5 p.m. Tuesday, Sept. 7, 2021.

Board Information
August 17, 2021

Executive Session

At this time the meeting will recess for an executive session expected to last 20 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee).

1. Personnel Matters [Enclosure 27](#)
 - a. Certificated
 - b. Classified
2. Co-Curricular Salary Schedule
3. Out-of-Endorsement Assignment – Katina Gamleah
[Enclosure 28](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – July 13, 2021

President Sandra Bielski convened the regular meeting of the Aberdeen School District Board of Directors at 5:00 p.m. Tuesday, July 13, 2021, via webinar following guidance for conducting remote meetings in compliance with the Open Public Meetings Act. Directors present were Bill Dyer, Jennifer Durney, Jessica Jurasin and Suzy Ritter, along with Superintendent Alicia Henderson and nine patrons and staff watching remotely.

The meeting began with the Flag salute.

On a motion by Director Bill Dyer and seconded by Jennifer Durney, the board approved the consent agenda, which included the minutes from the regular meeting on June 15, 2021; payroll vouchers 831101 through 831128 for June totaling \$3,164,662.15; General Fund vouchers 831129, 831142 through 831227 totaling \$1,478,482.53; ASB Fund vouchers 831130 through 831140 totaling \$28,281.93; Private Purpose Trust Fund voucher 831141 in the amount of \$426.40 and approved a contract with Capital Region ESD 113 for para-educator training on June 28-29.

The board discussed updated guidance from the Governor's Office released June 30, 2021, regarding public meetings and agreed to continue with the current schedule with the goal of returning to in-person meetings on September 1.

The board accepted public comment from Ashley Emmett regarding the search for a new superintendent in light of Dr. Henderson's plan to retire at the end of the 2021-2022 school year.

Superintendent Alicia Henderson provided an update on the Extended Learning Program. Grades 9-12 are in Session 2, and Grades 1-8 began July 6. Kindergarten Academy will take place Aug. 16-19 and Aug. 23-26.

Superintendent Henderson provided an update on the district's COVID-19 response. One area of focus for the 2021-2022 school year, she said, is to ensure secondary students have opportunities to be outdoors during the lunch break. For security, fencing will be installed in key areas.

Superintendent Henderson reported that planning for a student garden at each school is well under way, and that a team of teachers is working to align year-round gardening with the curriculum, while Food Service is exploring ways to incorporate local, seasonal produce into the menu. In addition, she reported the district has been accepted into the state Department of Agriculture's Farm-to-School & Scratch Cooking Institute. A district team will attend a conference in August to learn more about setting up contracts to purchase fresh food directly from farmers.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM
BOARD MEMBERS

COMMENTS FROM
THE PUBLIC

SUPERINTENDENT
REPORT

EXTENDED
LEARNING
PROGRAM

COVID-19
RESPONSE

GARDENING AT
SCHOOLS

Executive Director of Business and Operations Elyssa Louderback presented the Fiscal Status Report and enrollment update for June. With 83.3 percent of the fiscal year elapsed, district revenues are at 77.91 percent and expenditures are at 72.42 percent. She reported an ending fund balance of \$5,652,998.56 in the General Fund; \$333,267.52 in the Capital Projects Fund; \$2,402,030.52 in the Debt Service Fund; \$286,966.62 in the ASB Fund and \$184,958.05 in the Transportation Vehicle Fund. Under enrollment, the year-ending average enrollment was 127.8 less than budgeted.

FISCAL STATUS
REPORT

Following a presentation by Director Louderback, on a motion by Jennifer Durney and seconded by Suzy Ritter, the board unanimously adopted the 2021-2022 Budget fixing fund expenditures as follows: General Fund – \$59,292,017; Capital Projects Fund – \$1,450,000; Transportation Vehicle Fund – \$200,000; Debt Service Fund – \$3,206,583, and ASB Fund – \$430,765.

RESOLUTION
2021-05 BUDGET
ADOPTION

On a motion by Jennifer Durney and seconded by Bill Dyer, the board approved renewal of the contract with the Washington Student Achievement Council for the GEAR UP Program for 2021-2022.

GEAR UP
CONTRACT

On a motion by Bill Dyer and seconded by Suzy Ritter, the board approved an updated agreement with Capital Region ESD 113 for student assistance services at Miller Junior High School is presented for your review and approval.

TRUE NORTH
AGREEMENT

On a motion by Bill Dyer and seconded by Jessica Jurasin, with Directors Jennifer Durney and Suzy Ritter recused, the board approved a contract with the YMCA of Grays Harbor to provide health and wellness programming in 2021-2022.

YMCA HEALTH &
WELLNESS
CONTRACT

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board approved a purchasing cooperative bid from Great Floors Commercial Sales to install new flooring at Central Park Elementary School.

CENTRAL PARK
FLOORING

The next regular meeting is scheduled for 5 p.m. Tuesday, August 17, 2021, to be conducted remotely with proper notice and access provided under the governor's emergency provisions of the Open Public Meetings Act. A special meeting webinar for a board workstudy is scheduled for 9 a.m. Saturday, August 7, 2021.

NEXT MEETING

At 5:48 p.m., President Sandra Bielski 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. Board members began reconvened in regular session at 6:16 p.m.

EXECUTIVE
SESSION

On a motion by Bill Dyer and seconded by Jennifer Durney, the board approved the Personnel Report. Under certificated matters, the board approved the hiring of Charles Stover as a junior high teacher at the Harbor Learning Center, Cordell Trusty as a Social Studies teacher (0.6 FTE) at Harbor High School and as an

PERSONNEL
REPORT

CERTIFICATED

Cordell Trusty online support teacher (0.4 FTE) at Grays Harbor Academy, Christine Vanairsdale as a teacher at Miller Junior High School, Kylie Knodel as a teacher at Central Park Elementary School, and Kylie Stenbeck as a teacher at Central Park Elementary School, all effective September 1; approved the hiring of Carla White as a special education teacher in the Extended Learning Program effective July 6 and Rachel Wenzel as an ELA teacher in the Extended Learning Program at Aberdeen High School effective June 16; approved National Board Certification stipends for 2020-21 for Heidi Armenta, Chris Collin, Joseph Fagerstedt, Doris Hatton, Myka Jugum, Dianne King, Martha Lennier, Mary Mainio, Maria Mays, April Meissner, Amber Melville, Cindy Miller, Julie Niemi, Donna Portmann, Jolene Powell, Marnie Ranheim, Eleanor Robbins, Melissa Smith, Gayla Stewart, Stacy Swinhart, Patricia Timmons, Sara Verde, Rachel Wenzel and Jessie Winter; and accepted resignations from Jordan Beeman at Central Park Elementary School, effective August 31, Stacie Fesler at Miller Junior High School effective August 31, April Meissner at Miller Junior High School effective August 31, and from Shon Schreiber at Miller Junior High School effective August 15.

CLASSIFIED

Under classified matters, the board approved the hiring of Amy Rasler as the attendance secretary at the Harbor Learning Center effective August 30, and the hiring of Suzzana Ntalikas as a Speech Language Pathology assistant for the District, Isaura Guzman as a Student Family Support assistant at Miller Junior High School and Guadalupe Arias-Morelia as a Student Family Support assistant at A.J. West Elementary School effective September 1, the hiring of Kathleen Smith as a para-educator at Robert Gray Elementary School effective September 1 and Tina Cook as the LRC technician at Stevens Elementary School effective September 1; approved hiring in the Extended Learning Program for summer 2021 for Breanna Gentry and Evelyn Heyd as para-educators for the District effective August 16, Tyna Waters as an elementary health assistant effective July 6 and Michelle Stallo as a para-educator at Aberdeen High School effective June 16; accepted resignations from Amy Rasler as the assistant secretary at Miller Junior High School effective August 27, Dominique Gebauer-Levao as a para-educator at A.J. West Elementary School effective August 31, Alexandra Jennings as an MTSS assistant at Central Park Elementary School effective June 15, and Christine Vanairsdale as a para-educator at McDermoth Elementary School effective August 31; approved extra-curricular contracts for Todd Bridge as the Summer Conditioning/Weight Training coach at Aberdeen High School effective June 28 and Erin Pehl as the assistant girls' basketball coach at Aberdeen High School for 2021-2022; accepted resignations at Aberdeen High School from Ashley Kohlmeier as the assistant boys' tennis coach effective June 2, Cory Martinsen as assistant football coach (0.75) FTE effective May 19, and from April Meissner as head cross country coach and head track coach effective August 31; accepted resignations at Miller Junior High School from Ethan Morrill as assistant football coach effective July 1, and from Stephanie Pellegrini as head girls' basketball coach, head boys' basketball coach and head volleyball coach effective June 30, and approved the hiring of Donna Cokeley as a substitute.

Aberdeen School Board Minutes
July 13, 2021

On a motion by Bill Dyer and seconded by Suzy Ritter, the board approved an out-of-area assignment exception for Staci Taylor for Construction Careers at Aberdeen High School via Edgenuity.

OUT-OF-AREA
ENDORSEMENT

There being no further business, the regular meeting was adjourned at 6:18 p.m.

ADJOURN

Alicia Henderson, Secretary

Sandra Bielski, President

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Special Meeting of the
Board of Directors – August 7, 2021

President Sandra Bielski convened the special meeting of the Aberdeen School District Board of Directors at 5:00 p.m. Saturday, August 7, 2021, via webinar following guidance for conducting remote meetings in compliance with the Open Public Meetings Act. Directors present were Bill Dyer, Jennifer Durney, Jessica Jurasin and Suzy Ritter, along with Superintendent Alicia Henderson, Executive Director of Business and Operations Elyssa Louderback, Human Resources Director Christi Sayres, Executive Assistant Dee Anne Shaw and one patron watching remotely.

The meeting began with the Flag salute.

Following a presentation and discussion about a one-day delay on bringing 8th Grade students back to school so staff can focus on the first day of school for 6th and 7th Grades, on a motion by Director Jennifer Durney and seconded by Director Suzy Ritter, the board unanimously approved Resolution 2021-05 Requesting a 180-Day Waiver for 8th Grade at Miller Junior High School.

The board reviewed and discussed the results of its WSSDA Self-Assessment Survey, reviewed goals from 2020-2021 and established goals for 2021-2022, acknowledging for a second year that the COVID-19 pandemic will make 2021-2022 an atypical year.

Executive Director of Business and Operations Elyssa Louderback and Maintenance and Custodial Manager Mike Pauley provided an overview of facility needs, upcoming projects and how to maximize federal emergency funds for schools. It was noted that board discussion and feedback will be used in managing facility needs in 2021-2023 and determining which projects to bring forward for board action at future meetings.

President Bielski announced that the next regular meeting is scheduled for 5 p.m. Tuesday, August 17, 2021, to be conducted remotely with proper notice and access provided under the governor's emergency provisions of the Open Public Meetings Act.

There being no further items to discuss, the meeting was adjourned at noon.

CALL TO ORDER

RESOLUTION
2021-05 180-DAY
WAIVER FOR
MILLER JUNIOR
HIGH

BOARD SELF
ASSESSMENT AND
GOAL REVIEW

FACILITIES
OVERVIEW

NEXT MEETING

ADJOURN

Alicia Henderson, Secretary

Sandra Bielski, 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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$12,563.14. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 831375 through 831375, totaling \$12,563.14

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

Check Nbr	Vendor Name	Check Date	Check Amount
831375	Bank Of The Pacific (use Tax)	08/18/2021	12,563.14
1	Computer	Check(s) For a Total of	12,563.14

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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$118,031.23. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 831343 through 831374, totaling \$118,031.23

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

Check Nbr	Vendor Name	Check Date	Check Amount
831343	1ST SECURITY BANK PAYROLL/PERS	08/18/2021	552.89
831344	Aberdeen Office Equipment Inc	08/18/2021	81.48
831345	Aberdeen Sanitation	08/18/2021	4,548.82
831346	Adobe Systems Incorporated	08/18/2021	8,128.64
831347	Builders Hardware & Supply	08/18/2021	1,337.39
831348	Cintas Corporation	08/18/2021	831.59
831349	City Of Aberdeen	08/18/2021	4,415.57
831350	Encore Data Products, Inc	08/18/2021	1,598.40
831351	ESD 113	08/18/2021	19,682.49
831352	Ferrellgas	08/18/2021	13.09
831353	Gh County Water District #2	08/18/2021	465.00
831354	Grays Harbor Stamp Works	08/18/2021	64.58
831355	Harbor Architects	08/18/2021	2,736.50
831356	Harbor Disposal Co Inc	08/18/2021	1,265.07
831357	Health Care Authority	08/18/2021	13,253.75
831358	Home Depot Pro Institutional	08/18/2021	1,482.56
831359	Jostens Inc	08/18/2021	59.46
831360	KCDA Purchasing Coop.	08/18/2021	2,451.07
831361	Leader Services	08/18/2021	1,661.80
831362	Lemay Mobile Shredding	08/18/2021	126.75
831363	MinuteMan Press	08/18/2021	336.24
831364	Pacific Lamp and Supply Co,	08/18/2021	7,126.42
831365	Pacifica Law Group LLP	08/18/2021	2,909.00
831366	PresenceLearning Inc	08/18/2021	1,308.96
831367	Pud #1 Of Grays Harbor Co	08/18/2021	32,535.41
831368	Riddell/all American	08/18/2021	3,344.98
831369	Soliant Health	08/18/2021	520.00
831370	Sound Publishing, Inc.	08/18/2021	598.96
831371	Wasbo	08/18/2021	175.00
831372	Wash State Skills Ctr Direct A	08/18/2021	500.00
831373	YMCA GRAYS HARBOR SWIM	08/18/2021	3,323.00
831374	Zones, Inc	08/18/2021	596.36

Check Nbr	Vendor Name	Check Date	Check Amount
32	Computer	Check(s) For a Total of	118,031.23

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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$37,024.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 831341 through 831342, totaling \$37,024.31

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

Check Nbr	Vendor Name	Check Date	Check Amount
831341	1ST SECURITY BANK PC	08/18/2021	32,431.47
831342	1ST SECURITY BANK PC	08/18/2021	4,592.84
2	Computer	Check(s) For a Total of	37,024.31

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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$1,272,631.56. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 831259 through 831340, totaling \$1,272,631.56

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

Check Nbr	Vendor Name	Check Date	Check Amount
831259	Aberdeen School Dist-Cte Impre	08/06/2021	352.20
831260	Aberdeen Office Equipment Inc	08/06/2021	74.83
831261	Aberdeen Sanitation	08/06/2021	3,003.00
831262	Aberdeen Sd #5 Revolving Fund	08/06/2021	1,134.43
831263	Aberdeen High School (asb)	08/06/2021	500.00
831264	Acme Fast Fuel	08/06/2021	51,628.82
831265	Airgas Usa, Llc	08/06/2021	3.00
831266	Amazon Capital Services	08/06/2021	14,548.22
831267	Amplify Education Inc	08/06/2021	11.00
831268	Apple Computer Inc	08/06/2021	95,881.32
831269	Aps, Inc	08/06/2021	853.01
831270	Awsp	08/06/2021	8,870.00
831271	Berglund,schmidt & Associates	08/06/2021	13,355.00
831272	Bsn Sports	08/06/2021	155.44
831273	Bureau Of Education & Research	08/06/2021	304.39
831274	Capitol City Press	08/06/2021	23.16
831275	Cascade Natural Gas	08/06/2021	3,498.05
831276	Consolidated Electrical Distri	08/06/2021	5,013.45
831277	Centurylink	08/06/2021	1,848.61
831278	Cintas Corporation	08/06/2021	4,026.53
831279	City Of Aberdeen	08/06/2021	4,869.66
831280	College Board	08/06/2021	913.00
831281	Comcast	08/06/2021	344.64
831282	Covenant Engineering, PLLC	08/06/2021	7,305.00
831283	Cts Language Link	08/06/2021	22.97
831284	Curriculum Associates	08/06/2021	8,013.04
831285	D4 Sports Llc	08/06/2021	163.36
831286	Dairy Fresh Farms	08/06/2021	3,008.52
831287	Dell Usa Lp	08/06/2021	1,186.80
831288	Dept of Ecology	08/06/2021	56.00
831289	ERNN	08/06/2021	660.00
831290	ESD 112	08/06/2021	80.00
831291	Family Practice Center Of Gray	08/06/2021	200.00

Check Nbr	Vendor Name	Check Date	Check Amount
831292	Focused Fitness, Llc	08/06/2021	500.00
831293	G12 Communications LLC	08/06/2021	840.49
831294	Grays Harbor College	08/06/2021	53.81
831295	Grays Harbor Community Hospita	08/06/2021	9,246.33
831296	Gypsorb LLC	08/06/2021	8,813.51
831297	Harbor Architects	08/06/2021	1,211.00
831298	Harbor Disposal Co Inc	08/06/2021	302.84
831299	Harbor Regional Health	08/06/2021	3,440.55
831300	Harbor Saw And Supply	08/06/2021	1,505.19
831301	HB Portables	08/06/2021	2,108.37
831302	Home Depot Pro Institutional	08/06/2021	1,066.38
831303	Hoquiam School District #28	08/06/2021	144,202.13
831304	Ixl Learning	08/06/2021	44,063.00
831305	Kargbo, Lindsey Marie	08/06/2021	367.50
831306	KCDA Purchasing Coop.	08/06/2021	549.76
831307	KCDA Purchasing Coop.	08/06/2021	6,999.26
831308	Lemay Mobile Shredding	08/06/2021	72.25
831309	Mb Electric Grays Harbor	08/06/2021	3,539.66
831310	Micro K12	08/06/2021	61,640.24
831311	Mystery Science, Inc	08/06/2021	6,245.00
831312	NASDME 2021 NATIONAL CONFERENC	08/06/2021	350.00
831313	Northsound Refrigeration	08/06/2021	143.17
831314	Northwest Evaluation Assoc	08/06/2021	25,027.50
831315	O'Reilly Auto Parts	08/06/2021	25.02
831316	Ocosta School Dst #172	08/06/2021	34,000.00
831317	Office Depot	08/06/2021	243.75
831318	Pacifica Law Group LLP	08/06/2021	875.00
831319	Postal & Copy+	08/06/2021	255.11
831320	PresenceLearning Inc	08/06/2021	16,243.00
831321	Princeton Health Press	08/06/2021	4,147.00
831322	Public Consulting Group, Inc	08/06/2021	350.00
831323	Really Great Reading Co, LLC	08/06/2021	22,179.76
831324	Renaissance Learning Inc	08/06/2021	13,817.10
831325	Ricoh Usa Inc	08/06/2021	301.93
831326	School Information & Research	08/06/2021	735.00
831327	State Auditor's Office	08/06/2021	938.73
831328	United Rentals Nw Inc	08/06/2021	1,931.81
831329	United Schools Insurance Progr	08/06/2021	488,741.77
831330	US Cellular	08/06/2021	5,365.60
831331	US Foods - Seattle	08/06/2021	17,176.01
831332	Verizon Wireless	08/06/2021	2,464.39
831333	VIG Solutions Inc	08/06/2021	62,161.50
831334	WASA	08/06/2021	1,768.21
831335	Washington State School For Bl	08/06/2021	6,586.67
831336	WSIPC	08/06/2021	930.94
831337	YMCA	08/06/2021	20,022.01
831338	YMCA GRAYS HARBOR SWIM	08/06/2021	5,777.00
831339	YouScience	08/06/2021	4,308.66
831340	Zones, Inc	08/06/2021	7,090.20

Check Nbr	Vendor Name	Check Date	Check Amount
82	Computer	Check(s) For a Total of	1,272,631.56

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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$1,729,722.75. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 831230 through 831258, totaling \$1,729,722.75

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

Check Nbr	Vendor Name	Check Date	Check Amount
831230	1st Security Bank-Child Suppo	07/30/2021	1,271.63
831231	Aberdeen High School-AHS Schol	07/30/2021	90.00
831232	Aberdeen Sd #5 Revolving Fund	07/30/2021	4,081.00
831233	Aberdeen School District #5	07/30/2021	109.33
831234	Aberdeen School District -PERS	07/30/2021	356.28
831235	Aberdeen School District-SERS	07/30/2021	135,504.90
831236	Aberdeen School District-TRS	07/30/2021	367,964.40
831237	Aberdeen School District Defer	07/30/2021	23,457.68
831238	Bank Of The Pacific	07/30/2021	635,838.69
831239	Cnty/city Mun Ees	07/30/2021	2,752.50
831240	Dynamic Collectors	07/30/2021	500.00
831241	E.S.D.#113 Unemployment Coop	07/30/2021	1,646.69
831242	Ed.Serv.Dist.#113	07/30/2021	19,154.28
831243	Employment Security	07/30/2021	9,643.78
831244	GESA	07/30/2021	7,135.00
831245	HCA-SEBB BENEFITS-600D01	07/30/2021	461,174.00
831246	HCA-SEBB FLEX SPEND-600D01	07/30/2021	4,274.21
831247	Legal Shield	07/30/2021	97.70
831248	Pse Of Wa	07/30/2021	5,007.85
831249	The Standard Insurance Company	07/30/2021	1,986.16
831250	Tsa Consulting Group Inc	07/30/2021	14,372.00
831251	Twin Star Credit Union	07/30/2021	220.00
831252	Twin Star Scholarship Acct	07/30/2021	67.50
831253	Twinstar Pse Local Dues	07/30/2021	67.50
831254	United Way	07/30/2021	542.38
831255	Veba Contributions-Y1286.001	07/30/2021	12,689.49
831256	Wa State School Ret Assn	07/30/2021	49.00
831257	Wea Chinook	07/30/2021	15.95
831258	Wea Payroll Deductions	07/30/2021	19,652.85

29 Computer Check(s) For a Total of 1,729,722.75

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 August 17, 2021, the board, by a _____ vote, approves payments, totaling \$1,752,042.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 831228 through 831229, totaling \$1,752,042.53

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

Check Nbr	Vendor Name	Check Date	Check Amount
831228	PAYROLL WARRANT	07/30/2021	526.92
831229	1ST SECURITY BANK PAYROLL/PERS	07/29/2021	1,751,515.61
	Computer	Check(s) For a Total of	1,752,042.53



*Our Children,
Our Schools,
Our Future*

Aberdeen School District No. 5 Board of Directors
2021-2022 Goals
August 2021

The Aberdeen School Board recognizes that its goals for 2021-2022 are different than they might be in a more “traditional” year. Our mission and long-term goals remain, but for a second year in a row we will focus on the needs of our students, staff and community during the COVID-19 crisis.

Goal: Transitioning for new leadership

Due to retirement, the board will prepare for a change at superintendent for 2022-23

Goal: Creating conditions for student and staff success

- Communication
Work with the Superintendent to continue implementing a COVID specific communication plan, adjusting as needed
 - Regular reports to School Board on measureables
 - COVID updates in every newsletter, prominent
 - Newsletter
 - Continue district e-Newsletter and broaden distribution
 - School highlights
 - Mythbusters
 - Schedules
 - Website
 - Social media
 - Continue and Support Online Forums
- More collaboration with community within the board’s role and responsibilities.
 - Share how the board communicates with the public during this time – on board welcome page, etc.
 - Structure board communications with the community
- Accountability
Quarterly data from staff, students and families to assess needs
 - Surveys
 - SEL Focus
 - More open-ended questions and outreach to include asking what district can do to improve interaction with district, etc.
 - Incorporate school improvement goals and district vision in reports to the school board
- Network
Continue a network of school district directors who meet regularly to discuss mutual interests



TO: Dr. Alicia Henderson, Superintendent
 FROM: Elyssa Louderback, Executive Director of Business & Operations
 SUBJECT: Monthly Budget Report for July, 2021
 DATE: August 17, 2021

GENERAL FUND SUMMARY:

Revenue--Receipts were \$ 5,426,383.34.

Expenditures-- Expenditures totaled \$ 4,973,094.75. Expenditures for staff salary and benefits account for 70.01% of all expenditures for the month, and 78.85% of the year to date total expenditures.

Fund Balance— Preliminary current month ending fund balance is \$ 6,106,287.15. We had a positive cash flow of \$ 453,288.59 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	\$ 3,327,401	\$ 3,670,468	110.31%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 653,151	\$ 223,118	34.16%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 29,796,562	\$ 26,341,410	88.40%	Apportionment and LEA
State, Special	\$ 11,543,757	\$ 9,754,411	84.50%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 25,000	\$ 36,120	144.48%	Federal Forest; deducted from apportionment
Federal, Special	\$ 6,077,232	\$ 5,468,080	89.98%	Food Service, Fed Grants (Title I, Title 2, etc)
Other Districts	\$ 71,871	\$ 81,696	113.67%	Non high payments from Cosmopolis SD
Other Agencies	\$ 52,000	\$ 11,861	22.81%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
Totals	\$ 51,546,974	\$ 45,587,165	88.44%	
			91.67%	% 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>Budgeted</u>	<u>Actual YTD</u>	<u>Actual %</u>	<u>District payroll and/or:</u>
Board of Directors	\$ 125,096	\$ 68,451	54.72%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 446,535	\$ 349,905	78.36%	General Admin/ Supt Office
Business Office	\$ 486,448	\$ 453,696	93.27%	Fiscal operations
Human Resources	\$ 355,448	\$ 321,365	90.41%	Personnel & recruitment, labor relations
Public Relations	\$ 34,500	\$ 1,140	3.31%	Educational/admin info to public
Supervision of Instruction	\$ 1,237,993	\$ 863,043	69.71%	includes secretarial support
Learning Resources	\$ 408,515	\$ 291,235	71.29%	Library resources & staffing
Principal's Office	\$ 2,558,427	\$ 2,118,994	82.82%	includes Secretarial support
Guidance/Counseling	\$ 1,802,597	\$ 1,042,238	57.82%	Counselors/support services
Pupil Management	\$ 36,520	\$ 210,067	575.21%	Bus & playground aides, etc
Health Services	\$ 2,141,900	\$ 1,933,862	90.29%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 29,119,169	\$ 24,330,579	83.56%	classroom teachers/para support
Extra-curricular	\$ 895,846	\$ 743,184	82.96%	Coaching, advising, ASB supervision
Payments to Other Districts	\$ -	\$ 5,387	0.00%	Payments to other districts/ Skills Center
Instructional Prof Dev	\$ 1,134,513	\$ 538,453	47.46%	Prof development; instructional staff
Instructional Technology	\$ 662,548	\$ 865,046	130.56%	classroom technology
Curriculum	\$ 783,559	\$ 809,612	103.32%	District materials adoptions/purchases; staff
Food Services	\$ 2,131,965	\$ 1,535,916	72.04%	Mgmt of food service for district
Transportation	\$ 1,524,437	\$ 732,094	48.02%	Co-op payments, fuel, insurance
Maint & Operations	\$ 3,765,862	\$ 2,487,421	66.05%	custodial/maint/grounds, security
Other Services	\$ 2,109,981	\$ 2,333,943	110.61%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (281,966)	\$ (64,483)	22.87%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 285,000	\$ 283,763	99.57%	Transfers (to Cap Proj/ Debt Service)
Totals	\$ 51,479,893	\$ 42,254,915	82.08%	
			91.67%	% of fiscal year elapsed

CAPITAL PROJECTS FUND SUMMARY:

Revenue--Total receipts were \$ 1,593.49 and consist of interest payments and rental fees.

Expenditures— There were no expenditures for the month.

Fund Balance—Current monthly ending fund balance is \$ 334,861.01.

DEBT SERVICE FUND SUMMARY:

Revenue--Total receipts were \$ 31,784.86 and consists of interest/tax payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 2,433,815.38. Funds in this account are held for bond principal and interest payments.

The next payments are due in June.

ASSOCIATED STUDENT BODY FUND SUMMARY:

Revenue—There was no revenue for the month.

Expenditures-- Expenditures totaled 23.60% of the budgeted expenditures for this fiscal year.

Fund Balance—Current month ending fund balance is \$ 267,963.51.

TRANSPORTATION VEHICLE FUND SUMMARY:

Revenue--Total receipts were \$ 35,510.54 and consist of grant revenue and interest.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 220,468.59.

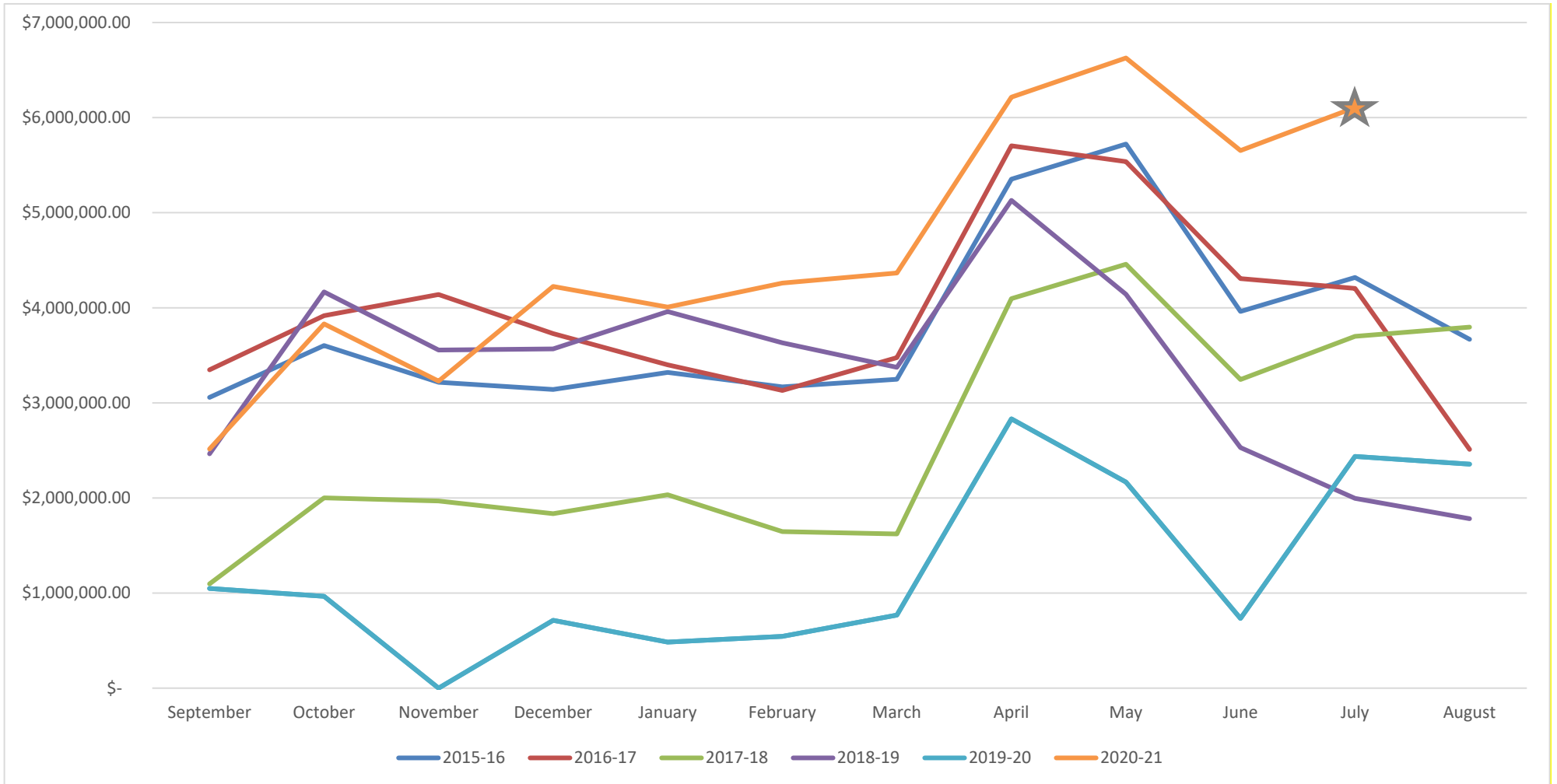
SUMMARY OF BUDGET EXPENDITURE CAPACITY

Budget Capacity as of July, 2021:

Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General	\$ 51,479,927	\$ 41,971,151	\$ 9,508,776	81.53%	18.47%
Capital Projects	\$ 185,000	\$ -	\$ 185,000	0.00%	100.00%
Debt Service	\$ 3,066,583	\$ 3,065,778	\$ 805	99.97%	0.03%
ASB	\$ 436,744	\$ 103,088	\$ 333,656	23.60%	76.40%
Trans Vehicle	\$ 300,000	\$ 149,949	\$ 150,051	49.98%	50.02%

GENERAL FUND FUND BALANCE TRENDS

End of July, 2021



10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	3,327,401	40,933.61	3,670,468.37		343,067.37-	110.31
2000 LOCAL SUPPORT NONTAX	653,151	16,002.64	223,118.01		430,032.99	34.16
3000 STATE, GENERAL PURPOSE	29,796,562	3,311,836.78	26,341,410.47		3,455,151.53	88.40
4000 STATE, SPECIAL PURPOSE	11,543,757	1,471,235.95	9,754,410.74		1,789,346.26	84.50
5000 FEDERAL, GENERAL PURPOSE	25,000	.00	36,120.32		11,120.32-	144.48
6000 FEDERAL, SPECIAL PURPOSE	6,077,232	585,135.51	5,468,079.56		609,152.44	89.98
7000 REVENUES FR OTH SCH DIST	71,871	819.75	81,696.00		9,825.00-	113.67
8000 OTHER AGENCIES AND ASSOCIATES	52,000	419.10	11,861.17		40,138.83	22.81
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	51,546,974	5,426,383.34	45,587,164.64		5,959,809.36	88.44
B. EXPENDITURES						
00 Regular Instruction	22,642,217	2,469,013.14	19,048,605.37	226,328.54	3,367,283.09	85.13
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	6,660,053	501,484.91	5,517,145.19	1,246.44	1,141,661.37	82.86
30 Voc. Ed Instruction	1,684,762	152,251.50	1,457,981.21	40,410.22	186,370.57	88.94
40 Skills Center Instruction	310,042	57,947.38	279,031.07	848.99	30,161.94	90.27
50+60 Compensatory Ed Instruct.	6,335,102	620,162.97	4,563,984.91	57,062.69	1,714,054.40	72.94
70 Other Instructional Pgms	1,263,724	104,490.99	1,444,199.88	119,078.67	299,554.55-	123.70
80 Community Services	1,885,724	236,008.40	1,660,904.11	1.61	224,818.28	88.08
90 Support Services	10,698,303	831,735.46	7,999,299.73	435,393.37	2,263,609.90	78.84
<u>Total EXPENDITURES</u>	51,479,927	4,973,094.75	41,971,151.47	880,370.53	8,628,405.00	83.24
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	285,000	.00	283,763.25			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	217,953-	453,288.59	3,332,249.92		3,550,202.92	< 1000-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,243,883		2,774,037.23			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u>	3,025,930		6,106,287.15			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	370,513	998,988.66
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	250,000	586,580.40
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	13,370	14,070.00
G/L 872 Committed to Econmc Stabilizatn	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	217,953-	1,903,335.71
G/L 891 Unassigned Min Fnd Bal Policy	2,610,000	2,603,312.38
<u>TOTAL</u>	3,025,930	6,106,287.15

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of July, 2021

	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	30,500	1,593.49	18,065.43		12,434.57	59.23
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	30,500	1,593.49	18,065.43		12,434.57	59.23
B. EXPENDITURES						
10 Sites	185,000	.00	.00	0.00	185,000.00	0.00
20 Buildings	0	.00	.00	0.00	.00	0.00
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
<u>Total EXPENDITURES</u>	185,000	.00	.00	0.00	185,000.00	0.00
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						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	154,500-	1,593.49	18,065.43		172,565.43	111.69-
F. TOTAL BEGINNING FUND BALANCE						
	315,579		316,795.58			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE						
<u>(E+F + OR - G)</u>	161,079		334,861.01			

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	115,000	124,465.64
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	46,079	210,395.37
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	161,079	334,861.01

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	2,734,089	31,682.20	2,820,539.21		86,450.21-	103.16
2000 Local Support Nontax	41,000	102.66	2,171.07		38,828.93	5.30
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	285,000	.00	283,763.25		1,236.75	99.57
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>3,060,089</u>	<u>31,784.86</u>	<u>3,106,473.53</u>		<u>46,384.53-</u>	<u>101.52</u>
B. EXPENDITURES						
Matured Bond Expenditures	2,745,000	.00	2,745,000.00	0.00	.00	100.00
Interest On Bonds	320,683	.00	320,008.25	0.00	674.75	99.79
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>3,066,583</u>	<u>.00</u>	<u>3,065,778.25</u>	<u>0.00</u>	<u>804.75</u>	<u>99.97</u>
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)						
	6,494-	31,784.86	40,695.28		47,189.28	726.66-
F. TOTAL BEGINNING FUND BALANCE						
	2,300,000		2,393,120.10			
G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)						
	2,293,506		2,433,815.38			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,293,506		2,433,815.38			
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>2,293,506</u>		<u>2,433,815.38</u>			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of July, 2021

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 General Student Body	97,990	4,985.06-	10,438.54		87,551.46	10.65
2000 Athletics	88,960	.00	16,227.00		72,733.00	18.24
3000 Classes	1,000	.00	689.00		311.00	68.90
4000 Clubs	170,525	1,406.00	18,063.34		152,461.66	10.59
6000 Private Moneys	80,150	.00	49,444.85		30,705.15	61.69
<u>Total REVENUES</u>	438,625	3,579.06-	94,862.73		343,762.27	21.63
B. EXPENDITURES						
1000 General Student Body	71,770	1,409.03	11,985.97	0.00	59,784.03	16.70
2000 Athletics	109,940	879.66	32,410.49	122.11	77,407.40	29.59
3000 Classes	1,000	1,005.68	1,188.09	0.00	188.09-	118.81
4000 Clubs	173,974	11,523.73	15,799.43	0.00	158,174.57	9.08
6000 Private Moneys	80,060	605.95	41,704.22	0.00	38,355.78	52.09
<u>Total EXPENDITURES</u>	436,744	15,424.05	103,088.20	122.11	333,533.69	23.63
C. EXCESS OF REVENUES						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	1,881	19,003.11-	8,225.47-		10,106.47-	537.29-
D. TOTAL BEGINNING FUND BALANCE						
	283,300		276,188.98			
E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)						
	XXXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE						
<u>C+D + OR - E)</u>	285,181		267,963.51			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	7,500		7,500.00			
G/L 819 Restricted for Fund Purposes	277,681		260,463.51			
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>	285,181		267,963.51			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Original -- BUDGET-STATUS-REPORT
Fiscal Year 2020 (September 1, 2020 - August 31, 2021)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of July, 2021

	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	5,000	35,510.54	71,324.31		66,324.31-	> 1000
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	165,675	.00	.00		165,675.00	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>	200,675	35,510.54	71,324.31		129,350.69	35.54
<u>B. 9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
<u>C. Total REV./OTHER FIN. SOURCES</u>	200,675	35,510.54	71,324.31		129,350.69	35.54
<u>D. EXPENDITURES</u>						
Type 30 Equipment	300,000	.00	149,949.14	0.00	150,050.86	49.98
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>	300,000	.00	149,949.14	0.00	150,050.86	49.98
<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>	99,325-	35,510.54	78,624.83-		20,700.17	20.84-
<u>H. TOTAL BEGINNING FUND BALANCE</u>	133,415		299,093.42			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	XXXXXXXXX		.00			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	34,090		220,468.59			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	34,090		220,468.59			
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>	34,090		220,468.59			

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

Aberdeen School District No. 5

RESOLUTION NO. 2021-07
Authorizing the Transfer of Fund to Capital Projects Fund

WHEREAS, the Aberdeen School District Board of Directors wishes to transfer monies from the General Fund to the Capital Projects Fund to meet the payment obligation of constructing and upgrading facilities, and

WHEREAS, the School District will commit to payment obligation for the construction costs of the upgrades of the selected buildings/sites, and

WHEREAS, the revenues in the Capital Projects Fund are not sufficient to meet the payment obligation, and

WHEREAS, the necessary funds are available in the General Fund from local sources,

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Directors of the School District No. requests the County Treasurer to transfer an additional \$1,500,000.00 from the General Fund to the Capital Projects Fund to pay for the construction expenses.

ADOPTED and approved this 17th day of August, 2021.

Aberdeen School District No. 5
Grays Harbor County, Washington

Sandra Bielski, President

William Dyer, Vice President

Jennifer Durney, Director

Jessica Jurasin, Director

Suzy Ritter, Director

ATTEST:

Alicia Henderson, Secretary of the Board



**WHY FIELDTURF
IS THE RIGHT
CHOICE FOR
ABERDEEN
HIGH SCHOOL**



 **FieldTurf**[®]
A Tarkett Sports Company

FieldTurf's Evolution: 1999 to Present Time



1999

1
Slit-Film

Fiber: Bonar
Coating: Sub-Contracted
Tufting: FieldTurf
Installation: Sub-Contracted

<50
Fields Worldwide

<30
Employees

University of Nebraska
University of Washington

2021

6
Slit-Film, Monofilament
& Dual-Fiber

Fiber: FieldTurf
Coating: FieldTurf
Tufting: FieldTurf
Installation: FieldTurf

>20,000
Fields Worldwide

>500
Employees

>4,000
University of Nebraska
University of Washington

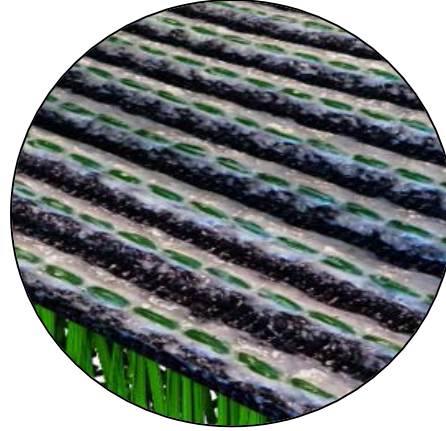
From The Inventor of The Infilled Artificial Turf System to Worldwide Leader in Artificial Turf Fields



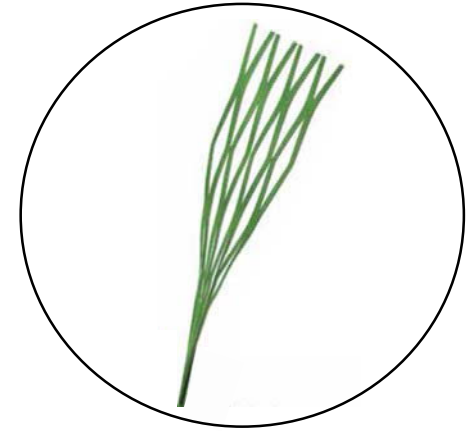
FieldTurf's Product Evolution: 1999 to Present Time



3-Layer Infill



Finger Unit Coating



Fiber

1999



1
Slit-Film

2021



6
Slit-Film, Monofilament, Dual-Fiber



TARKETT STRONG

FINANCIALLY



TARKETT SA
EPA: TKTT

TARKETT
GROUP
NET SALES

\$3B USD

TARKETT
GROUP
ADJUSTED
EBITDA

\$300M USD

IN NUMBERS



12,500
EMPLOYEES



140 YEARS
COMPANY HISTORY

WORLDWIDE



REFERENCES



TRUSTED BY THE PAC 12 CONFERENCE



TRUSTED BY THE NFL



STADIUMS



COMING MAY 2020

PRACTICE FIELDS



TRUSTED BY THE NCAA

THE SURFACE OF OVER 100 DIVISION I FOOTBALL PROGRAMS



TRUSTED BY THE MLS

STADIUMS



PRACTICE FIELDS



LEADING WASHINGTON STATE



>465 Fields in Washington State

>20 University / College / Stadium

>380 School / Parks / Rec



Local References – 2021



2021 Installation and Under Contract

Royal City School District-Royal City High School Stadium-CORE 2.5”
City of Seattle-Magnusson Park Baseball #9-XTVT-50
City of Seattle-Lower Woodland Park Playfields-XTHD-57
City of Seattle-Magnuson Park Playfields 6&7-XTHD-57
City of Seattle-Queen Anne Bowl-XTHD-57
City of Seattle- Loyal Heights Playfield-XTHD-57
Toppenish School District-Toppenish High School Stadium-Vertex Prime Core
City of Mountlake Terrace-Evergreen Playfield-Vertex 2.25”
Yelm School District-Ridgeline Middle School Field-XM7-65
Yelm School District-Yelm HS Baseball Field-
Yelm School District-Yelm HS Softball Field
City of Issaquah-Issaquah Central Park Field- Vertex 2.00”
City of Monroe-Lake Tye Field-Classic HD 2.5”
Shoreline School District-Einstein Middle School Field-Classic HD 2.5”
Tacoma School District-Brookdale Elementary Field- FTVT-50
Richland School District-Hanford High School Stadium-XM7-65
Bellevue School District- Newport HS Baseball- Fieldturf

Bellevue School District- Newport HS Baseball- Fieldturf Double Play Elite
Moses Lake School District- Moses Lake High School- Vertex Core
Puyallup Valley Sports Complex-Vertex
North Thurston School District- Timberline HS-Revolution 360 2.5”
Stanwood-Camano Island School District-Stanwood HS Multi Purpose- CORE
City of Shoreline-Shoreline B Soccer Park-XT65
Shoreline Public Schools-Kellog MS-Classic 2.25 w/Cork-COOP
Seattle Public Schools-McGilvra Elementary School- FTVT-2
Seattle Public Schools-Echo Lake Playfield- XT65
Kings High School-Woolsey Stadium- Vertex 2.25
Snoqualmie Valley Sports Complex-Vertex Prime 57
Auburn School District- Pioneer Elementary- FTVT65
Highline School District-Mount Rainier High School BB
Highline School District-Mount Rainier High School SB



SYSTEM OPTIONS



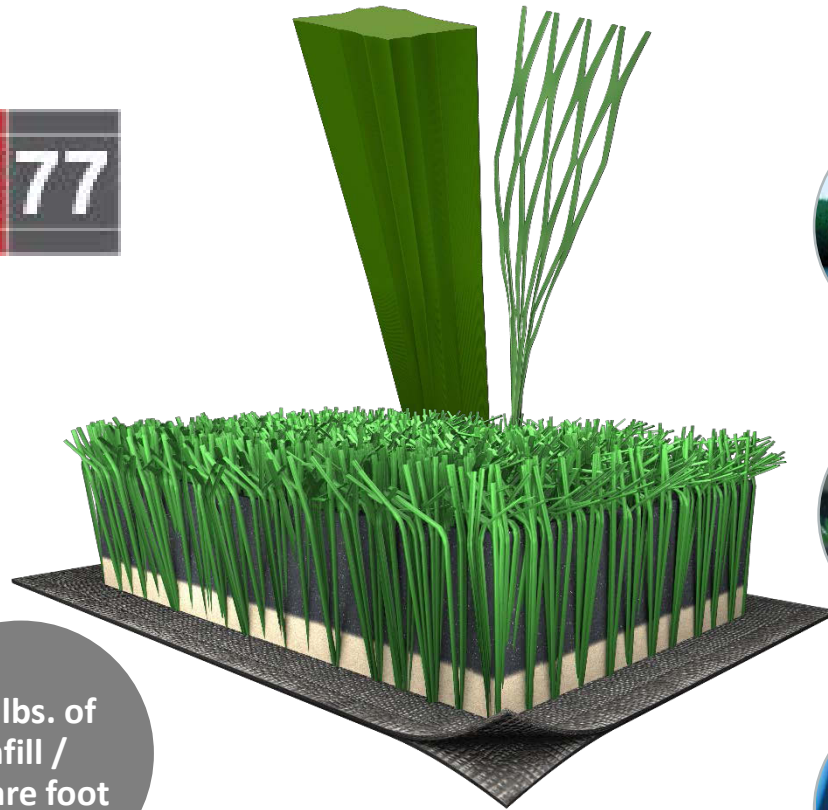
PRESTIGE VERTEX



FIBER THICKNESS
PERFORMANCE INDEX **77**

47_{oz}

9.2 lbs. of
infill /
square foot



HYBRID
MONOFILAMENT
& SLIT-FILM



True
Playability



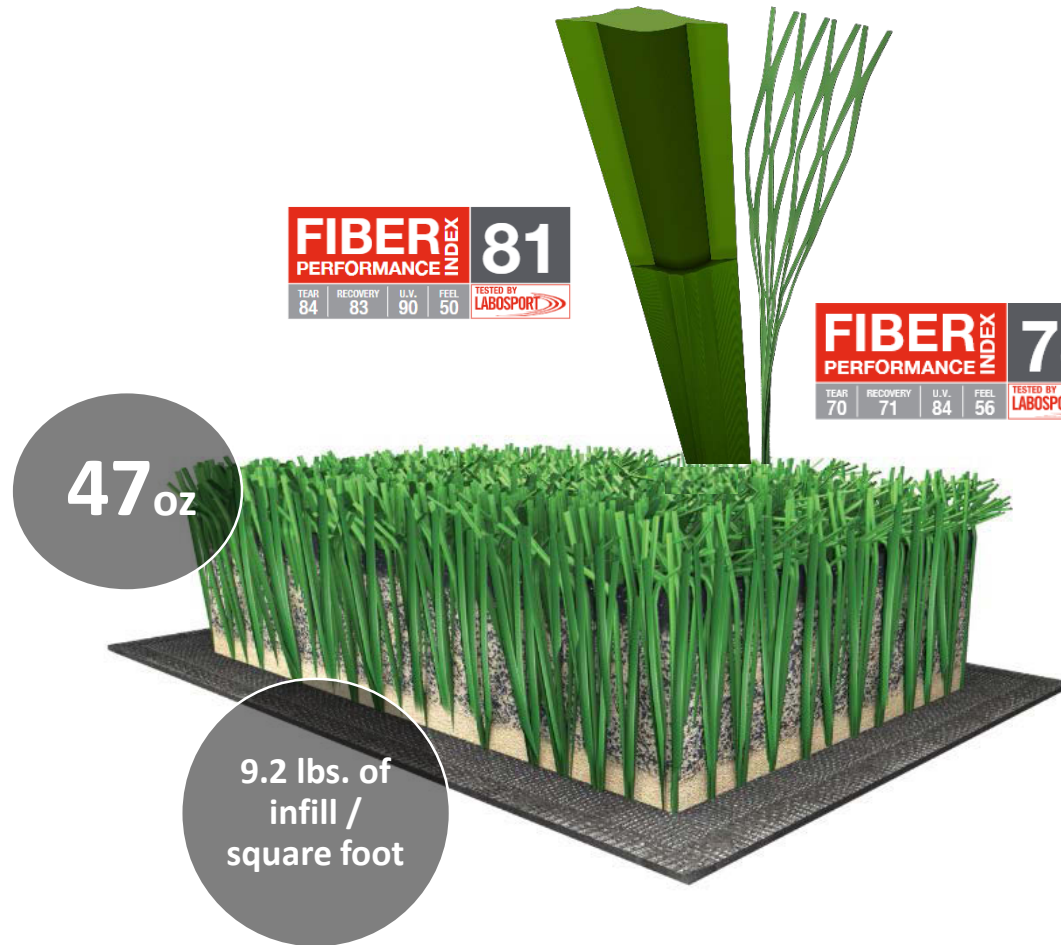
Ultimate
Resilience



Superior
Durability



VERTEX PRIME 2.5"

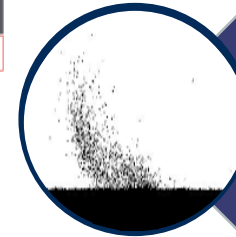


FIBER PERFORMANCE INDEX 81
TEAR: 84 | RECOVERY: 83 | U.V.: 90 | FEEL: 50
TESTED BY LABOSPORT

FIBER PERFORMANCE INDEX 73
TEAR: 70 | RECOVERY: 71 | U.V.: 84 | FEEL: 56
TESTED BY LABOSPORT



Classic HD
Durability



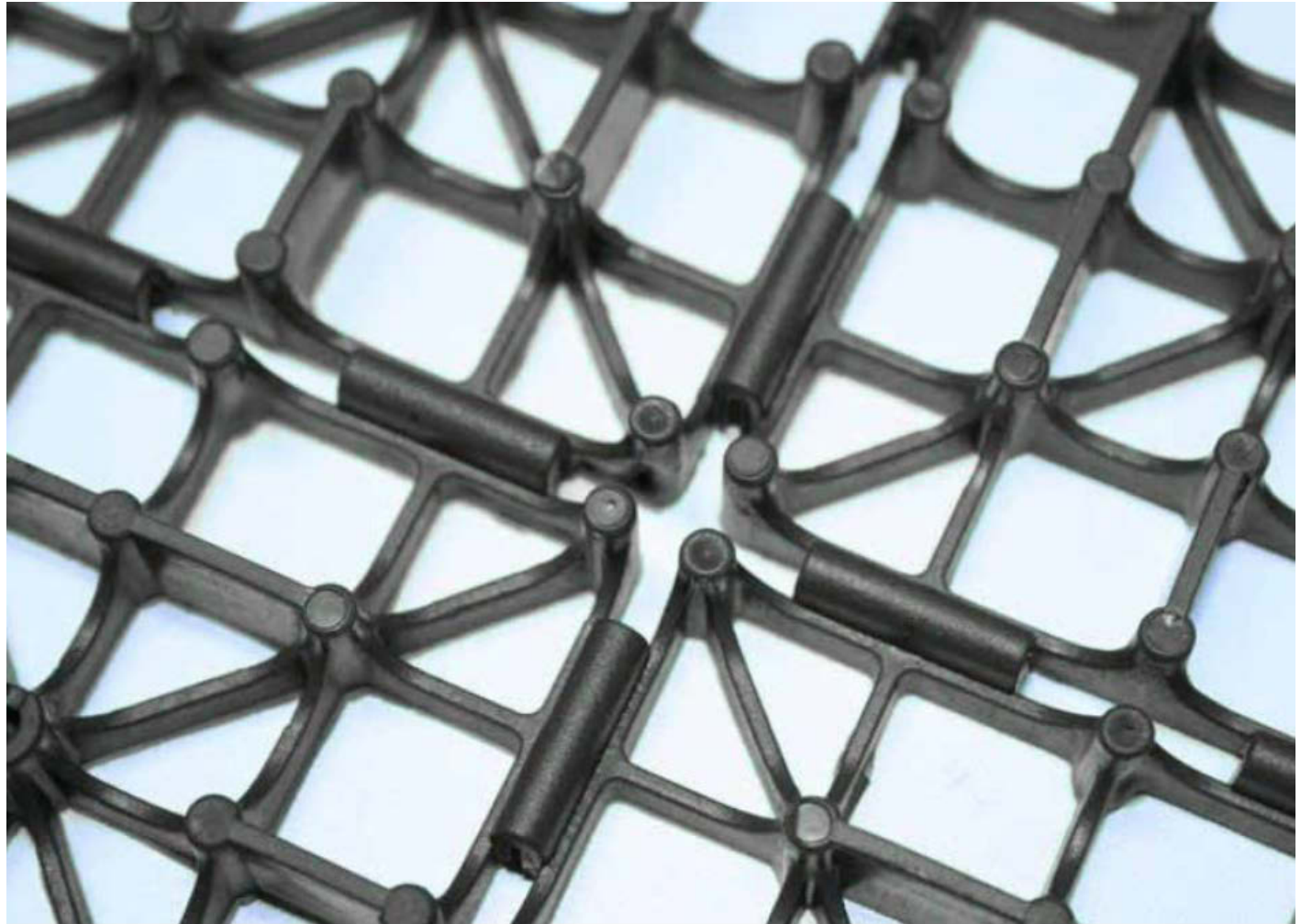
Reduced
Splash



Leading
Performance &
Safety



SHOCK PAD SYSTEMS

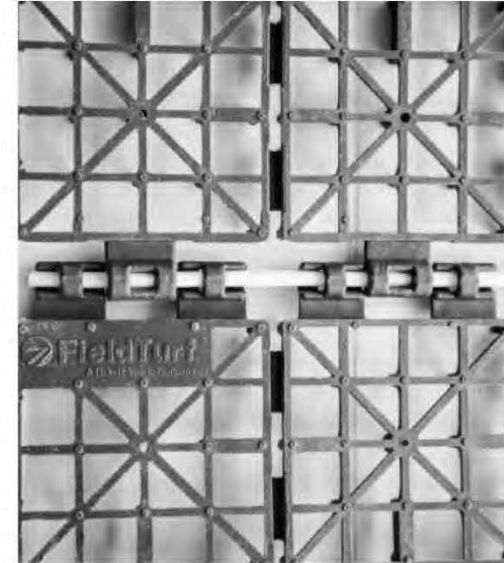


SHOCKBASE

POWERED BY BEYNON SPORTS

VERSATILE

THE ULTIMATE DRAINAGE AND SHOCK UNDERLAYMENT SOLUTION



FIELD SAFETY



ELITE			RECREATIONAL		
81 G	69 G	71 G	92 G	86 G	76 G
					
SHOCKBASE PRO 25MM	YSR 28MM	POWERBASE 25MM	VERSATILE	SHOCKBASE PRO 19MM	SP SERIES 14MM

GMAX: ASTM LOWER THAN **200 G** STC LIMIT **165 G**





15mm

20mm

23mm

FieldTurf Acquired ThermaGreen in December 2019



LEADING SAFETY



LEADING SAFETY PREVENTION RESEARCH



Michael C. Meyers, PhD, FACSM

Recipient of the Sports Trauma and Overuse Prevention (STOP) Sports Injuries Award from the American Orthopaedic Society for Sports Medicine (AOSSM).

Michael C. Meyers, PhD, FACSM, is a Professor in the Department of Sport Science and Physical Education at Idaho State University, Pocatello, ID. Formerly a Senior Research Scientist at Montana State University, he has been involved with injury research for over 30 years.

Dr. Meyers is a Fellow in the American College of Sports Medicine, Past-President of the Texas Regional Chapter of the American College of Sports Medicine, and also recognized on the Sport Psychology Registry, United States Olympic Committee.

Dr. Meyers holds a Ph.D. from Texas A&M University with an emphasis in exercise physiology as it relates to orthopedic sports medicine, a M.S. degree in equine nutrition and physiology (TAMU), and a B.S. degree in animal nutrition from Oklahoma State University. He is also an Adjunct Associate Professor and Graduate Faculty in the Department of Psychology at Texas A&M University, working in the area of pain response in athletes following injury and rehabilitation.

He has authored over 75 journal publications, over 460 national and international scientific/medical presentations, with research published in American Journal of Sports Medicine, Medicine and Science in Sports and Exercise, Journal of Applied Physiology, European Journal of Applied Physiology, Clinical Journal of Sport Medicine, Journal of Sport Sciences, Physician and Sports Medicine, Journal of Sport & Exercise Psychology, Journal of Equine Veterinary Science, Sports Medicine.





PROVEN SAFE

**THE HIGHER THE
INFILL WEIGHT
THE LOWER THE
INJURIES**



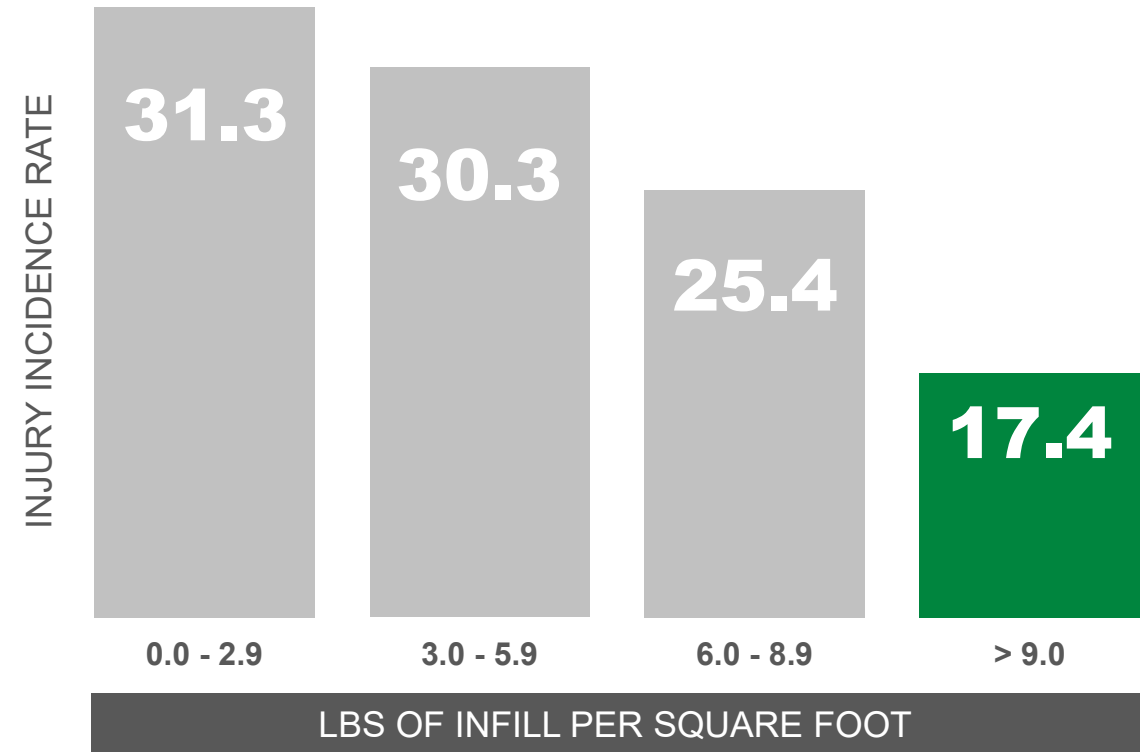
PROVEN SAFE

**THE HIGHER THE
INFILL WEIGHT
THE LOWER THE
INJURIES**

SEVEN-YEAR STUDY OF SYSTEMS WITH
VARIOUS INFILL WEIGHT

FIELDTURF VS COMPETING SYSTEMS

INCIDENCE, MECHANISMS, AND SEVERITY OF GAME-RELATED
HIGHSCHOOL FOOTBALL INJURIES



PROVEN SAFE

**TOTAL
INJURIES**

19-29%

LOWER ON FIELDTURF

**PLAYER-TO-TURF
COLLISION INJURIES**

32-47%

LOWER ON FIELDTURF

**LIGAMENT SPRAINS
AND TEARS**

17-22%

LOWER ON FIELDTURF

**TOTAL DIAGNOSTIC /
SURGICAL PROCEDURES
COMBINED**

25-36%

LOWER ON FIELDTURF

**SHOE SURFACE
CONTACT INJURIES
(AMPLE CLEAT RELEASE)**

18-37%

LOWER ON FIELDTURF

**INJURIES
ON TURF
AGE 8+ YEARS***

58-63%

LOWER ON FIELDTURF

RESULTS COMPARE ≥ 9 LBS INFILL PER SQUARE FOOT VS ALL OTHER INFILL WIGHT SURFACES
*RESULTS COMAER ≥ 9 LBS INFILL PER SQUARE FOOT VS 0 – 5.9 LBS INFILL PER SQUARE FOOT



PAD STUDY

FIELDS WITHOUT PADS LED TO:

STUDY CONCLUDES: SHOCK PADS NOT THE ANSWER TO FIELD SAFETY

WHILE DEDUCTIVE REASONING MAY TELL US THAT SHOCK PADS MAKE FIELDS SAFER, NEW RESEARCH POINTS TO A VERY DIFFERENT CONCLUSION.

53%

LESS PLAYER TO TURF
COLLISION INJURIES

39%

LESS SHOULDER
GIRDLE TRAUMA

73%

LESS NECK
TRAUMA

63%

LESS LOWER
LEG INJURIES



Joint Field Surface Safety and Performance Committee

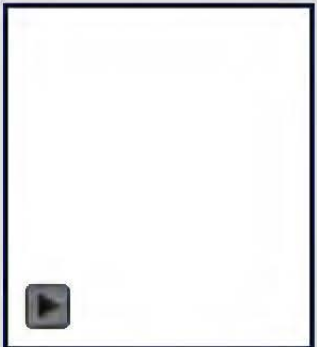


Health and Safety
Football Operations
Players Association

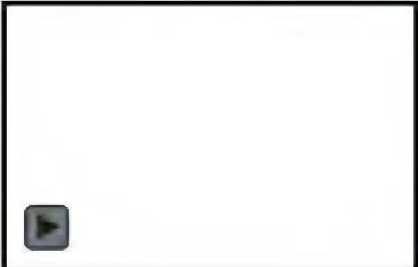



Product Assessments for Injury Prevention (Also consider performance tradeoff)

Full-Power Rotation (FPR) hold

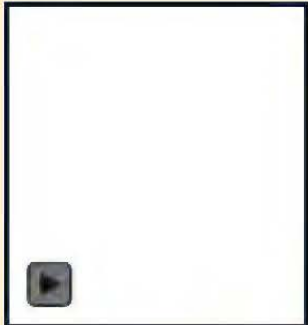


Half-Power Translation Loose







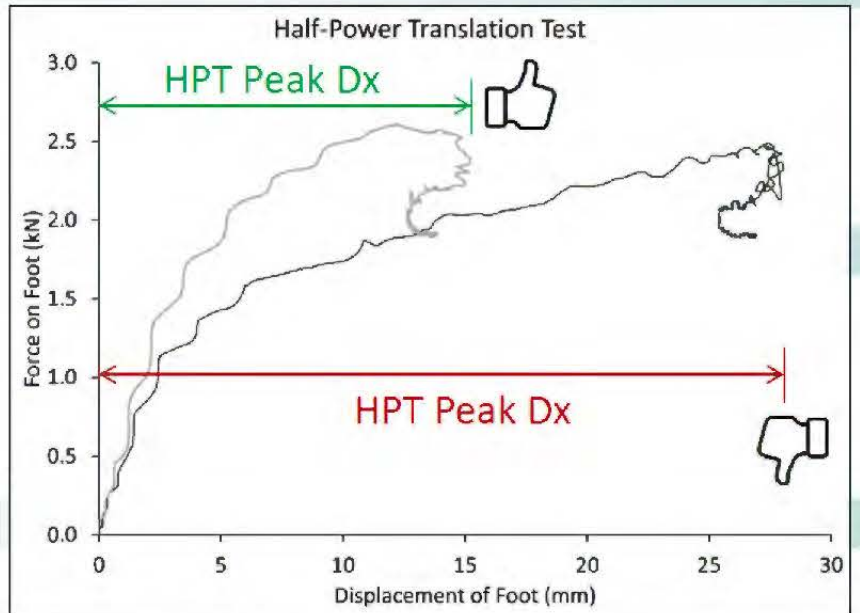
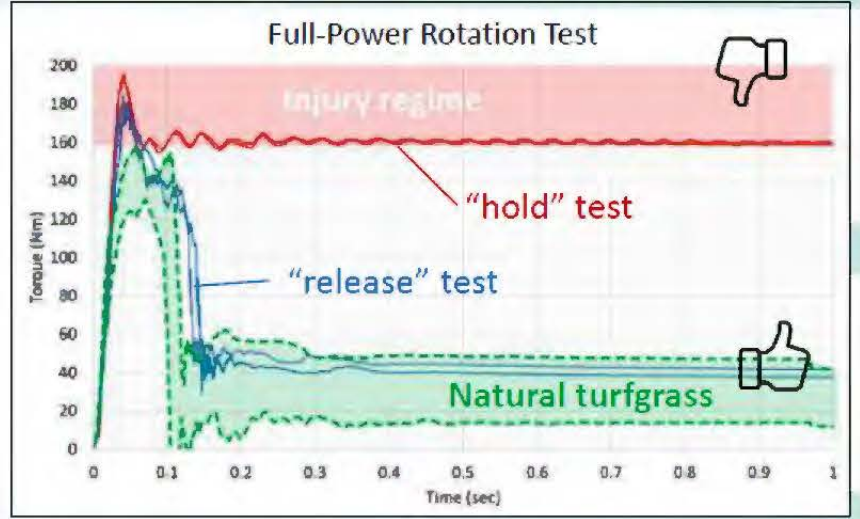
Full-Power Rotation (FPR) Rotation release



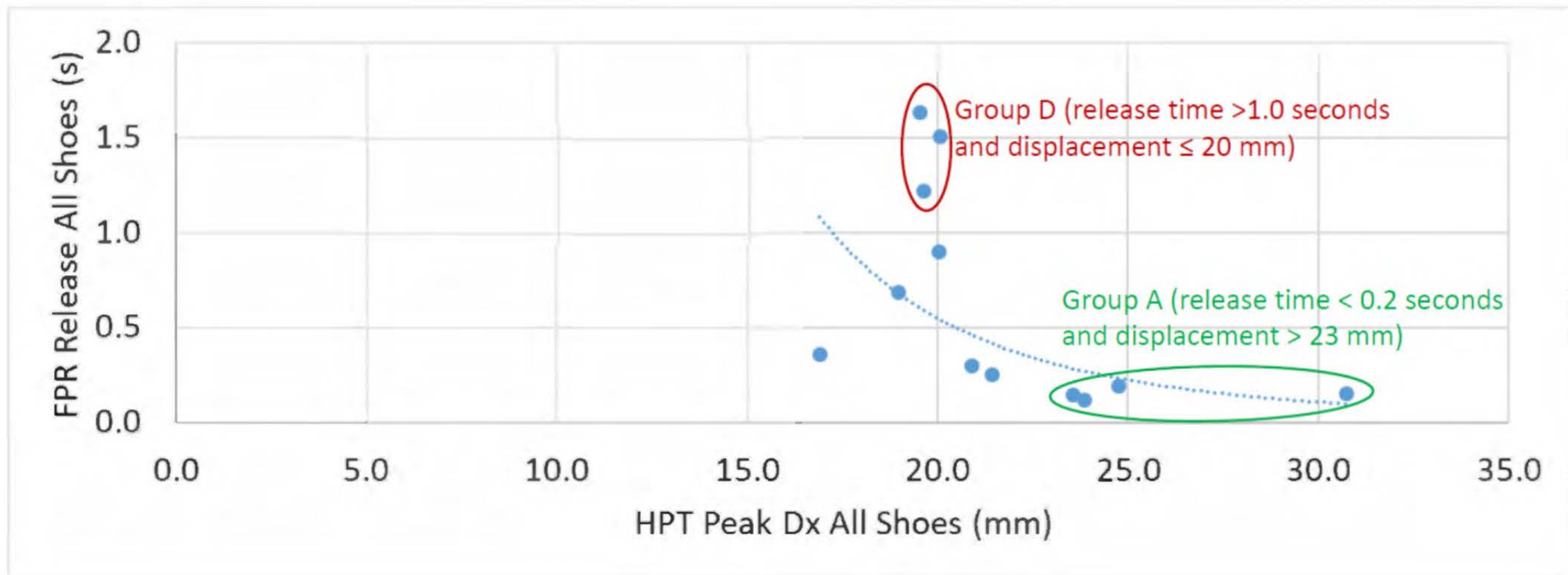
Half-Power Translation Tight



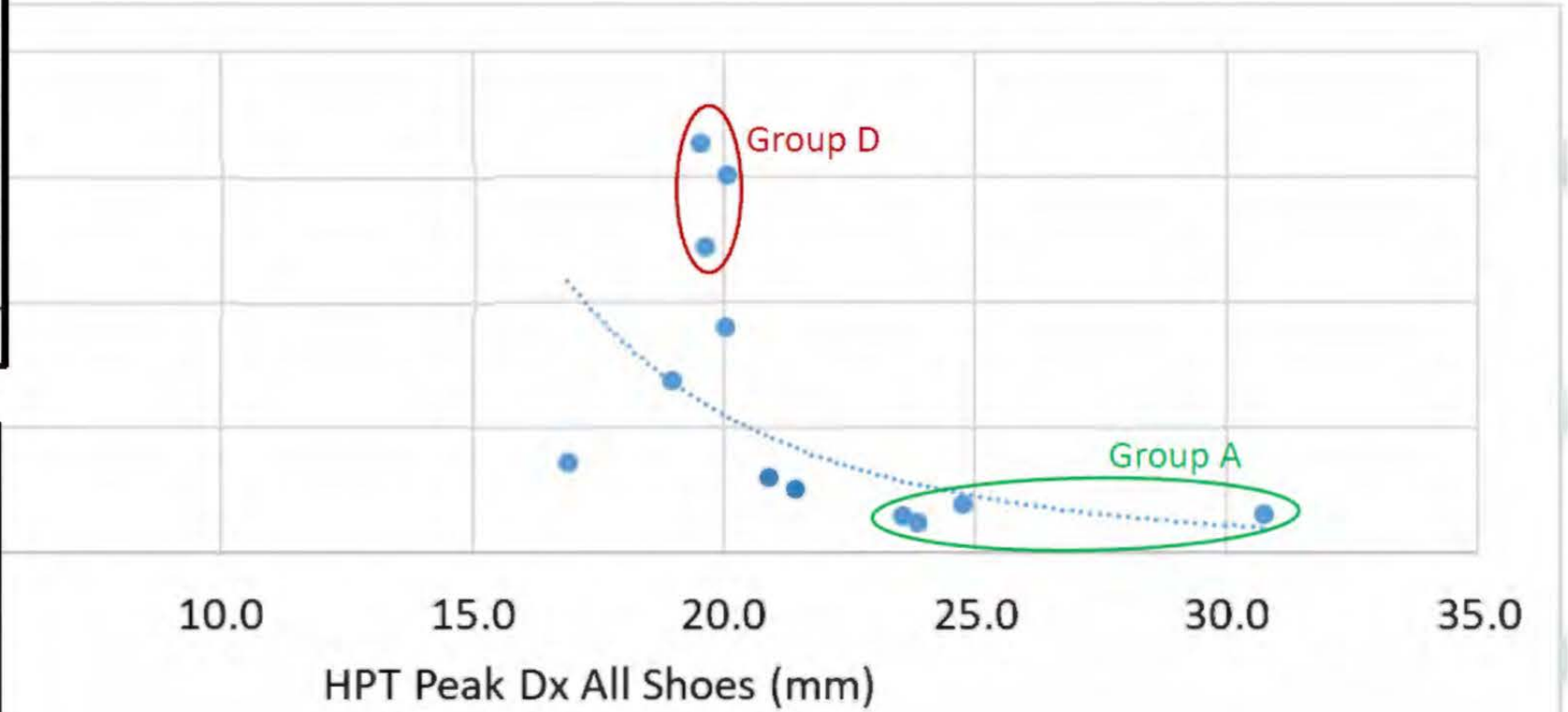
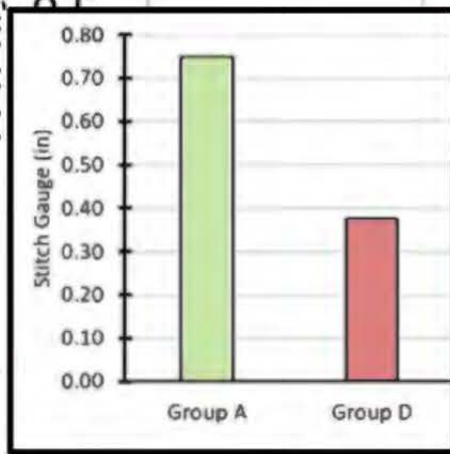
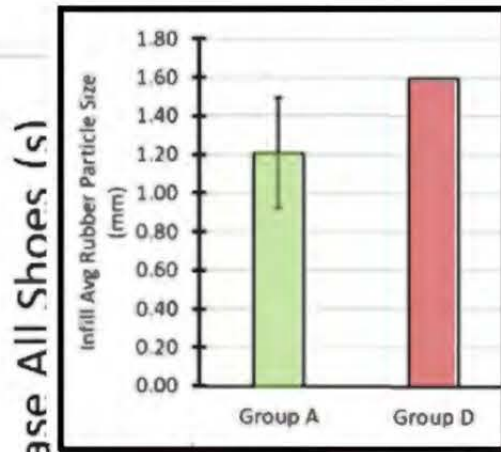




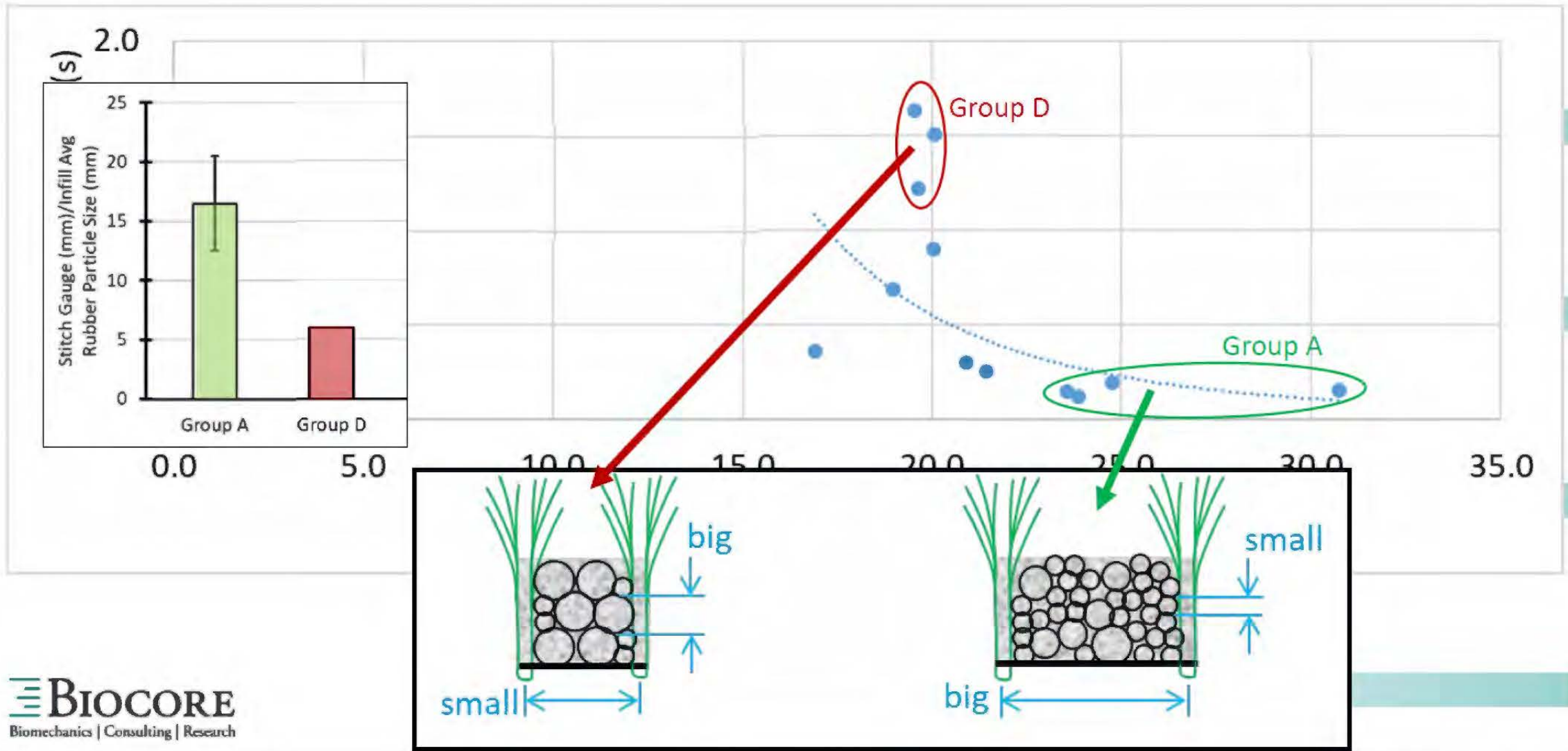
Tradeoff curves



How do these surfaces differ?



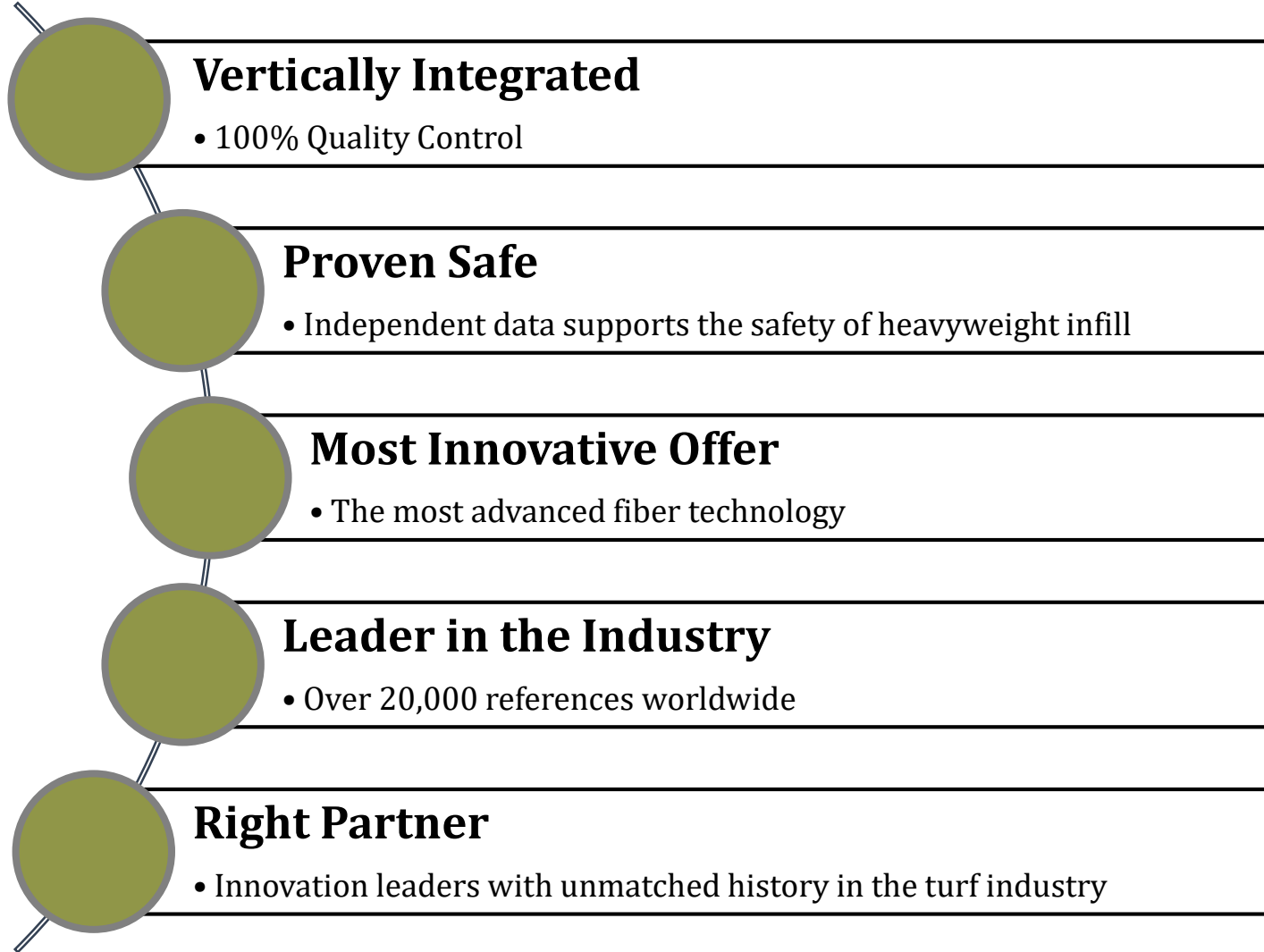
How do these surfaces differ?



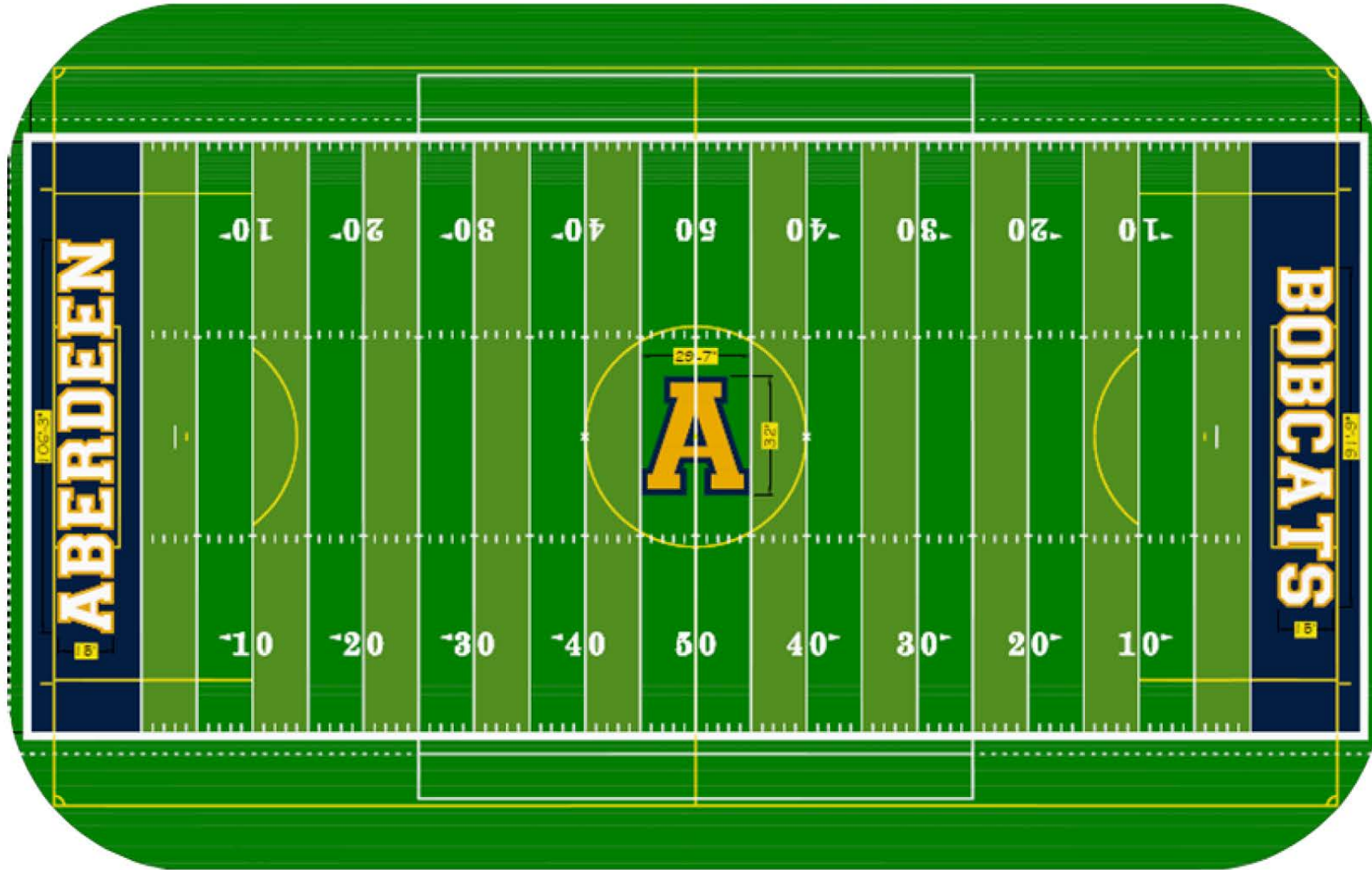
RECAP



Why FieldTurf



Your Field





Purchasing Made Easy

The Ultimate Surface Experience *and* Selection from SmartBuy



For Information:

Eric Fisher

Phone: 1-503-563-6395

Email: Eric.Fisher@smartbuycooperative.com

www.SmartBuyCooperative.com

Sport Surfaces Available Through:



- FieldTurf Synthetic Turf
- Beynon Running Tracks
- Tennis & Basketball Courts
- Complete Surface Construction

Benefits of the SmartBuy Purchasing Program:

- Pre-determined, preferential pricing.
- Prevent duplication and expense of bid process.
- Turn-key process.
- Expedite the purchase/installation of sport surface.
- Obtain the products you want at a competitive price.

- Tarkett Sports has done over a Billion Dollars/1,000 projects in the United States in the last ten-years
- Over 50 projects in Washington State in 2020



PRICING PROPOSAL



Aberdeen HS Stewart Field



August 11, 2021

Attn: Elyssa Louderback, Executive Director of Business & Operations / elouderback@masscc.org

FieldTurf is pleased to offer to supply and install the following high performance artificial infilled grass surface. Prices are based off of the KCDA purchasing program. KCDA is a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors whose product has already been bid at a national level. [AEPA IFB #020](#)

No.	Description - Aberdeen HS Stewart Field	Quantity	Units	Unit Price	Total
Sitework					
1	Mobilization / General Conditions	85,386	SF	0.13	\$11,236.32
2	Removal and Responsible Disposal of Existing Field	85,386	SF	0.56	\$47,971.22
Subtotal Site Work					\$59,207.54
Synthetic Turf Surfacing					
3	FieldTurf Vertex Prime 2.5"	91,000	SF	4.89	\$445,185.14
4	Inlaid NFHS Football Hash Marks	1	EA	7140.00	\$7,140.00
5	Inlaid NFHS Football Numbers & Arrows	1	EA	7140.00	\$7,140.00
6	Inlaid NFHS Soccer Markings	1	EA	7140.00	\$7,140.00
7	Center Logo A 35'x35' (1-1 Colors)	1	LS	10200.00	\$10,200.00
8	EZ Letters "ABERDEEN BOBCATS" 15' Tall (2 Colors)	15	EA	1734.00	\$26,010.00
9	Gmax Testing (1) Test at Time of Completion	1	EA	1530.00	\$1,530.00
Subtotal Synthetic Turf					\$504,345.14
Subtotal Project					\$563,552.68
10	Performance & Payment Bonds	1	LS	6541.83	\$6,541.83
Total Project					\$570,094.51
WSST Estimated @ 9.8%					\$51,764.58
Total Project w/ WSST					\$621,859.10

No.	Voluntary Alternates	Quantity	Units	Unit Price	Total
A1	Vertex-65 2.5" in lieu of Vertex Prime 2.5"	91,000	SF	-0.44	-\$39,736.31

PRICING PROPOSAL



PRODUCT DETAILS:

FieldTurf, the worldwide leader in artificial turf, is pleased to offer the FieldTurf Vertex Prime system, with the following product characteristics:

- ▶ Pile Height: 2.5 Inches
- ▶ Infill Weight: 6.2lbs sand & 3lbs cryo per sq.ft.
- ▶ Pile Weight: 42 oz/yd²
- ▶ Total System Weight: 1389 oz/yd²

PRICE INCLUDES:

- a) Installation of the artificial in-filled grass surface upon a suitable base;
- b) An 8 year 3rd party pre-paid insured warranty on the FieldTurf artificial grass surface;

PRICE DOES NOT INCLUDE:

- a) The base upon which the FieldTurf field will be placed. FieldTurf shall not be responsible for the planarity, the stability, the porosity, nor the approval of the base upon which the FieldTurf surface will be installed, the drainage system, nor any construction or modification of existing installations around the fields.
- b) The supply or installation of field perimeter curbing.
- c) Replacement or modification to the existing perimeter nailer board.
- d) FieldTurf is not altering or improving the existing drainage under the existing turf limits. No removal, milling, ponding, flooding or corrections within the existing drainage is included and any existing conditions will remain the responsibility of the owner.
- e) Any costs associated with necessary changes relating to dimensions or delineation of the field.
- f) Unless otherwise specified, does not include any G-max testing.
- g) The supply of manholes or clean-outs or grates, or supply of the manhole covers.
- h) Any alteration or deviation from specifications involving extra costs, which alteration or deviation will be provided only upon executed change orders, and will become an extra charge over and above the offered price.
- i) Relocation, removal of existing utilities not limited to electrical conduits, power poles, water, sewer, gas cable, telephone, storm drainage, irrigation heads, lines, valve boxes or wiring of same.
- j) Site security.
- k) Permits and associated Fees are the responsibility of the Owner.
- l) Construction signs (If necessary) are the responsibility of the Owner.
- m) Small vehicle to tow FieldTurf maintenance equipment.
- n) Asphalt Damaged Due to Construction Traffic is NOT included in our proposal.
- o) Anything not specifically included in the above inclusions description.



BUDGET ESTIMATE



Aberdeen HS Stewart Field Expansion

August 11, 2021

Attn: Elyssa Louderback, Executive Director of Business & Operations / elouderback@asd5.org

FieldTurf is pleased to offer to supply and install the following high performance artificial infilled grass surface. Prices are based off of the KCDA purchasing program. KCDA is a purchasing co-op that provides member schools with pre-determined preferential pricing by approved vendors whose product has already been bid at a national level. [AEPA IFB #020](#).

Scope Description: Remove the existing synthetic turf field and expand the footprint to 91,000SF

Site Review: A site visit was performed by Greg Weisbrich to determine the scope of the project.

Determination: Final design and permitting will be required to dial in the estimate depending on survey and what the engineer recommends for drainage.

BASE BID

FIELD NAME	Stewart Field
HIGH ESTIMATE	\$421,362.00
LOW ESTIMATE	\$122,925.34 (No Drainage Tile or Fabric)

PRICE INCLUDES:

- a) Remove asphalt on each end to extend field to bleachers and fence line.
- b) Provide and install new turf nailer at field extensions.
- c) Grade aggregate at field extensions for new synthetic turf.
- d) Add additional aggregate and grade to shape the new field base into planarity for new synthetic turf. (Survey Needed)
- e) Provide and install new permeable fabric over regraded base
- f) Provide and install new versatile drainage mat over regraded base.

PRICE DOES NOT INCLUDE:

- a) Any costs associated with necessary changes relating to the delineation of the field.
- b) Unless otherwise specified, the price does not include any G-max testing.
- c) The supply of or adjustment to existing manholes, clean-outs or grates and supply of the manhole covers.

BUDGET ESTIMATE



- d) Site security.
- e) Boring for utilities.
- f) Any electrical work.
- g) Unsuitable soils: once subgrade has been established, a proof roll will be performed to ensure the structural stability of the soils; in the event that unsuitable soils are encountered, a price to remedy these areas can be provided by FieldTurf.
- h) Installation of manholes, junction boxes, gabions, concrete rip wrap, storm drainage not related to the field construction, grate inlets and reinforced concrete pipe.
- i) Relocation, removal and repair of existing utilities not limited to electrical conduits, power poles, water, sewer, gas, cable, telephone, owner placed conduits and/or communication feeds within the field of play.
- j) Repair or resurfacing existing asphalt parking lot if damaged by truck traffic.
- k) Permit fees, inspection fees.
- l) All applicable taxes.
- m) Anything not explicitly noted in the inclusions.

The price is valid for a period of 90 days. The price is subject to increase if affected by an increase in raw materials, freight, or other manufacturing costs, a tax increase, new taxes, levies or any new legally binding imposition affecting the transaction. The price of the base preparation is subject to increase in the event FieldTurf encounters any of the following site conditions: soil contamination; bedrock; unknown utilities; underground springs; unstable or unsuitable ground; and any concealed or unknown conditions.

Please feel free to reach out to any member of our project team with questions about our offer:

Patrick Dawson
Project Manager
(514) 375-3581

Patrick.Dawson@FieldTurf.com

Donny Jones
Regional Vice President
(206) 817-2048

Donny.Jones@external.fieldturf.com

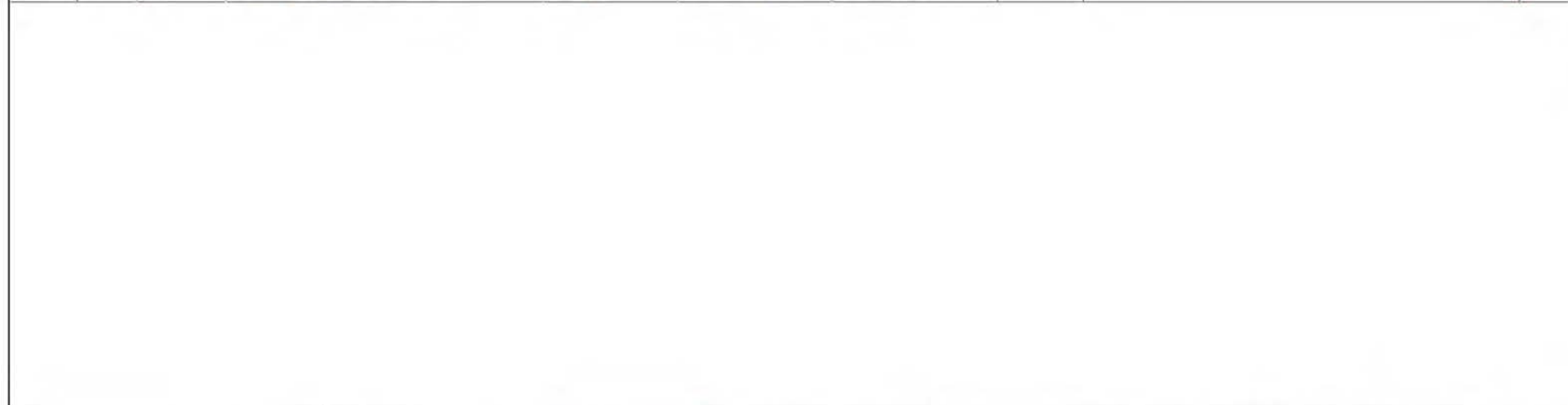
Thank you again for your interest in FieldTurf, we look forward to working with you.

Per:

Marie-Christine Raymond, Director of Operations
FieldTurf USA, Inc. / Tarkett Sports Canada, Inc.



ID	Task Mode	Task Name	Duration	Start	Finish	Half 2, 2021					Half 1, 2022			
						J	A	S	O	N	D	J	F	M
1														
2		Project Duration	58 days	Mon 11/29/21	Wed 2/16/22									
3		mobilization/tesc	1 day	Mon 11/29/21	Mon 11/29/21									
4		demo existing turf	5 days	Tue 11/30/21	Mon 12/6/21									
5		base remediation	25 days	Tue 12/7/21	Mon 1/10/22									
6		install drain tile	5 days	Tue 1/11/22	Mon 1/17/22									
7		sew turf	5 days	Tue 1/18/22	Mon 1/24/22									
8		glue inlays	7 days	Tue 1/25/22	Wed 2/2/22									
9		install infill	8 days	Thu 2/3/22	Mon 2/14/22									
10		punch list inspection	1 day	Tue 2/15/22	Tue 2/15/22									
11		float days to spring sports	10 days	Wed 2/16/22	Tue 3/1/22									
12		spring sports start date	1 day	Tue 3/1/22	Tue 3/1/22									



Project: Aberdeen HS Stewart F
Date: Tue 8/10/21

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



STUDENT DISCIPLINE

Introduction/Philosophy/Purpose

The Aberdeen School District Board of Directors focuses on the educational achievement of each and every student. The District holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. “Discipline” means any action taken by the school district in response to behavioral violations, including exclusionary as well as positive and supportive forms of discipline. The Board intends that this policy and procedure be implemented in a manner that supports positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

1. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures;
2. Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families;
3. Administering discipline in ways that respond to the needs and strengths of students and keep students in the classroom to the maximum extent possible;
4. Providing educational services that students need to complete their education without disruption;
5. Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion;
6. Ensuring fairness, equity, and due process in the administration of discipline;
7. Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success, and
8. Providing a safe environment for all students and for district employees.

Rights and Responsibilities/District Commitment

The Board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:

1. Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps, and
2. Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction.

The District will observe students' fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, religion, color, national origin, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal;
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

This District's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive social and emotional climate for learning.

Development and review

Accurate and complete reporting of all disciplinary actions, including the associated student-level information, behavioral violations, and other forms of discipline the district considered or attempted, is essential for effective review of this policy; therefore, the district will ensure such reporting.

The district will collect data on disciplinary actions administered in each school, as required by RCW [28A.300.042](#), and any additional data required under other district policies and procedures.

The District will ensure that school principals confer with certificated building employees at least annually to develop and/or review building discipline standards and review the fidelity of implementation of those standards. At each district school, principals and certificated staff will develop written school procedures for administering discipline at their school with the participation of other school personnel, students, parents, families, and the community. Each school will:

1. Establish behavioral expectations with students and proactively teach expectations across various school settings.

2. Develop precise definitions for problem behaviors and behavioral violations to address differences in perceptions of subjective behaviors and reduce the effect of implicit bias.
3. Define the differences between minor and major behavior incidents to clarify the types of behaviors that may or may not result in classroom exclusion or are severe enough that an administrator needs to be involved.
4. Identify a continuum of best practices and strategies for classroom-based responses that building staff should administer before or instead of classroom exclusion to support students in meeting behavioral expectations.

Schools handbooks, codes of conduct, and building discipline standards must not conflict with this policy, accompanying procedures, or other Board policies. A school's building discipline standards must be annually approved by the superintendent or designee.

School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:

1. Focus on prevention to reduce the use of exclusionary discipline practices;
2. Allow the exercise of professional judgment and skill sets, and
3. May be adapted to individual student needs in a culturally responsive manner.

School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills. In the Aberdeen School District, professional learning opportunities are provided regarding PBIS, SEL, restorative justice practices and the use of data to identify training needs to support district policy implementation.

The District will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW [28A.300.042](#) to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline. Discipline data must be disaggregated by:

1. School.
2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW [28A.300.042](#)(1) and [CEDARS](#) Appendices Y and Z), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.
3. Behavioral violation.
4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency expulsion, and expulsion.

The District will follow the practices outlined in guidance from the [Race and Ethnicity Student Data Task Force](#) when disaggregating broader racial categories into subracial and subethnic categories. The District will consider student program status and demographic information (i.e. gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters [28A.640](#) and [28A.642](#) of the RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.

The District will support each school to:

- Set at least one goal annually for improving equitable student outcomes;
- Create an actions plan or plans;
- Evaluate previous goals and action plans; and
- Revise goals and action plans, based on evaluations.

Schools will share identified goals and action plans with all staff, students, parents, families, and the community.

Distribution of policies and procedures

The District will make the current version of this policy and procedure available to families and the community. The District will annually provide this policy and procedure to all District personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The District will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure. At the building level, schools will annually provide the current building discipline standards, developed as stated above, to all school personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964. Schools will ensure all school personnel are knowledgeable of the school building discipline standards. Schools are encouraged to provide discipline training developed under RCW [28A.415.410](#) to support implementation of this policy and procedure to all school staff as feasible.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Cross References:

Policy 2121 Substance Abuse Program
2161 Special Education and Related Services for Eligible Students

- 2162 Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
- 3122 Excused and Unexcused Absences
- 3210 Nondiscrimination
- 3244 Prohibition of Corporal Punishment
- 3520 Student Fees, Fines, or Charges
- 4210 Regulation of Dangerous Weapons on School Premises
- 4218 Language Access Plan

Legal References:	42 U.S.C. 2000d et seq.	Civil Rights Act of 1964
	34 CFR Part 100.3	Regulations implementing Civil Rights Act of 1964
	WAC Chapter 392-400	Pupils
	WAC 392-190-048	Access to course offerings – Student discipline
	RCW Chapter 28A.320	Provisions applicable to all districts
	RCW Chapter 28A.600	Students
	RCW 28A.400.110	Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
	RCW 28A.400.100	Principals and vice principals — Employment of — Qualifications — Duties
	RCW Chapter 28A.225	Compulsory school attendance and admission
	RCW 28A.150.240	Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
	RCW 9.41.280	Possessing dangerous weapons on school facilities — Penalty — Exceptions

Adopted: _____ (Replacing 3200)

RIGHTS AND RESPONSIBILITIES

The Aberdeen School District will assure a positive, progressive learning environment in which all individuals develop their potential to succeed.

Each year, the superintendent shall develop and make available to all students, their parents and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. Such statements shall be developed with the participation of parents and the community. The school principal and staff shall confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They shall also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the district's schools shall comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and shall submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

Legal References:	RCW 28A.600.010	Government of schools, pupils, employees, rules and regulations for — Due process guarantees — Enforcement
	28A.600.020	Government of schools, pupils, employees optimum learning atmosphere
	28A.600.040	Pupils to comply with rules & regulations
	28A.400.110	Principal to assure appropriate discipline
	28A.150.240	Basic Education Act of 1977 — Certificated teaching and administrative staff as accountable for class room teaching — Scope — Responsibilities — Penalty
	28A.405.060	Course of study and regulations Enforcement — Withholding salary warrant for failure
	WAC 392-400-225	School district rules defining misconduct — Distribution of rules
	392-168	Citizen Complaint Procedure for Certain Categorical Federal Programs

STUDENT DRIVING

The board regards the use of motor vehicles and bicycles for travel to and from school as an assumption of responsibility by parents and students. The superintendent shall develop procedures governing the use of bicycles and motor vehicles while on school property and shall disseminate those procedures to all students so affected.

Adoption Date: 10/02/95

Student Driving

Students may drive automobiles to and from school. They may not be driven during the school day without the consent of the parent and principal. They may not transport another student during the school day unless a consent has been granted by the student's parent.

A student may use the school parking lot subject to the following conditions:

- A. A student must register the car in the school office. The student must possess a valid Washington driver's license and show evidence that there is a liability and property damage insurance coverage on the vehicle and acknowledge that he/she will assume full responsibility for any comprehensive or collision claims that may occur while on school property. Schools may issue parking permits.
- B. In terms of student conduct rules, "possession" of alcoholic beverages, illegal chemical substances or opiates, firearms or a dangerous weapon shall also extend to a student's vehicle.

A student who does not conform to the above rules shall be subject to corrective action.

[Return to Program List](#)

District Name: Aberdeen School District (14005)
School Name: Grays Harbor Academy (5514)
Program Name: Grays Harbor Academy
School Year: 2020-2021
Person Reporting: Lynn Stritmatter Green (Phone: 360.532.7289 Email: lgreen@asd5.org)

I. Contractor Instruction.

100 What percentage of the program's annual enrollment was taught by contracted instruction pursuant to RCW 28A.150.305 and/or WAC 392-121-188? (Enter whole numbers without percentage mark, decimal point or decimal number.)

II. Course Types.

What percentage of the ALE courses taken by your students were classified as "online", "remote", or "site based" on the dates provided? Totals for each date must equal 100% or 0%. (Enter whole numbers without percentage mark, decimal point or decimal number.)

	First day of class for school year	February 1	Last day of class for school year
Online Courses	100	100	100
Remote Courses	0	0	0
Site-based Courses	0	0	0
TOTAL	100%	100%	100%

III. District Certificated Instruction.

0.2 What is the total FTE of certificated teachers employed by the school district assigned to the ALE program? (Enter a number with two decimal places.)

IV. Assessment Participation.

0 What percentage of eligible students did not participate in required ELA and Math statewide testing? (Enter whole number without percentage mark, decimal point or decimal number.)

V. Full-day Kindergarten Enrollment

0 What is the annual headcount of students claimed as Full-day Kindergarten?

VI. Full-day Kindergarten Assessment Participation.

0 What was the headcount of students claimed as Full-day Kindergarten who participated in the WaKIDS assessment during the assessment window?

VII. Purchased Services.

- No** Yes or no, did the program purchase or contract for instructional or co-curricular services or activities included ALE written student learning plans? (Online courses or online courseware are not considered a service or activity and do not need to be reported.)
- Yes**

If yes, a 'Substantially Similar' report is required. The 'Substantially Similar' report can be found at this link: [Substantially Similar Spreadsheet](#). This file contains instructions on how to complete this report.

Once completed, email your **Substantially Similar Spreadsheet to the Alternative Learning Department** at ALDInfo@k12.wa.us.

Exit Without Saving

Save Application

SUMMARY OF FULL-TIME EQUIVALENT ENROLLMENT AS REPORTED ON FORM P223 FOR SCHOOL YEAR ENDING 2021

berdeen School District - (14005)

Grays Harbor County No. 14

E.S.D 113

Total ALE Enrollment

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
INDERGARTEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IRST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ECOND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HIRD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OURTH	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.80
IFTH	0.00	0.00	0.00	0.00	0.00	1.00	1.00	1.00	1.00	1.00	0.50
IXTH	1.85	1.85	1.85	1.85	1.85	1.85	1.85	0.85	0.85	0.85	1.55
EVENTH	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IGHTH	4.00	4.00	4.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.60
INTH	4.00	4.00	4.00	4.00	4.00	6.00	6.00	5.00	5.00	5.00	4.70
ENTH	7.11	5.66	5.66	5.66	6.66	6.40	5.40	5.40	5.40	5.40	5.88
LEVENTH	6.56	6.56	6.56	6.30	5.04	7.04	7.04	4.96	3.96	3.96	5.80
WELFTH	8.19	7.93	7.87	7.61	7.41	3.11	2.59	2.70	2.62	2.17	5.22
** TOTALS	34.71	33.00	32.94	30.42	29.96	30.40	28.88	24.91	22.83	22.38	29.04

Total ALE Enrollment - By Grade Span

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
INDERGARTEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RADES 1-3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RADE 4	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	1.00	1.00	1.80
RADES 5-6	1.85	1.85	1.85	1.85	1.85	2.85	2.85	1.85	1.85	1.85	2.05
RADES 7-8	5.00	5.00	5.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.60
RADES 9-12	25.86	24.15	24.09	23.57	23.11	22.55	21.03	18.06	16.98	16.53	21.59
** TOTALS	34.71	33.00	32.94	30.42	29.96	30.40	28.88	24.91	22.83	22.38	29.04

**Aberdeen School District
Career and Technical Education (2021-2026)**

	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
<u>Advisory Committees</u>	<p>Conduct program evaluations of all program areas in the fall</p> <p>Ensure all advisory committees review necessary labor data and annual documentation in the fall</p> <p>GAC – continue lens of CLNA process and equity within programs</p> <p>Data collection/reporting in accordance with CLNA requirements</p> <p>Evaluate advisory committees for possible combinations</p> <p>Host spring advisory dinner at AHS</p>	<p>Continue program evaluation process; revise form if needed</p> <p>Ensure all advisory committees review necessary labor data and annual documentation</p> <p>Implement CLNA; data collection/reporting in accordance with CLNA requirements</p> <p>Appoint community chairs for each program committee</p> <p>Include labor union representatives in appropriate advisory committees</p>	<p>Continue program evaluation process; revise form if needed</p> <p>Ensure all advisory committees review necessary labor data and annual documentation</p> <p>Data collection/reporting in accordance with CLNA requirements</p>	<p>Continue program evaluation process; revise form if needed</p> <p>Ensure all advisory committees review necessary labor data and annual documentation</p> <p>Data collection/reporting in accordance with CLNA requirements</p> <p>Host spring advisory dinner at AHS</p>	<p>Continue program evaluation process; revise form if needed</p> <p>Ensure all advisory committees review necessary labor data and annual documentation</p> <p>Data collection/reporting in accordance with CLNA requirements</p>
<u>Program/Curriculum Review</u> Curriculum and Frameworks	<p>Update all CTE frameworks by December</p> <p>Submit all Business and Marketing programs for re-approval (due 1/31/2022)</p>	<p>Update all CTE frameworks by December</p> <p>Re-approval for Agriculture Science programs in January (due 1/31/2023)</p>	<p>Update all frameworks by December</p> <p>Re-approval for Skilled and Technical Sciences programs in January (due 1/31/2024)</p>	<p>Update all frameworks by December</p> <p>Re-approval for STEM, Health Sciences programs in January (due 1/31/2025)</p>	<p>Update all frameworks by December</p> <p>Re-approval for Family and Consumer Sciences programs in January (due 1/31/2026)</p>

	<p>Further explore cross credit coursework for meeting graduation requirements</p> <p>Implement new Criminal Justice textbooks</p> <p>Implement new ASL curriculum resources Beta tested in 20-21</p> <p>Submit FCC filing and renewal request for KAHS licensing</p> <p>Convert AP Art to a CTE AP program</p>	<p>Submit any new courses by 4/15 for following year</p> <p>Establish partnerships among programs including ASL/Video production for creation of education videos and Culinary Arts and CAT's Cave to combine production and marketing/selling of products</p> <p>Incorporate forensic labs into the Criminal Justice program</p>	<p>Submit any new courses by 4/15 for following year</p> <p>Explore automation controls curriculum for Electrical Engineering program</p> <p>Implement a safety office in the art program and working with the AHA Art Club to reinforce safety guidelines</p>	<p>Submit any new courses by 4/15 for following year</p>	<p>Submit any new courses by 4/15 for following year</p>
<p>=====</p> <p>Standards Alignment</p> <p>=====</p>	<p>Ensure all state standard alignment is current</p>	<p>Ensure all state standard alignment is current</p>	<p>Ensure all state standard alignment is current</p>	<p>Ensure all state standard alignment is current</p>	<p>Ensure all state standard alignment is current</p>
<p>=====</p> <p>Middle/High School Programming</p> <p>=====</p>	<p>Restore STEM Lab, Robotics, Digttools and Technical Arts CTE coursework areas at Miller Junior High</p> <p>Implement updated STEM modules in STEM lab for use; increase use in after school program</p> <p>Focus on Women in STEM leadership opportunities for students</p>	<p>Conduct CLNA to determine high wage, high demand fields and program alignment</p> <p>Expand CTE options for students at Miller Junior High</p>	<p>Utilize program evaluation data to explore future programming</p> <p>Utilize CLNA results to focus on areas of need to provide equity and access for students</p>	<p>Utilize program evaluation data to explore future programming</p> <p>Utilize CLNA results to focus on areas of need to provide equity and access for students</p>	<p>Utilize program evaluation data to explore future programming</p> <p>Utilize CLNA results to focus on areas of need to provide equity and access for students</p>

**Aberdeen School District
Career and Technical Education (2021-2026)**

<p>Skills Center</p>	<p>Complete NATEF re-certification process for automotive program</p> <p>Expand summer skills center options to include forest management course in partnership with Rayonier and PEI</p>	<p>Conduct CLNA to determine high wage, high demand fields and program alignment</p>	<p>Conduct student interest surveys programs in the skills center program</p>	<p>Utilize program evaluation data to explore future programming</p>	<p>Utilize program evaluation data to explore future programming</p>
<p>Certifications</p>	<p>Review state list of possible industry certifications when released; expand as available</p> <p>Early Achiever’s re-rating in new format for Snug Harbor</p> <p>Explore Universal Services Office certification for banking students</p>	<p>Add certifications as possible – include First Aid and Food Handler’s for any programs where relevant</p> <p>Explore OSHA 10 safety certification for construction programming</p>	<p>Expand industry certifications to align to state identified options</p>	<p>Expand industry certifications to align to state identified options</p>	<p>Expand industry certifications to align to state identified options</p>
<p>Marketing</p>	<p>Twin Harbors webpage revamp</p> <p>Social media process for regular updates</p> <p>Twin Harbors staff “road trip” to</p>	<p>Create CTE promo videos</p> <p>Evaluate CTE website contents</p> <p>Continue Twin Harbors “road trip”</p>	<p>KAHS spots</p> <p>Continue Twin Harbors “road trip”</p> <p>Counselor breakfast led by students</p>	<p>Website maintenance</p> <p>Counselor breakfast led by students</p> <p>K-8 career/elective fairs; tours</p>	<p>Website maintenance</p> <p>Counselor breakfast led by students</p> <p>K-8 career/elective fairs; tours</p>

	<p>consortium districts</p> <p>CTE “SWAG” pack for staff and stakeholders</p> <p>Counselor breakfast led by students</p> <p>CTE/Skills Center presence at Aberdeen weekend market, summer 2022</p>	<p>Counselor breakfast led by students</p> <p>K-8 career/elective fairs; tours</p> <p>Increase social media presence</p> <p>Community presentations</p> <p>Student ambassador presence during parent conferences</p>	<p>K-8 career/elective fairs; tours</p> <p>Social media campaign</p> <p>Explore CTE Shows Its Best option for community showcase</p> <p>Student ambassador presence during parent conferences and/or other family events</p>	<p>KAHS spots</p> <p>Continue Twin Harbors “road trip”</p> <p>Student ambassador presence during parent conferences and/or other family events</p>	<p>KAHS spots</p> <p>Continue Twin Harbors “road trip”</p> <p>Student ambassador presence during parent conferences and/or other family events</p>
<p><u>Guidance and Advisement</u></p>	<p>Continue to incorporate advisory into skills center courses</p> <p>Exposure to field trips, guest speakers, student enterprises and work-based learning</p> <p>Explore pre-apprenticeship options with community work group</p> <p>Partner with Grays Harbor Youth Works for internship opportunities and sophomore career pathway day</p>	<p>Exposure to guest speakers, student enterprises and work-based learning</p> <p>Prepare any pre-apprenticeship programs and alignments</p> <p>Partner with Grays Harbor Youth Works for internship opportunities and sophomore career pathway day</p> <p>Incorporate CTE into district and regional career fair events</p>	<p>Exposure to guest speakers, student enterprises and work-based learning</p> <p>Formalize any pre-apprenticeship options ready for implementation</p> <p>Partner with Grays Harbor Youth Works for internship opportunities and sophomore career pathway day</p>	<p>Exposure to field trips, guest speakers, student enterprises and work-based learning</p> <p>Partner with Grays Harbor Youth Works for internship opportunities and sophomore career pathway day</p>	<p>Exposure to field trips, guest speakers, student enterprises and work-based learning</p> <p>Partner with Grays Harbor Youth Works for internship opportunities and sophomore career pathway day</p>
<p><u>Facilities and Equipment</u></p>	<p>Finalize studio space at Miller Junior High for recording and editing</p> <p>Implement camera set up in automotive shop</p>	<p>Evaluate shop equipment for safety, possible upgrades</p> <p>Review computer lab spaces for any upgrades</p>	<p>Evaluate shop equipment for safety, possible upgrades</p> <p>Review computer lab spaces for any upgrades</p>	<p>Evaluate shop equipment for safety, possible upgrades</p> <p>Review computer lab spaces for any upgrades</p>	<p>Evaluate shop equipment for safety, possible upgrades</p> <p>Review computer lab spaces for upgrades</p>

**Aberdeen School District
Career and Technical Education (2021-2026)**

	<p>Replacement of deteriorating greenhouse siding</p> <p>Incorporate new art room furniture</p> <p>Complete covered overhang in construction area for outdoor building and storage opportunities</p>	<p>Consider additional 3D printing capacity at Miller</p> <p>Incorporate advisory committee feedback/CLNA into budget planning</p> <p>Explore cooking expansion in culinary classroom</p> <p>Explore furniture options for 3D art room at AHS</p>	<p>Evaluate camera equipment – purchase upgraded equipment as needed</p> <p>Incorporate advisory committee feedback/CLNA into budget planning</p> <p>Replacement of furniture in 3D art room at AHS</p>	<p>Incorporate advisory committee feedback/CLNA into budget planning</p>	<p>Incorporate advisory committee feedback/CLNA into budget planning</p>
<p><u>Leadership, Employability and Work-Based Learning</u></p>	<p>Complete new Program of Work documents in all program areas for approval each fall</p> <p>Expand leadership opportunities through local consortium activities</p> <p>Maximize student based learning enterprises</p> <p>Add presence at Aberdeen weekend market in Summer 2022</p> <p>Conduct after school activities in 21st Century programs</p>	<p>Update Leadership Program of Work documents</p> <p>Increase work-based learning opportunities for students at Harbor High and AHS – determine how best to partner with Grays Harbor Youth Works and other community organizations – may include a consortium in Grays Harbor to provide facilitation</p> <p>Revamp I-period opportunities as needed</p>	<p>Update Leadership Program of Work documents</p> <p>Implement internship and apprenticeship connections for students</p> <p>Increase work-based learning opportunities for students</p> <p>Create and expand community partnerships for work-based learning options in and out of the district</p> <p>Incorporate art and Criminal Justice students into SkillsUSA competitions</p>	<p>Update Leadership Program of Work documents</p> <p>Increase work-based learning opportunities for students</p>	<p>Update Leadership Program of Work documents</p> <p>Increase work-based learning opportunities for students</p>

	<p>Expand Wellness Week at AHS to include groups beyond the medical students</p> <p>Reinstitute HOSA and Blood Drive activities with the medical programs</p> <p>Implementation of I-Period – build capacity for CTE related skill building and leadership opportunities</p> <p>Track Work-Based Learning activities in Skyward for all CTE students per OSPI guidance</p> <p>Return to daily live radio shows at AHS</p> <p>Host Family art nights and engage in art shows in the community</p> <p>Participate in regional forestry field trip opportunities with PEI</p>				
<p><u>Teacher Certification</u></p>	<p>Review conditional certification applications for two-year status – maintain required 50 clock hours on file in CTE office</p>	<p>Increase number of staff with initial/continuing certifications</p> <p>Renew conditional certifications as necessary</p>	<p>Increase number of staff with initial/continuing certifications</p> <p>Renew conditional certifications as necessary</p>	<p>Increase number of staff with initial/continuing certifications</p> <p>Renew conditional certifications as necessary</p>	<p>Increase number of staff with initial/continuing certifications</p> <p>Renew conditional certifications as</p>

**Aberdeen School District
Career and Technical Education (2021-2026)**

	Ensure people are pursuing the necessary clock hours/credits including STEM and TPEP while working toward initial certifications	Ensure people are pursuing the necessary clock hours/credits including STEM and TPEP	Ensure people are pursuing the necessary clock hours/credits including STEM and TPEP	Ensure people are pursuing the necessary clock hours/credits including STEM and TPEP	necessary Ensure people are pursuing the necessary clock hours/credits including STEM and TPEP
<u>Tech Prep/Articulation</u>	<p>Renew articulations as scheduled</p> <p>Pierce County Colleges teacher verification forms Renewed: video, HVAC New: Digital Photography, Excel</p> <p>South Puget Sound Community College teacher verification forms renewed (auto)</p> <p>Implement Natural Resources articulation with Grays Harbor College</p> <p>Renew Desktop Publishing, Early Childhood Education, and Professional Medical Careers articulations with Grays Harbor College</p>	<p>Review Pierce County options for current courses offered</p> <p>Complete verification forms for Pierce County schools, South Puget Sound Community College, Universal Technical Institute and Perry Technical Institute</p> <p>Renew Medical Assisting, Carpentry, Culinary Arts articulations with Grays Harbor College in Spring, 2023</p>	<p>Evaluate new articulation opportunities with and outside of Grays Harbor College</p> <p>Review Pierce County options for current courses offered</p> <p>Complete verification forms for Pierce County schools, South Puget Sound Community College, Universal Technical Institute and Perry Technical Institute</p> <p>Renew: Criminal Justice articulation with Grays Harbor College</p>	<p>Evaluate new articulation opportunities with and outside of Grays Harbor College</p> <p>Review Pierce County options for current courses offered</p> <p>Complete verification forms for Pierce County schools, South Puget Sound Community College, Universal Technical Institute and Perry Technical Institute</p> <p>Renew Desktop Publishing, Early Childhood Education, and Professional Medical Careers articulations with Grays Harbor College</p>	<p>Evaluate new articulation opportunities with and outside of Grays Harbor College</p> <p>Review Pierce County options for current courses offered</p> <p>Complete verification forms for Pierce County schools, South Puget Sound Community College, Universal Technical Institute and Perry Technical Institute</p> <p>Renew Medical Assisting, Carpentry, Culinary Arts articulations with Grays Harbor College</p>

CTE Director Signature: _____

Date: _____

Advisory Committee Signature: _____

Date: _____

Board Member Signature: _____

Date: _____

**CONTRACT FOR SERVICES BETWEEN
Twin Harbors, a branch of New Market Skills Center
AND
Harbor Regional Health**

In consideration of the promises and conditions contained herein, Twin Harbors, a branch of New Market Skills Center (the Skills Center) and Harbor Regional Health (HRH) do mutually agree as follows:

1. Conditional upon the action of the Aberdeen School District Board of Directors at its meeting on August 17, 2021 the Skills Center hereby contracts with HRH to perform the professional services identified in Paragraph 3 hereof.
2. HRH shall perform all duties pursuant to this Contract as an independent contractor, and persons engaged by HRH to perform services pursuant to this Contract shall be its employees and not employees of the Skills Center. HRH and its employees are not employees, agents, representatives, or spokespersons of the Skills Center, and will not represent or hold themselves out as employees, agents, representatives, or spokespersons of the Skills Center. The Skills Center shall not direct the manner in which the services provided for herein are performed or withhold or pay any taxes on behalf of HRH or its employees.
3. Description of Professional Services:

HRH shall provide professional advisory services to assist the instructor employed by the Skills Center in the provision of all course materials and information in the Professional Medical Careers program. It is expected that such services may be concentrated at the beginning of the school year and will taper to an as needed basis.

- A. Assist in the continued curriculum development of Skills Center's Professional Medical Careers program.
- B. Provide mentoring to include classroom instruction techniques, use of course materials, and familiarity with course standards including DSHS and DOH regulatory requirements.
- C. Participate in the Professional Medical Careers Advisory Committee.

Further, HRH shall provide professional instructional services of not less than one session of three hours each of career and technical education on an as needed or substitute (fill-in) basis upon request of the Aberdeen School District. HRH shall provide said services in a manner consistent with applicable health care standards.

For one session HRH shall provide professional services of up to four (4) hours per day, including not less than three (3) hours per day of direct student instructional contact time. HRH and its employees shall provide the following professional services:

- a. Assist with training of students in the Professional Medical Careers skill areas.

- b. Assess student skills/competencies and student progress.
 - c. Such other related services as the Skills Center Director may request, upon mutual agreement.
- 4. Student instruction will be provided in accordance with the Skills Center school calendar. The services provided pursuant to Paragraph 3 shall not include summer school programs.
- 5. Any person providing services under this Contract shall hold a career and technical education teaching certificate issued by the Office of the Superintendent of Public Instruction. HRH shall file with the Skills Center a copy of the career and technical education teaching certificate(s) for persons providing services pursuant to this Contract. Any fees associated with obtaining this certificate shall be borne by the Skills Center.
- 6. HRH and its employees providing services under this Contract shall comply with all applicable laws and regulations and Skills Center policies and procedures. HRH will remove from performance of services under this Contract instructional staff that the Skills Center determines to be less than satisfactory.
- 7. Students enrolled in the program identified in Paragraph 3 shall not perform duties of HRH personnel. Any service rendered by students is incidental to the educational purpose of the activity.
- 8. HRH will hold harmless and indemnify Skills Center from liabilities, bodily injury or property damage due to the negligence of HRH. Furthermore, Skills Center will hold harmless and indemnify HRH from liabilities, bodily injury or property damage due to the negligence of Skills Center in connection with this Agreement. If both parties are deemed negligent, then each party will be responsible for their proportional amount as deemed by Washington State Law.
- 9. HRH shall maintain such insurance as will protect against claims, damages, losses and expenses arising out of, or resulting from, all activities relating to this Contract. Such insurance coverage shall be for a minimum of the following amounts and may be provided through HRH's self-insurance program:
 - A. Bodily Injury liability - \$1,000,000
 - B. Property Damage liability - \$1,000,000
 - C. HRH agrees to name the Skills Center as an additional insured with respect to the above-described insurance coverage

Evidence of insurance in accordance with the paragraph shall be provided to the Skills Center upon request during the term of this Contract. Such insurance shall provide that the Skills Center shall receive notification prior to any cancellation, expiration, or termination of the coverage during the term of this Contract.

- 10. HRH is solely responsible for the payment of all payroll taxes (including but not limited to FICA, FUTA, federal income tax withholding, workers' compensation, and state unemployment compensation) on behalf of all persons providing services on behalf of

HRH pursuant to this Contract. HRH shall maintain any and all business and other required licenses. The Skills Center reserves the right to require annual certification of HRH's compliance with the terms of this paragraph by a Certified Public Accountant. Professional fees and costs incurred in connection with such annual certification will be the sole responsibility of the Skills Center.

11. HRH shall be compensated by the Skills Center for professional services provided pursuant to Paragraph 3, in the amount of \$40.69 to \$71.08 hourly range depending on Instructor qualifications (see Addendum A). HRH will provide a monthly invoice to Skills Center with payment due 30 days from invoice date, subject to the termination provisions of the Contract. Upon prior approval by the Skills Center Director, additional services shall be billed at the rate of \$40.69 to \$71.08 per hour, including expenses. Expenses related to student leadership and advising of student leadership activities will be paid for by the Skills Center.
12. The Skills Center is responsible for student record keeping, program communication with parents, the provision of student supplies, clerical program supplies, classroom supplies, and textbooks.
13. The Skills Center is responsible for the purchase and expenses of medical supplies used in instruction. HRH will provide information and listing of necessary supplies and work with the Skills Center to purchase said supplies.
14. HRH will provide the durable equipment and supplies as listed in Addendum B. Such equipment/supplies will remain the property of HRH and will be maintained at the HRH STAT Center. Additional durable equipment and supplies purchased by The Skills Center will remain the property of The Skills Center. The Skills Center will have access, at no charge, to the HRH STAT Center for skills training at minimum of two (2) days per week, three (3) hours per day. Such schedule will be negotiated in accordance and agreement with HRH Education Calendar. Additional skills training hours will be provided for up to three (3) weeks prior to student NACES testing.
15. HRH shall require a criminal history records check in accordance with RCW 28A.400.303 or 1996 Washington Laws, Chapter 126 for all persons providing services pursuant to this Contract. HRH shall not employ any person to perform services pursuant to this Contract who has pleaded guilty to or been convicted of any felony crime(s) against children, as specified in RCW 28A.400.330. Failure to comply with this condition shall be grounds for immediate termination of the Contract by the Skills Center.
16. HRH and its employees will not have the authority to accept donations, loan, or give away Skills Center property, or borrow or accept property from other schools, businesses, or private individuals on behalf of the Skills Center.
17. No person shall, on the grounds of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to the Contract.

18. This Contract shall commence as of September 1, 2021 for professional services as described in Paragraph 3 until July 31, 2024 unless earlier terminated by either party with or without cause with not less than thirty (30) days written notice to the other party. If terminated before July 31, 2024, payment for services provided hereunder shall be pro-rated based on the number of days of service actually rendered.
19. Each party acknowledges that during the course of the Contract, each party may be brought into contact with confidential patient records, business plans, methods of operations, compensation methods and formulas, performance standards, pricing policies, marketing strategies, records, trade secrets and other information about the other party's operations and business of a confidential nature (collectively "Confidential Information"). Therefore, during the term of the Contract and thereafter, each party agrees that it shall not in any manner, directly or indirectly, disclose or divulge to any person or other entity whatsoever, or use for any purpose any Confidential Information of the other party, except for purposes necessary and proper for the performance of a party's obligation under the Contract, as required by law (including, but not limited to, Hospital's compliance with Washington's Public Records Act as set forth in RCW Chapter 42.56, as applicable), or for the purposes of defending such party in a court, administrative or arbitration proceeding against it. The confidentiality provisions of this Section 20 shall survive the expiration or termination of the Agreement.
20. The parties acknowledge that medical and other records ("protected health information") are protected by and subject to numerous laws, rules and regulations regarding privacy, security, confidentiality, consent, access and disclosure. The parties agree to comply with all privacy, security, confidentiality, consent, access and disclosure requirements, including all documentation and access requirements, of applicable federal and state laws, rules and regulations, including, without limitation, the Washington State Uniform Health Care Information Act (RCW 70.02) and the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §1320d, and the implementing administrative simplification regulations codified at 45 C.F.R. Subtitle A, Subchapter C, Part 160 et. seq., as amended from time to time, including without limitation amendments promulgated under the Health Information Technology for Economic and Clinical Health ("HITECH") Act ("HIPAA"). If the parties determine that either party is a "business associate" of the other as defined by HIPAA, the parties will enter into Hospital's standard business associate agreement regarding compliance with the HIPAA privacy regulations.
21. In the performance of its obligations under this Contract, it is the parties' intent that HRH and its employees, contractors, agents, and representatives are at all times acting and performing as independent contractors. Nothing in this Contract is intended to create or imply any sort of joint venture, partnership, co-venture, investment or other business relationship between the parties, nor is it intended to create or imply any sort of employer/employee relationship between the parties. Neither party will have the authority to bind the other party under any contract or agreement or incur any debts or other obligations on behalf of the other party without the express prior written approval of the other party.
22. Neither party may assign its rights, duties or obligations under the Contract without the prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign the Contract to any affiliate,

subsidiary, parent, or related organization of such party, or to a successor by purchase, lease, merger, consolidation or operation of law without the other party's consent.

23. The provisions of the Contract shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of the Contract shall be effective and binding upon the parties.
24. A party's failure at any time to require strict performance of any of the provisions under the Contract shall not waive or diminish the party's right thereafter to demand strict compliance with that or any other provision. Waiver of any default shall not waive any other default.
25. The validity, interpretation and performance of the Contract shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any action brought to interpret or enforce any provision of the Contract shall be proper in any court having jurisdiction in Grays Harbor County, Washington.
26. The Contract including all attachments, exhibits, schedules and addenda, is the entire agreement between the parties regarding the Services and Equipment, and no other agreements, oral or written, have been entered into with respect to the subject matter of the Contract. The Contract, as may be amended from time to time, supersedes all prior agreements related to the subject matter herein between the parties, whether oral or written. The Contract may only be amended by the mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties.
27. This Contract may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument. Signatures transmitted by facsimile or electronic mail shall be deemed valid execution of this Contract, binding on the parties.
28. Each of the individuals executing this Contract on behalf of the Skills Center and HRH warrant that they are the authorized signatory of the entity for which they are signing, and have sufficient corporate authority to execute this Contract.
29. Neither party is liable for any failure or reasonable delay in performance under this Contract due to a cause beyond a party's reasonable control, including, but not limited to, restrictions of law, regulations, orders or other governmental directives, labor disputes, strikes, acts of God, acts of war, terrorist activities, fire or floods. In the event of any such delays, the time for performance shall be extended as reasonably necessary to enable performance.
30. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective permitted successors and assigns.
31. Sections 8, 12, 19, 20, 21, 23, 25, 27, 28, 29, 30 of this Contract shall survive the expiration or termination of the Contract for any reason.

As of January 1, 2015, the provisions set forth below shall apply in addition to the terms and provisions set forth in Section 1 through 31 above. In the event of any conflict between the provisions of Section 1 through 31 of this Contract and the provisions 32 through 35 set forth below of this Contract, the provisions 32 through 35 set forth below shall control.

- 32. **Assignment to Public Hospital District.** Effective as of January 1, 2015, the Contract and all amendments thereto, is assigned by Harbor Regional Health, a Washington non-profit corporation, to Grays Harbor Public Hospital District No. 2 d/b/a Harbor Regional Health Community Hospital, a Washington municipal corporation. All references in the Contract to "Hospital" or "HRH" shall refer to Grays Harbor County Public Hospital District No. 2 d/b/a Harbor Regional Health Community Hospital.
- 33. **Public Records Act.** The parties acknowledge and agree that Hospital, as a Washington state public hospital district and a municipal corporation under Washington law, is required to comply with the Washington State Public Records Act, Ch. 42.56 RCW (the "PRA"). Nothing in the Agreement shall be deemed to require Hospital to act in any manner that is inconsistent with Hospital's obligations under the PRA.
- 34. **Termination for Jeopardy to Public Hospital District Status.** In the event that either party's performance of any provision of the Agreement could jeopardize Hospital's status as a public hospital district, the parties will immediately initiate good faith negotiations to resolve the matter through amendments to the Agreement. If the parties are unable to resolve the matter within thirty (30) days, either party may, at its option, terminate this Contract immediately, by providing written notice thereof to the other party.
- 35. **Survival of Terms.** Sections 32, 33, and 34 of this Addendum shall survive the expiration or termination of the Agreement for any reason. For purposes of clarity, the sections set forth in this Section 35 shall be in addition to those sections set forth in Section 31.

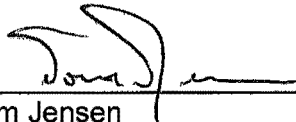
All applicants seeking employment opportunities and all contracts for personal services, and goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, sexual orientation or disability. This is in accordance with Title VII of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, PL 101-336; and Title IX of the Education Amendments of 1972, as amended.

Executed this _____ day of _____, 2021.

Twin Harbors, a branch of New Market
Skills Center

Harbor Regional Health

Alicia Henderson
Superintendent



Tom Jensen
CEO

**Addendum A
Professional Services**

Employee	Salary	% Benefit Multiplier	Total Compensation
1	30.83	32	40.69
2	42.03	32	55.47
3	44.50	32	58.74
4	53.85	32	71.08

Current effective September 1, 2021

Employee 1: Non-RN. Assist with monitor classroom for exams, class work, and projects.

Employee 2: Clinical RN Educator with BSN

Employee 3: Clinical RN Educator with MN, MEd, MSN, MNE or equivalent

Employee 4: Director/Clinical RN Educator with MN, MEd, MSN, MNE or equivalent

Addendum B	
Durable Equipment and Supplies	
Item	Amount
Adjustable bed with side rails	3
Chair	3
Clock (preferred) or Wrist Watch with second hand	3
Dedicated Fax machine	1
Glove Box Holder (triple)	3
Hoyer Lift (or other patient lift)	1
Mannequin with removable catheter	2
Privacy curtain, Screen or Door if private room	3
Scale, calibrated	1
Signaling device	3
Sink with running water in room	2
Soiled linen container	3
Table, bedside	3
Table, over bed	3
Toilet/Bedside Commode/Collection container clearly labeled commode	1
Wastebasket with liner for bed	3
Wastebasket with liner for sink	3
Wheelchair with footrests	1
Basin, bath	24
Basin, emesis	22
Bedpan	6
Blood Pressure cuff	3
Denture cup w/lid	3
Dentures	3
Knee-high elastic stockings	3
Measuring container	6
Stethoscope, dual earpiece	2
Syringe for Catheter	3
Transfer (<i>gait</i>) belt/with extender	3
Meal Tray with client's name on meal card	3
Item	Amount
Clothing protector (<i>bib, towel, or napkin</i>)	20
Clothing (<i>extra large tops that open in front – no hospital gowns</i>)	6
Gowns (<i>patient</i>)	20
Linen Sets: pillowcase, top and bottom sheets (<i>fitted or flat</i>)	20
Pad, waterproof/incontinent (<i>may use towel or drawsheet as waterproof pad</i>)	20
Bath blanket	10
Pillows	12
Towels	40
Washcloths	60

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT (“Agreement”) is made and entered into by and between **Twin Harbors, a branch of New Market Skills Center**, a consortium of eleven high schools in ten school districts in Washington located at 410 North G Street in Aberdeen, Washington (“the Skills Center”) and **Harbor Regional Health**, a Washington non-profit corporation located at 915 Anderson Drive in Aberdeen, Washington (“Training Site”).

The purpose of this Agreement is for Training Site, which is committed to training health care professionals, to provide desirable clinical learning experiences and facilities for the Skills Center’s students who are enrolled in the Professional Medical Careers (“PMC”) program at the Skills Center and for the Skills Center to provide students who desire to obtain clinical learning experiences as a Nursing Assistant-Certified. The sole PMC program associated with this contract is a Nursing Assistant-Certified program. Training Site’s provision of clinical learning experiences and facilities for the Skills Center’s students enrolled in its PMC program shall be referred to as a “Clinical Education Program” and will be in compliance with the Skills Center curriculum, in accordance with written objectives provided by the Skills Center to the Training Site, in compliance with the standards and recommendations of the Washington State Department of Social and Health Services and the Washington State Department of Health, and in accordance with Training Site policies and procedures.

In consideration of the mutual covenants and agreement contained herein, the Skills Center and Training Site agree as follows:

I. GENERAL PROVISIONS

- A. The Skills Center and Training Site agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, the Skills Center may develop letter agreement(s) with Training Site to formalize operational details of the Clinical Education Program (a “Letter Agreement”). These details include, but are not limited to, the following:
- Beginning date and length of the Clinical Education Program (to be mutually agreed upon at least one (1) month before the beginning of the Clinical Education Program);
 - Number of students that may participate in the Clinical Education Program at any time. The maximum student to instructor ratio will be 10 to 1 in accordance with Washington State Department of Health and Washington State Department of Social and Health Services requirements. Each student will be supervised by an instructor employed by the Skills Center;
 - Specific days, hours, and locations for the Clinical Education Program;
 - Specific learning objectives and performance expectations for students;
 - Specific allocation of responsibilities for the Faculty Liaison and Clinical Education Program Instructor(s) as referenced elsewhere in this Agreement
 - Deadlines and format for student progress reports and evaluation forms

Any such Letter Agreement shall be attached to the Agreement as Exhibit A, will be considered to be attachments to this Agreement and incorporated herein, will be binding when signed by authorized representatives of each party, and may be modified by subsequent Letter Agreements signed by authorized representatives of each party.

- B. The Skills Center and Training Site will collaborate on appropriate student assignments and Training Site personnel in the coordination of the student's clinical learning experience.
- C. The Skills Center and Training Site will instruct their respective faculty, staff, and students participating in the Clinical Education Program, to maintain confidentiality of student and patient information as required by law and by the policies and procedures of the Skills Center and Training Site.
- D. There will be no payment of charges or fees between the Skills Center and Training Site.
- E. The Skills Center and Training Site shall not discriminate against any program participant or applicant covered under this Agreement because of race, color, creed, marital status, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, sex, or sexual orientation, nor will the Skills Center and Training Site engage in such discrimination in their employment or personnel policies; provided that the prohibition against participation because of handicap shall not apply if the particular disability prevents the individual from performing the essential function of his or her clinical responsibilities, even with reasonable accommodation.

II. THE SKILLS CENTER RESPONSIBILITIES

- A. The Skills Center will provide information to Training Site concerning its curriculum and the professional and academic credentials of its faculty for the students at Training Site. Faculty are to be licensed, registered, or certified as required by law. The Skills Center will designate an appropriately qualified and credentialed faculty member to coordinate and act as the Liaison with the Training Site. The Skills Center will be responsible for instruction and administration of the students' academic education program. The Skills Center will notify Training Site in writing of any change or proposed change of its Liaison. The Skills Center will have the final responsibility for grading students.
- B. The Skills Center Program Director and faculty shall have the responsibility, with consultation by Training Site, to plan the Clinical Education Program for student clinical experiences. The Skills Center faculty will attend and complete orientation to Training Site in preparation for supervising students during the Clinical Education Program. The Skills Center faculty will provide adequate orientation in Training Site policies and procedures as well as all applicable federal and state laws for students.
- C. The Skills Center faculty will meet with the Training Site at the beginning and end of the Clinical Education Program to discuss and evaluate the

Clinical Education Program, and more frequently, as needed. These meetings will take place in person if practicable; otherwise by telephone conference. The Skills Center is responsible for arranging and planning the meetings. Training site may request such meetings as it determines necessary.

- D. The Skills Center will provide the names and information pertaining to relevant education and training for all students enrolled in the Clinical Education Program at least four (4) weeks before the beginning date of the Clinical Education Program. The Skills Center is responsible for supplying any additional information required by Training Site as set forth in this Agreement, prior to the arrival of students. The Skills Center will notify Training Site in writing of any change or proposed change in a student status.
- E. The Skills Center will obtain evidence of current immunizations against diphtheria, tetanus, poliomyelitis, measles (rubeola), mumps, rubella (or a positive rubella titer), and of Hepatitis B immunization status for those students who will be in contact with patients/clients. For each student born after 1956, the Skills Center will maintain on file records of positive titer or of post-1967 immunization for rubella and rubeola. At the time of immunization, students with no history of exposure to chicken pox will be advised to get an immune titer. The Skills Center will require PPD testing or follow-up as recommended if the students are PPD-positive or have had BCG. The Skills Center will provide information to Training Site regarding student status concerning the above requirements. The Skills Center shall require that NAC students only need to have HBV and TB skin testing or X-ray on file.
- F. The Skills Center will assign to Training Site only those students who have satisfactorily completed the prerequisite didactic and skills training portions of the curriculum and who meet the other qualifications set forth in the Letter Agreement(s) for the Clinical Education Program.
- G. The Skills Center shall require each student who may be placed at Training Site to obtain his/her criminal history background record pursuant to RCW 43.43.834, RCW 43.43.838, and "Child and Adult Abuse Laws" and to release a copy of that record to the Skills Center, and to authorize the Skills Center to transmit that record or copy thereof to Training Site at the beginning of the Clinical Education Program. The Skills Center acknowledges that placement of each student at Training Site is contingent upon provision of the criminal backgrounds check results dated less than two months prior to the commencement of the Clinical Education Program placement.
- H. The Skills Center will comply with and ensure to the extent possible that students comply with the policies and procedures established by Training Site. The Skills Center will notify each student of his/her status and responsibilities pursuant to this Agreement.

- I. The Skills Center will inform students that they are responsible for their own health needs, health care costs, and health insurance coverage.
- J. The Skills Center agrees to make available the necessary equipment and books that are needed to meet the curriculum objectives.
- K. The Skills Center shall seek and maintain accreditation as a program in Washington State.
- L. The Skills Center shall ensure that its students participating in the Clinical Education Program shall comply with the requirements in Section IV of this Agreement.
- M. The Skills Center will prohibit the publication by the students of any material relative to their clinical learning experience that has not been approved for release by publication by both Training Site and the Skills Center.
- N. The Skills Center will obtain the signature of each student on a copy of the Student Acknowledgement form, Exhibit B, and provide signed form to Training Site prior to commencement of the Clinical Education Program.

III. TRAINING SITE RESPONSIBILITIES

- A. Training Site will use its reasonable best efforts to provide students with a desirable clinical education experience within the scope of health care services provided by Training Site. Training Site will designate in writing one person as the Clinical Education Program Coordinator who will maintain contact with the Skills Center designated Liaison to assure mutual participation in and review of the Clinical Education Program and student progress. Training Site will submit in writing to the Skills Center the academic credentials for the Clinical Education Program Coordinator. Training Site will notify the Skills Center in writing of any change or proposed change of the Clinical Education Program Coordinator.
- B. Training Site will provide the Skills Center faculty with orientation in preparation for supervising students during the Clinical Education Program.
- C. Training Site will provide students with access to sources of information necessary for the Clinical Education Program, within Training Site's policies and procedures and commensurate with patients' rights.
- D. Training Site will make available to students basic supplies and equipment necessary for care of patients/clients and the Clinical Education Program. Within the limitation of facilities, Training Site will make available office and conference space for students and faculty.
- E. Training Site will submit required reports, if applicable, on each student's performance and will provide student evaluations, if applicable, to the Skills Center on forms provided by the Skills Center.

- F. Training Site retains full responsibility for the care of patients/clients, and will maintain the quality of patient care without relying on the students' clinical training activities for staffing purposes.
- G. Training Site shall have the right to take immediate temporary action to correct a situation where a student's actions endanger any of Training Site's patients or jeopardize patient care. As soon as possible thereafter, Training Site's Clinical Education Program Coordinator will notify the Skills Center of the action taken. All final resolutions of the student's academic status in such situations will be made solely by the Skills Center after reviewing the matter and considering whatever written factual information Training Site provides for the Skills Center; however, Training Site reserves the right, in its sole and absolute discretion, to terminate the use of its facilities by any particular student where necessary to maintain its operation free of disruption and to ensure quality of patient care.
- H. In the event a student participating in the Clinical Education Program is injured while on Training Site's premises, the Training Site agrees to provide such student emergency health care. The student shall bear full responsibility for the cost of such emergency care and any necessary follow-up care, including care described elsewhere in the Agreement.
- I. Except as provided in this Agreement, Training Site will have no obligation to furnish medical or surgical care to any student.

IV. STUDENTS' STATUS AND RESPONSIBILITIES

- A. Students will have the status of learners and will not replace Training Site personnel. Any service rendered by students is incidental to the education purpose of the Clinical Education Program.
- B. Students are required to adhere to the standards, policies, and regulations of Training Site during their Clinical Education Program.
- C. Students will wear appropriate attire and name badges, and will conform to the standards and practices established by the Skills Center and Training Site during their Clinical Education Program at Training Site.
- D. Students assigned to Training Site will be and will remain students of the Skills Center and will in no sense be considered employees of Training Site. Training Site does not and will not assume any liability under any law relating to Worker's Compensation on account of any Skills Center student's performing, receiving training, or traveling pursuant to this Agreement. Students will not be entitled to any monetary or other remuneration for services performed by them at Training Site, nor will Training Site otherwise have any monetary obligation to the Skills Center or its students by virtue of this Agreement.

Neither the Skills Center nor any of its employees, agents, or students shall have any claim under the Agreement or otherwise against Training Site for Worker's Compensation, unemployment compensation, vacation pay, sick

leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other benefits. The Skills Center and its students shall indemnify, defend and hold harmless Training Site from any and all claims that the Skills Center, or any of its employees, agents, or students participating in a Clinical Education Program, is an employee of Training Site.

V. LIABILITY COVERAGE PROVISIONS; INDEMNIFICATIONS

- A. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, agents, or representatives (which includes students participating in the Clinical Education Program) in the performance of this Agreement. Neither party will be considered the agent of the other, and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement, except as set forth below.
- B. The Skills Center will defend, indemnify, and hold Training Site and its employees, agents, and representatives harmless from and against any and all liabilities that might be asserted against Training Site, and any and all costs, expenses and damages (including, without limitation, attorneys' fees and costs of appeals) incurred by Training Site arising from or in connection with the negligent or intentional acts or omissions of the Skills Center's employees, officers, agents, and students participating in the Clinical Education Program in connection with this Agreement.
- C. Training Site will defend, indemnify, and hold the Skills Center and its employees, agents, and representatives harmless from and against any and all liabilities that might be asserted against the Skills Center, and any and all costs, expenses and damages (including, without limitation, attorneys' fees and costs of appeals) incurred by the Skills Center arising from or in connection with the negligent or intentional acts or omissions of Training Site's employees, officers, agents, and students participating in the Clinical Education Program in connection with this Agreement.
- D. Each party to this Agreement shall provide or arrange for the provision of professional liability coverage either by a policy or by verification of applicable self-insured retention for itself and its employees, directors or trustees, officers, and agents in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate, and shall provide upon request a certificate or other evidence of such insurance to the other.
- E. The Skills Center is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.) and claims against the Skills Center and its employees, officers, and agents in the performance of their duties and the Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- F. Training Site maintains professional liability insurance coverage with Physicians Insurance A Mutual Company. Through that coverage, Training

Site provides liability coverage for its employees, officers, and agents in the performance of this Agreement; and further provides the means for defense and payment of claims that may arise against such individuals. The Skills Center maintains Students Medical Malpractice insurance coverage with Washington State Department of Risk Management for students performing under this Agreement at the Training Site.

VI. TERM

- A. This Agreement is effective for 3 years beginning September 1, 2021 and will expire on July 31, 2024. The Skills Center and Training Site will jointly plan student placement in advance of clinical experience taking into account the needs of the school for clinical placement, maximum number of students for who Training Site can provide a desirable clinical education experience, and the needs of other disciplines or schools requesting clinical placements.
- B. Either party shall have the right to terminate this Agreement, with or without cause, upon three (3) months' written notice to the other party. However, any Clinical Education Program currently in progress at the time of such termination shall continue for the remaining duration of the Clinical Education Program, unless terminated by mutual agreement of the parties.

VII. PROVISIONS REGARDING BLOOD-BORNE PATHOGENS

- A. The Skills Center certifies that it has trained each student it sends to Training Site in universal precautions and transmission of blood-borne pathogens and that it will send to Training Site only students who have been trained in and have practiced using universal precautions. The Skills Center has provided the opportunity to receive Hepatitis B (HBV) vaccine to all Clinical Education Program students before assignment to Training Site. Training Site will provide personal protection equipment that is appropriate for the tasks assigned to the Skills Center's students.
- B. In the event a student sustains a needle-stick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in the Clinical Education Program at Training Site, Training Site agrees to provide the following services, subject to Section III. H above:
 - Be seen by Training Site's employee health service and/or Emergency Department as soon as possible after the exposure;
 - Emergency medical care following the exposure;
 - Initiation of HBV, Hepatitis C (HCV), and HIV protocol;
 - HIV counseling and appropriate testing
- C. The source patient's HBV, HCV, and HIV status will be determined by Training Site in the usual manner to the extent possible. Training Site does not accept liability for any illness or injury subsequent to such accidental exposure, except as otherwise provided in the Agreement.

VIII. MISCELLANEOUS PROVISIONS

- A. Compliance with Applicable Laws. The Skills Center, Training Site, and students participating in the Clinical Education Program shall comply with all applicable federal, state, and local laws, regulations, and restriction in the performance of their obligations under this Agreement, including without limit, all laws and regulations related to the provision of health care services to Medicare, Medicaid, or other beneficiaries of state or federally funded health care programs. In addition, students participating in the Clinical Education Program shall comply with all policies, procedures, bylaws, rules, and regulations of Training Site.
- B. HIPAA Compliances. The Skills Center and Training Site acknowledge that medical and other records (“protected health information”) are protected by and subject to numerous laws, rules, and regulations regarding privacy, security, confidentiality, consent, access and disclosure requirements, including all documentation and access requirements, of applicable federal and state law, rules and regulations, including, without limitation, the Washington State Health Care Information Act (RCW 70.02) and the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §1320d.

Solely for the purpose of defining the students’ role in relation to the use and disclosure of the protected health information at Training Site, such students are defined as members of the Training Site’s workforce, as that term is defined by 45 C.F.R 160.103, when engaged in activities pursuant of this Agreement. However, such students are not and shall not be considered to be employees of Training Site.

- C. Confidentiality Protections. If either party (“Nondisclosing Party”) has access to, or knowledge of, information of a confidential or sensitive nature, including, but not limited to, this Agreement, medical records, business or financial records, or other matters or practices of the other party, (“Disclosing Party”), the Nondisclosing Party shall not, and shall ensure that its employees, agents or representatives (including students participating in a Clinical Education Program) do not, directly or indirectly, during the term of this Agreement or thereafter, disclose or use any such information for purposes other than those necessary and proper for the performance by the Nondisclosing Party of the services rendered pursuant to the Agreement or for the purpose of defending a Nondisclosing Party in a court, administrative or arbitration proceeding against it.
- D. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.
- E. Amendment. The Agreement may be modified only by a subsequent written Agreement executed by the parties. The provisions in the Agreement may not be modified by any attachment or Letter Agreement as described elsewhere in this Agreement.

F. Order of Precedence. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:

1. This Agreement;
2. Attachments to this Agreement in reverse chronological order.

G. Governing Law; Venue. The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by the laws of the State of Washington. Venue for any legal proceeding concerning the parties' rights and obligations under this Agreement shall be proper in a court having jurisdiction in Grays Harbor County, Washington.

H. Notices. All notices, demands, requests, or other communications required to be given or sent by the Skills Center or Training Site, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed to Dori Unterseher MN, RN, Director of Education, Harbor Regional Health, 915 Anderson Drive, Aberdeen WA 98520.

Each party may designate change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

I. Survival of Terms. Sections III.H, IV.D, V.A through V.C, VIII.A through VIII.C and VIII.F through VIII.G shall survive the expiration of termination of this Agreement for any reason.

J. Severability. If any provision of this Agreement, or of any other agreement, document or writing pursuant to or in connection with the Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only, without in any way affecting the remaining parts or provisions of said agreement.

K. Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of the Agreement, nor the failure of either of the parties, on one or more occasions to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights, or privileges hereunder.

L. Inspection. Training Site will permit, on reasonable notice and request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of the Skills Center and/or the Professional Medical Careers program.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THE Agreement on the date(s) indicated below.


THE SKILLS CENTER:

Twin Harbors,
a branch of New Market Skills Center

Alicia Henderson Date
Superintendent

TRAINING SITE:

Harbor Regional Health



Tom Jensen Date 7/26/2024
CEO

EXHIBIT A
LETTER AGREEMENT(S)

EXHIBIT B

STUDENT ACKNOWLEDGMENT

I desire to receive clinical training at Harbor Regional Health (the "Facility") and I acknowledge the following:

1. I am a student of Twin Harbors, a branch of New Market Skills Center (the "School") and will receive clinical training in the Facility as part of a course at the School.
2. I am subject to, and shall abide by, all the written and verbal rules, regulations, policies, standards, and practices of the Facility.
3. Any and all patient information created or maintained in any form or media that is accessed and/or utilized during the clinical experience is confidential and will not be used or disclosed except as is necessary in the course of the clinical training. I will avoid talking to my friends, my parents, my family, my teachers and anyone else not involved in the patient care about patients, the Facility, or co-workers. I will only talk with my clinical instructor and staff who are taking care of the patients.

I understand that if I violate Patient Confidentiality I will be terminated from the Professional Medical Careers program. I also understand that I, my parents, my School, and the Facility may be held legally liable for any damages, including monetary, as a result of my violating Patient Confidentiality.

- Confidentiality: trusting others with personal and private information. Patient information is private and personal and may not be shared (disclosed) with anyone other than staff who are involved in the patient's care.

4. I shall provide all services without regard to race, color, creed, sex, age, handicap or national origin of any individual requiring services. I shall comply with all applicable laws prohibiting discrimination.
5. I will present to the Facility, prior to the commencement of my training in the Facility, results of any and all TB tests or other vaccinations requested by Facility.
6. I am not, and during the training I will not be, an employee or agent of the Facility. The Facility is not responsible for the payment of any wages or other benefits to me (including, without limitation, fringe benefits and coverage under workers' compensation insurance). While in the Facility, I will have the status of a student, and I am not to replace the staff of the Facility. I will not render patient care and/or services except as expressly directed by Facility.
7. The Facility is not obligated, now or at any time in the future, to hire me as an employee.
8. The Facility may revoke my right to receive training in the Facility if, in Facility's sole discretion: (a) my performance is unsatisfactory; (b) my health status is or becomes a detriment to the successful completion of the training; or (c) I fail to fully comply with each of the statements in this Acknowledgment.

Printed Name

Signature

Date



**INTERLOCAL AGREEMENT
ECEAP**

THIS CONTRACT is made and entered into by and between the State of Washington, acting by and through the Department of Children, Youth, and Families, a department of Washington State government (hereinafter referred to as "DCYF") and Aberdeen School District #5, a Schools and School Districts, (hereinafter referred to as "Contractor"), located at 1313 Pacific Avenue, Aberdeen WA 98520-5622.

CONTRACTOR BUSINESS ADDRESS

Aberdeen School District #5
1313 Pacific Avenue
Aberdeen WA 98520-5622
TIN: 91-6001546
UBI: 141-005-290

CONTRACTOR CONTRACT MANAGER

Cyndy Mitby
cmitby@asd5.org
Phone:

DCYF ADDRESS

Department of Children, Youth, and Families
PO Box 40970
Olympia WA 98504-0970

DCYF PROGRAM CONTRACT MANAGER

Carolyn House-Higgins
ECEAP Operations Specialist
carolyn.house-higgins@dcyf.wa.gov
Phone: (360) 407-3694

THIS CONTRACT CONTRIBUTES TO THE FOLLOWING AGENCY GOALS:

- Education - Kindergarten Readiness.
- Health - Child Development.
- Resilience - Parents/caregivers are supported to meet the needs of their children/youth.

THE PURPOSE OF THIS CONTRACT is to provide comprehensive Early Childhood Education and Assistance Program (ECEAP) services.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1. CONTRACT MANAGEMENT

a. Contract Managers

- (1) The Contract Manager as shown on page 1 for each of the parties shall be the contact person for all communications and billings regarding the performance of this Contract.
- (2) Each party shall provide the other party with written notice of any changes of the name and contact information regarding either party's designated Contract Manager. The written notice shall not be effective until fourteen business days from the date of mailing. The requirements contained in the Section titled Contractor Staff of exhibit D shall apply to this Section (Section 1.a).

b. Notices

- (1) Any notice or demand or other communication required or permitted to be given under this Contract or applicable law shall be effective only if it is in writing, properly addressed, and either emailed, delivered in person or by a recognized courier service, or deposited with the United States Postal Service as first-class certified mail, postage prepaid and return receipt requested, to the parties at the addresses listed in Section 1.a.

- (2) Notwithstanding RCW 1.12.070, such communications shall be effective upon the earlier of receipt or four calendar days after mailing or emailing. The notice address as provided herein may be changed by written notice given as provided on page 1.

2. EXHIBITS AND ATTACHMENTS

Attached hereto and incorporated herein as though set forth in full are the following exhibits and attachments:

- Exhibit A - Statement of Work
- Exhibit B - Budget Report
- Exhibit C - Deliverables Report
- Exhibit D - General Terms and Conditions
- Exhibit E - 2021-22 ECEAP Performance Standards
- Attachment 1 - Confidentiality and Non-Disclosure Agreement
- Attachment 2 - Certification of Data Disposition

The parties agree that the exhibits and attachments listed in this paragraph shall be enforceable against the parties and are a part of this Contract.

3. STATEMENT OF WORK

The Contractor shall perform the activities and obligations as set forth and described in Exhibit A. The Contractor shall also furnish the necessary personnel, equipment material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work as set forth and described in Exhibit A. The Contractor shall provide the services, goods, products and activities at the costs set forth in this Contract.

4. PERIOD OF PERFORMANCE

The effective date of this contract, shall commence on July 1, 2021 and must be completed on or before June 30, 2022. Performance on this Contract shall not begin before the effective date.

5. COMPENSATION

The cost of accomplishing the work described in this Contract shall not exceed \$2,066,175.50. Any additional authorized expenditures, for which reimbursement is sought, must be submitted as written documentation to the DCYF Contract Manager for pre-approval by the DCYF Secretary or the Secretary's delegate as described in this Contract, and established by a written Contract Amendment. Exhibit B is an actual budget of the costs associated with this Contract. If the Contractor reduces its prices for any of its services during the term of this Contract, DCYF shall receive the immediate benefit of such lower prices for services following the price reduction. Compensation for services will be paid upon the timely completion of services as described in Exhibit A and is contingent upon acceptance of relevant work products and approval of vouchers by DCYF as described in this Contract.

6. BILLING PROCEDURE

- a. The Contractor shall submit, not more than semi-monthly, properly completed A-19 vouchers (the "voucher") to one of the following:

The Department of Children, Youth, and Families
Attn: Carolyn House-Higgins
PO Box 40972
Olympia WA 98504-0972

Or, email a scan of an original, signed A-19 voucher directly to the DCYF Contract Manager at eceap@dcyf.wa.gov

- b. Payment to the Contractor for approved and completed work shall be made by warrant or Electronic Funds Transfer by DCYF and considered timely if made within 30 days of receipt of a properly completed voucher. Payment shall be sent to the address designated by the Contractor and set forth in this Contract.

- c. Each voucher must clearly reference the DCYF Contract Number and the Contractor's Statewide Payee Registration number assigned by the Office of Financial Management (OFM).
- d. For Statewide Payee Registration: OFM maintains a central contractor registration file for Washington State agencies to use for processing contractor payments. This allows many contractors to receive payments by direct deposit. The Contractor must be registered in the Statewide Payee Registration system, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>, prior to submitting a request for payment under this Contract. No payment shall be made until the Statewide Payee Registration is complete.
- e. Upon the expiration of this Contract, any claim for payment or voucher not already made shall be submitted to DCYF no later than forty-five (45) days following the expiration date of this Contract. In the event the Contractor does not provide to DCYF a claim for payment or voucher within forty-five (45) days following the expiration date of the Contract, DCYF shall have no obligation to pay such claim for payment or voucher even if the service or product has been delivered and/or accepted. The final voucher shall certify that the Contractor has completed all requirements of this Contract.

7. SIGNATURES

THIS CONTRACT, including the exhibits and attachments described in Section 2, is executed by the persons signing below who warrant they have read and understand this Contract, including the exhibits and attachments. The persons signing below further represent they have the authority to execute this Contract.

Aberdeen School District #5

**DEPARTMENT OF CHILDREN,
YOUTH, AND FAMILIES**

Signature

Signature

Elyssa Louderback

Name

Name

Executive Director of Business & Operations

Title

Title

Date

Date



Exhibit A - Statement of Work

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1. INTRODUCTION

- a. The Early Childhood Education and Assistance Program (ECEAP) is Washington's pre-kindergarten program that prepares 3- and 4-year-old children furthest from opportunity for success in school and life. Since 1985, ECEAP has focused on the well-being of the whole child by providing comprehensive nutrition, health, education and family support services. ECEAP reaches the children most in need of these foundations for learning.
- b. The Department of Children, Youth, and Families (DCYF) operates ECEAP through Contractors who design programs to fit their community needs, in compliance with all contract exhibits and attachments.
- c. Tribal Sovereign Nations may develop and operate ECEAP services in a manner that is culturally relevant and appropriate, and that is specifically suited to members of the Tribal Sovereign Nation, or other tribes, in accordance with corresponding tribal laws and policy, while performing work pursuant to this Contract or Subcontracts.
- d. In the event of an inconsistency in the requirements of current, applicable ECEAP Performance Standards and any applicable statute or rule, the inconsistency shall be resolved by giving precedence to the applicable section(s) of [Chapter 43.216 RCW](#) or [Chapter 110-425 WAC](#).
- e. ECEAP contracts are renewable for Contractors in good standing, based on available funding.
- f. Starting in 2019-20, DCYF instituted quality and outcome performance measures in contracts that provide services to children and families. The purpose is to help achieve DCYF's long-term child outcome goals, with a focus on building partnerships, advancing racial equity and using data to learn and improve.
- g. ECEAP services contribute to the following DCYF Child Outcome Goals:
 - (1) Parents and caregivers are supported to meet the needs of children and youth.
 - (2) Kindergarten readiness.
 - (3) Child and youth development.

2. DEFINITIONS

As used throughout this Contract, the following terms shall have the meanings set forth below:

- h. "Ancillary costs" means all costs and expenses associated with or arising from a purchase such as, but not limited to shipping, handling, taxes or installation.
- i. "Contractor" means an organization that is a public or private organization, including, but not limited to school districts, educational service districts, community and technical colleges, private businesses, Tribal Sovereign Nations, local governments, or nonprofit organizations (per [RCW 43.216.515](#)) providing ECEAP services under a signed contract with DCYF.
- j. "DCYF" means the Department of Children, Youth, and Families of Washington State; any division, section, office, unit or other entity of DCYF; or any of the officers or other officials lawfully representing DCYF.
- k. "Early Achievers" means Washington's quality rating and improvement system (QRIS), to help early care and education programs offer high-quality care that supports each child's learning and development.
- l. "ECEAP services" means administration, enrollment and eligibility, human resources, health coordination, education, and family support and engagement services as defined by this Contract and in Exhibit E, ECEAP Performance Standards.
- m. "ELMS" means the Early Learning Management System, the database where Contractors enter program and child information.
- n. "GOLD® by Teaching Strategies" means the proprietary child assessment system developed by Teaching Strategies, LLC, and used to assess multiple developmental domains for all ECEAP children.
- o. "Indirect costs" means the shared costs of an organization necessary to the operation and the performance of its programs. This may include fiscal, payroll, information technology, human resources and other costs associated with operating and maintaining staff and work space.
- p. "Licensed provider" means an individual or entity that provides child care and early learning services for a group of children, birth through twelve years of age that is licensed by the DCYF, pursuant to [RCW 43.216.295](#), unless exempt under [RCW 43.216.010\(2\)](#) and [WAC 110-300-0025](#).
- q. "Licensed exempt provider" means an individual or entity that provides child care and early learning services for a group of children, birth through twelve years of age, that is exempt from licensing requirements by the DCYF, pursuant to [RCW 43.216.295](#), based upon [RCW 43.216.010\(2\)](#) and [WAC 110-300-0025](#).
- r. "Limited English Proficiency" means a person's primary language is other than English and there is a limited ability to communicate in English.
- s. "MERIT" means the Managed Education and Registry Information Tool, Washington's online database for early care and education and school-age professionals to find training, information on career pathways, track their career progress, and request portable background checks. ECEAP lead teachers, assistant teachers, and family support staff enter their staff qualifications in MERIT
- t. "Non-classroom staff" means staff members who do not work in the ECEAP classroom and would have unsupervised access to ECEAP children, such as bus drivers, kitchen and custodial staff.
- u. "Non-traditional Remote Service" (NTRS) means service delivery other than in-person due to an emergency situation.
- v. "Slots" means the number of available spaces for enrolled ECEAP children at any one time. More than one child may occupy a slot in the course of a school year, as children leave the program and new children are enrolled. Standard Part Day and School Day slots are generally funded at an administrative rate during July, August and June and at a comprehensive services rate from September to May. If approved herein Summer Comprehensive ECEAP services for Part Day and School Day slots are funded in July and August at the comprehensive services slot rate. If approved herein, Summer Family Support Plus services are funded in July and August at a weekly per slot rate determined by DCYF.
 - (1) "Part Day" slot means a minimum of three (3) hours per class session, 360 hours per year and 30 weeks per year.
 - (2) "School Day" slot means an average of six hours per day (5.5-6.5), a minimum of 1,000 hours per year, over at least 30 calendar weeks. Classes may be four or five days per week throughout the school year.
 - (3) "Working Day" slot means a minimum of 2,370 hours a year, ten (10) or more hours per day, five (5) days per week and year round. Closures are allowed up to 23 days per year.
- w. "Tribal Sovereign Nation" (termed as *Indian Tribe* in Exhibit D General Terms and Conditions) means the federally recognized Tribe that has executed this Contract and its designated subdivisions and agencies performing services pursuant to this Contract and includes the Tribal

Sovereign Nation's officers, employees, and/or agents. For purposes of any permitted Subcontract, *Tribal Sovereign Nation* includes any Subcontractor of the Tribal Sovereign Nation and the Subcontractor's owners, members, officers, directors, partners, employees, and/or agents.

- x. "WA Compass" means the Washington State centralized database for child care licensing, Early Achievers and ECEAP. It includes a contractor page to view monitoring information entered by DCYF staff. WA Compass replaces the web-based Early Learning Systems (WELS), but does not replace MERIT or ELMS.

3. PERFORMANCE BASED CONTRACTING MEASURES

The Contractor must participate in ongoing monitoring and discussion with DCYF for the following quality and outcome measures. DCYF recognizes COVID-19's significant, widespread and elongated effects on the Contractor's and local community's capacity to meet the measures' targets.

If the Contractor does not have the resources and/or capacity to meet the quality and/or outcome measure targets, the Contractor provides documentation indicating how all reasonable efforts were made to meet the targets. The documentation includes both data currently collected in ELMS and narratives describing these efforts to meet the targets. DCYF ECEAP also documents efforts to partner with and support the Contractor's success in meeting the targets. DCYF ECEAP continues to use a supportive, non-punitive performance improvement approach and partner with Contractors to increase outcomes.

Data collection and communication with ECEAP Contractors and ECEAP families statewide during the 2021-22 contract year will be used by ECEAP to develop plans for measures and targets in 2022-23 contracts.

a. Quality Measure

(1) Teaching Strategies GOLD® Interrater Reliability (IRR) Certification

Goal	Consistent and accurate assessment of child development in order to provide individualized instruction that supports unique child outcome goals. This performance measure supports DCYF's goal of kindergarten readiness and child development.
Measure	Rate of active GOLD® IRR Certification for ECEAP Lead Teachers.
Target	95% percent of ECEAP Lead Teachers who have been employed six or more months shall maintain active GOLD® IRR Certification. <i>Note:</i> <i>Performance Standard PDTR-10 remains in effect. Lead teachers must:</i> <ul style="list-style-type: none"> • Complete in-person or online training to use Teaching Strategies GOLD® within six months of hire. • Complete the inter-rater reliability certification titled "Preschool, including dual language learners and children with disabilities" in Teaching Strategies GOLD® within six months of hire and every three years thereafter.
Reporting Requirement	Continue current reporting requirements.
Performance Management	Modified monitoring frequency: CQI Specialist monitors and discusses the measure and target with the Contractor quarterly. If the target is not met, monitoring increases from quarterly to monthly (as warranted) in order for DCYF and the Contractor to more frequently discuss and better understand factors impacting certification.
Continuous	DCYF ECEAP will support continuous improvement by:

Improvement	<ol style="list-style-type: none"> 1) Creating a performance feedback loop with Contractors to learn from monitoring this data point, and 2) Highlighting timely certification practices for collective learning.
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b. **Outcome Measures**

(1) **Vision and Hearing Screenings**

Goal	Prioritize child vision and hearing screenings and subsequent referrals for assistance and treatment. This performance measure supports DCYF's goal to increase child health and development.
Measure	Children up-to-date on vision and hearing screenings conducted by Contractor staff or by staff in local partner agencies in coordination with the Contractor in either separate screening or as part of an annual wellness check
Target	<p>% of children up-to-date on vision and hearing screenings within 120 days of enrollment:</p> <ul style="list-style-type: none"> • 80% of children are up-to-date by January 1, 2022. • 90% of children are up-to-date by June 30, 2022. <p><i>Note:</i> <i>Performance Standard PAO-16 remains in effect: Children who have not had a health screening within the last twelve months must be screened within 90 calendar days, counting children's first day attending class each school year as day one.</i></p>
Reporting Requirement	Continue current reporting requirements.
Performance Management	<p>Modified monitoring frequency:</p> <p>CQI Specialist monitors and discusses the measure and target with the Contractor quarterly.</p> <p>If the target is not met in January, monitoring increases from quarterly to monthly (as warranted) in order for DCYF and the Contractor to more frequently discuss and better understand factors impacting screenings.</p> <p>If target is met and maintained, the monitoring remains quarterly.</p>
Continuous Improvement	<p>DCYF ECEAP will support continuous improvement by:</p> <ol style="list-style-type: none"> 1) Creating a performance feedback loop to learn from monitoring this data point, and 2) Highlighting screening practices for collective learning.

(2) **Mobility Mentoring® Family Pre-Assessment**

Goal	Families experience ECEAP services as inclusive, collaborative, culturally relevant, strength based, and meaningful; resulting in motivation to engage with and participate in ECEAP family support activities. This performance measure supports DCYF's goal of parents and caregivers being supported to meet the needs of children and youth. (See <i>Parent Engagement and Partnership Section in Exhibit E</i>
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	<i>Performance Standards for related information.)</i>
Measure	Family completion of Mobility Mentoring® Family Pre-Assessment with ECEAP staff through meaningful conversations and connections, resulting in family-identified strengths, needs and priorities.
Target	80% of families complete the Mobility Mentoring® Family Pre-Assessment <i>Note:</i> <i>Performance Standard FEP-5 remains in effect: Contractors must use the Mobility Mentoring® approach in partnership with families. Staff must document in ELMS Mobility Mentoring® per the DCYF checkpoint date for pre-assessment.</i>
Reporting Requirement	Continue current reporting requirements.
Performance Management	Modified monitoring frequency: CQI Specialist monitors and discusses the measure and target with the Contractor quarterly. If the target is not met, monitoring increases from quarterly to monthly (as warranted) in order for DCYF and the Contractor to more frequently discuss and better understand factors impacting family completion of pre-assessment. If target is met and maintained, the monitoring remains quarterly.
Continuous Improvement	DCYF ECEAP will support continuous improvement by: 1) Creating a performance feedback loop to learn from monitoring this data point, and 2) Highlighting assessment practices for collective learning.

4. ECEAP OUTCOMES

a. The expected outcomes of ECEAP are:

- (1) Child development and learning as demonstrated by increases in GOLD® scale scores from fall to spring in social-emotional, physical, language, cognitive development, early math and literacy skills to support kindergarten readiness.
- (2) Family resiliency enhancement documented by average increases in Mobility Mentoring® fall to spring ratings in family stability, well-being, and supported access to resources and opportunities involving financial management, education and training, employment and career progression.
- (3) Child health services coordination documented as establishment of a medical and dental home; up-to-date status on well-child exams, dental screenings and immunizations; completion of vision and hearing screenings; mental health referrals when indicated; and completion of any needed treatment or follow-up.
- (4) Children's and families' experiences are positive as a result of cultural responsiveness, inclusion and approaches that advance equity; individualization that focuses on strengths; and collaboration as demonstrated by family feedback shared directly with ECEAP staff or through other methods such as the ECEAP Family Feedback Survey.

5. CONTRACTOR COMMUNICATION WITH DCYF

- a. The Contractor must participate in:
 - (1) Regularly scheduled calls with DCYF to support continuous quality improvement.
 - (2) ECEAP quarterly Directors Meetings by sending a representative to each DCYF ECEAP Directors' Meeting, including annual in-person and quarterly web-based meetings.
 - (3) Quarterly scheduled meetings with DCYF if subcontracting with Tribal Sovereign Nations.
- b. The Contractor must communicate with DCYF Contract Manager (CQI Specialist) on regular scheduled calls, and as changes develop, about:
 - (1) Non-traditional Remote Services.
 - (2) Completion of ongoing documentation of services, as determined by DCYF.
- c. The Contractor must inform the DCYF Contract Manager (CQI Specialist) immediately of:
 - (1) Any serious issue that impacts services for ECEAP children or families.
 - (2) Any serious issue that has potential for media coverage.
 - (3) Any Child Protective Services (CPS) issue related to ECEAP staff facilities or transportation.
 - (4) A charge or conviction against the director or a staff person for a disqualifying crime under WAC 110-06-0120.
 - (5) Change of address or phone number.
 - (6) Change of ownership, chief executive or director.
 - (7) Changes to modified or full services.

6. PRIOR APPROVALS

The Contractor must obtain prior written approval from DCYF ECEAP before:

- a. Offering enrollment to families with income above 110 percent of federal poverty level (FPL) after the Contractor's over-income limit has been reached.
- b. Changing class start dates.
- c. Changing class end dates.
- d. Adding a new site.
- e. Beginning a major remodeling of the site, including planned use of space not previously approved by the fire marshal's office or DCYF.
- f. Adding or moving a class.
- g. Changing the number of slots assigned to a site.
- h. Changing a service area boundary.
- i. Adding a Subcontractor who provides ECEAP services. Refer to Exhibit A, Statement of Work, *Subcontract Requirements* section.
- j. Purchasing equipment with unit costs or total cost of \$5,000 or greater including ancillary costs, or procuring playground or facility improvements with a total cost of \$5,000 or greater including ancillary costs, paid fully or in part with ECEAP funds. Refer to Exhibit A, Statement of Work, *Purchase Approval* section.
- k. Purchasing gift cards to support program activities and that do not allow for the purchase of alcohol, tobacco or firearms.
- l. Selling or disposing of equipment purchased with ECEAP funds from the Contractor's Inventory List.
- m. Changing Contractor's legal status, ECEAP Director, or organizational structure related to ECEAP.
- n. Implementing variances or waivers to Exhibit E, ECEAP Performance Standards.

7. INTERPRETATION AND TRANSLATION

- a. The Contractor must provide Limited English Proficient (LEP) clients with certified or otherwise qualified interpreters and translated documents.
- b. The Contractor must provide deaf, deaf-blind, or hard of hearing clients with the services of a certified sign language interpreter.
- c. Interpreter and translation services shall be provided at no cost to the client. All interpreter and translation costs shall be the financial responsibility of the Contractor.
- d. The Contractor must comply with all federal, e.g. Title VI of the US Civil Rights Act of 1964, Chapter 49.60 RCW, and contractual requirements pertaining to the provision of LEP language services.

8. DATA ENTRY REQUIREMENTS

- a. The Contractor must enter and maintain accurate data in ELMS and MERIT. This includes ensuring all data is entered in ELMS and MERIT according to Exhibit C, Deliverables; contract reference document, *Deliverables and Required Activities Calendar*; and the ELMS ECEAP Data Entry-Minimum Requirements document, which is linked from the DCYF webpage. A Modified Data Entry Requirements document for COVID-19 is linked from the DCYF webpage.
- b. The Contractor must assign coaches to each site in WELS and/or WA Compass when available, and ensure that coaches enter supports and technical assistance provided to staff and enter coaches professional development activities into WELS and/or WA Compass, when available.
- c. The Contractor must complete and enter all Teaching Strategies GOLD® checkpoints as outlined in Exhibit C, Deliverables and the contract reference document *Deliverables and Required Activities Calendar*.
- d. The Contractor must complete and enter all Mobility Mentoring® assessments and check-in's as outlined in Exhibit C, Deliverables and the contract reference document *Deliverables and Required Activities Calendar*.
- e. The Contractor must complete the ECEAP Directors Customer Satisfaction Survey as outlined in Exhibit C, Deliverables and the contract reference document *Deliverables and Required Activities Calendar*.
- f. The Contractor must obtain signed permission from a parent or guardian before requesting that DCYF transfer ELMS records from another Contractor. A copy of the documentation must be kept and the permission must be documented in ELMS.
- g. DCYF provides extracts of certain data from GOLD® by Teaching Strategies and ELMS to the P20W data warehouse managed by the Washington State Education Research and Data Center for the purpose of longitudinal analysis. This data includes fall and spring Teaching Strategies GOLD® Online check points, child names and birthdates, duration of ECEAP services and demographic information including federal poverty level. It does not include family risk factors, parent-teacher conference notes or family support notes. This data is matched with K-12 and workforce data and de-identified so researchers will not be able to identify individual children.

9. ECEAP ELIGIBILITY AND ENROLLMENT

The Contractor must:

- a. Immediately inform DCYF of any suspicion that an employee improperly recorded a family's eligibility criteria or a family provided false information in order to enroll in ECEAP. Fraudulent eligibility practices may lead to suspension or termination of the ECEAP contract, requiring the Contractor to discontinue subcontracts or terminate the involved employee(s), or referring cases for criminal prosecution.
- b. Make every effort to maintain enrollment in line with ECEAP Enrollment Policy. DCYF reserves the right to reclaim slots and funds, or reallocate slots to other Contractors, if the Contractor cannot maintain full enrollment.
- c. Ensure that prior to enrolling children, staff who verify ECEAP eligibility criteria complete training as stated in Exhibit C, Deliverables and the contract reference document *Deliverables and Required Activities Calendar*.

10. PORTABLE BACKGROUND CHECKS

- a. ECEAP staff are required to enter the Portable Background Check into MERIT. Staff will receive a conditional status until fingerprinting can be completed.
- b. The Contractor must ensure that DCYF portable background checks are completed for all persons who have or may have unsupervised access to children during ECEAP programming (this includes transportation and other services during ECEAP hours). Contractors must disqualify persons from unsupervised access to children in accordance with [WAC 110-06-0070](#).
- c. Non-classroom staff working with children in a school district or ESD setting are allowed to use the Office of Superintendent of Public Instruction (OSPI) background clearance for the 2021-22 school year for persons who may have unsupervised access to ECEAP children. These staff must have an active OSPI background clearance prior to working with children.

11. EARLY ACHIEVERS PARTICIPATION

The Contractor must:

- a. Ensure that all sites actively participate in Early Achievers and comply with the Early Achievers Participant Operating Guidelines including, but not limited to:
 - (1) Non-licensed sites complete the Early Achievers registration application within 30 days of starting ECEAP class at the site.
 - (2) Licensed sites complete Early Achievers registration application within 30 days of enrollment in Early Achievers.
 - (3) Participate in Early Achievers quality recognition per required ECEAP timelines.
- b. Assign an Early Achievers contact and facility/site designee at each site.
- c. Require newly hired Early Achievers coaches to attend the Early Achievers Coach Framework training online or in-person within six months of hire and document date attended in WA Compass.
- d. Require Early Achievers coaches to have the knowledge, skills and ability to use Coaching Companion to facilitate sites through the continuous quality improvement process.
- e. Ensure coaching interactions are recorded in WA Compass.
- f. Ensure coaches support sites to develop a quality improvement plan and enter the information in WA Compass.
- g. Ensure each ECEAP site is at Level 4 or 5 in Early Achievers within 24 months of enrollment in Early Achievers.
- h. Ensure that sites rated Level 2 or 3 comply with the Early Achievers Remedial Activities Policy.
- i. Sites not rated Level 4 or 5 after completion of the remedial activity period will not be funded for ECEAP in the following state fiscal year.
- j. Support sites with coaching and resources to attain or maintain a Level 4 or 5 rating.
- k. Identify an ECEAP staff representative to participate in Local Implementation Partner meetings convened by local Child Care Aware (CCA) offices to build a seamless system and increase coordination of professionals serving the same early learning providers in the same sub-region (sub-regions may be identified by county, community or other groupings based on location and caseloads as mutually agreed upon by DCYF and the contractor). Focus must be placed on how to collaborate, align services, strengthen communication and reduce any duplication of services. Local Implementation Partner meetings must be held no less than quarterly in each CCA sub-region and efforts must be made to include all areas of the region in meetings throughout the year.
- l. Tribal Sovereign Nations have the option of participating in Early Achievers through an inter-local agreement between the Tribal Sovereign Nation and DCYF. Tribal Sovereign Nations may also choose to use an alternative quality recognition and assessment process approved by DCYF.

12. CHILD SAFETY

- a. Children's health, safety and wellbeing must always be the primary concern of the Contractor in the delivery of services under this Contract. The Contractor must report child abuse and neglect in accordance with RCW 26.44.030. If the Contractor, or any of the Contractor's employees, has reasonable cause to believe that a child has suffered abuse or neglect from any person, the Contractor or employee must immediately report such incident to CPS Intake at 1-866-ENDHARM. This requirement includes suspected abuse or neglect that occurs when a child is in the care of the Contractor as well as outside of the Contractor's care.
- b. The Contractor must ensure that managers, board members, employees and volunteers of the ECEAP program who will or may have contact with ECEAP children complete training on child abuse and neglect, including reporting procedures, within two weeks of initial association with ECEAP and annually thereafter. Training may consist of viewing the DCYF Mandatory Reporter Video Presentation and other resources in the Mandatory Reporter Toolkit. The Contractor must retain a statement signed annually by each person participating in this training, acknowledging their completion of training and duty to report child abuse and neglect.

13. SUBCONTRACT REQUIREMENTS

- a. The Contractor must not subcontract ECEAP in an unlicensed child care center or unlicensed family child care home or a child care center or family child care home that is not in good standing with DCYF child care licensing.
- b. All subcontracts for ECEAP services must include:
 - (1) Number of slots for ECEAP children.
 - (2) Funds per slot.
 - (3) A list of deliverables and due dates the Subcontractor must submit to the Contractor.
 - (4) A description of how the Contractor will monitor the Subcontractor for compliance with all the provisions of this Contract, which includes Exhibit E, ECEAP Performance Standards.
- c. Contractors subcontracting with Tribal Sovereign Nations must:
 - (1) Participate in Government to Government training provided by DCYF. The training must be completed by designated staff and leadership within six (6) months of hire or assignment to ECEAP activities or roles.
 - (2) Submit requests from Tribal Sovereign Nations for over income slots beyond the allotted number of slots, to DCYF for review.

14. SERVICE AREA AGREEMENTS

- a. Contractors must complete written and signed Service Area Agreements with each neighboring ECEAP contractor and Head Start grantee and submit the agreements to DCYF ECEAP by the due date in Exhibit C, Deliverables and contract reference document *Deliverables and Required Activities Calendar*. The agreements must fully describe:
 - (1) Service area boundaries for each party to the agreement, including specific areas for recruitment and enrollment of families for each party.
 - (2) The process for referral of families between parties.
 - (3) Plans for ongoing communication.
 - (4) The process for problem resolution.
 - (5) Plans for collaborating with service area partners to ensure efficient use of state and community resources, when practical, for developing community assessments, coordinating work with community partners including the Health Advisory Committee, and planning joint staff and parent training opportunities.
- b. If collaboration is not practical for any topics in this Section (14.a.), Service Area Agreements must state the reasons.
- c. If no agreement can be reached, the Contractor must send a description of efforts made and the understanding of service area boundaries to DCYF.
- d. Contractors who are also Head Start grantees may combine their Head Start Memorandum of Understanding (MOU) and ECEAP Service Area Agreements into one document, providing the requirements for both are met.
- e. DCYF reserves the right to reclaim slots and funds, or reallocate slots to other Contractors, if the Contractor is recruiting within the service area of a neighboring ECEAP or Head Start program.

15. OBTAINING CONTACT INFORMATION TO RECRUIT FAMILIES

- a. DCYF will provide the Contractor with contact information for families receiving services from the Department of Social and Health Services (DSHS) who have children who are potentially eligible for ECEAP, the Contractor's federal Early Head Start and Head Start programs, if applicable. This contact information consists of names and addresses and is to be used solely for recruitment and enrollment purposes for these programs. DCYF will deliver this contact information to the Contractor using a secure file transfer protocol.
- b. Contractors who choose to receive this contact information for recruitment purposes must:
 - (1) Note their request and provide zip codes for recruitment areas on the ELMS Locations & Classes>Contractor>Service Areas page, in the "Service Area Zip Codes" section by February 1 each year.
 - (2) Download the contact information within 13 days of email notice from DCYF that it is in your secure transfer protocol file. This will occur approximately March 30. The secure file will be deleted after 13 days.

- (3) Protect the contact information and all documents generated from this information from unauthorized physical or electronic access according to Exhibit D, General Terms and Conditions.
- (4) Refrain from transferring this contact information via email.
- (5) Submit a copy of Attachment 1, Confidentiality and Non-Disclosure Agreement to DCYF with signatures of all staff who may access this contact information. Signatures are valid for the duration of this Contract.
- (6) Limit access to the contact information to persons who have signed the Notice of Non-Disclosure Form.
- (7) Refrain from using the contact information for any other purpose than recruitment of families for ECEAP, Early Head Start or Head Start.
- (8) Destroy this contact information at the end of the annual recruitment period, as described in the Data Share Requirements. Ensure electronic or printed data is properly destroyed so that unauthorized individuals cannot access this contact information and it cannot be recovered.
- (9) Complete Attachment 2, Certification of Data Disposition, following all records retention requirements, upon the destruction of the data and submit it to dcyf.publicrecords@dcyf.wa.gov within 15 days of the date of disposal.

16. DCYF PART DAY, SCHOOL DAY AND WORKING DAY MODEL COMPENSATION

- a. The Contractor must be authorized by DCYF prior to providing services through Part Day, School Day or Working Day ECEAP slots. Authorized slots associated with this Contract are:
 - (1) Part Day:
 - a) 215.00 Total for FY22
 - b) Of total, number of slots with Summer ECEAP services funding (July and August)
 - (2) School Day:
 - a) Total for FY22
 - b) Of total, number of slots with Summer ECEAP services funding (July and August)
 - (3) Working Day
- b. DCYF pays Contractors providing School Day or Working Day models at a per slot rate based on their region. DCYF pays Contractors providing Part Day model at a per slot rate statewide. In order to receive payment if classroom(s) are closed due to an emergency, Contractors must provide non-traditional remote services (NTRS). The Contractor receives contract amendments up to twice a year if slot reallocations occur. If funding differences result from slot reallocations, retroactive payment adjustments are provided by DCYF. See Exhibit B, Budget for monthly slot payment amounts.
- c. Summer ECEAP services may include:
 - (1) Comprehensive ECEAP services with enhancements such as, but not limited to:
 - a) Increased activities and services to strengthen social-emotional and pre-academic skill development to support kindergarten readiness.
 - b) Increased support for at-home activities to strengthen school to home learning and connections.
 - c) Implementation of Mobility Mentoring® family support model.
 - d) Resources and referrals.
 - e) Food and nutrition services.
 - f) Access to health, including mental health, providers and services.
 - (2) Family Support Plus services with enhancements such as, but not limited to:
 - a) Kindergarten readiness and transition activities for families.
 - b) Outdoor play and learn activity groups.
 - c) Implementation of Mobility Mentoring® family support model.
 - d) Family stability supports
 - e) Food and nutrition services.
 - f) Access to health, including mental health, providers and services.

17. DCYF PART DAY, SCHOOL DAY AND WORKING DAY MODEL LICENSING REQUIREMENTS

- a. All Working Day classes must complete the full DCYF child care licensing process as required by RCW 43.216 and WAC 110-300 prior to the first day of class during the 2021-22 year.
- b. School Day classes not operated by a government entity must complete the full DCYF child care licensing process as required by RCW 43.216 and WAC 110-300 prior to the first day of class during the 2021-22 year.
- c. For the 2021-22 contract year, School Day sites operated by a government entity will not be required to become licensed. This includes Part Day sites with class sessions of four (4) hours or more.
 - (1) These sites will complete and submit an exemption form through DCYF ECEAP. A new exemption form is not needed if an exemption was approved in prior years. Send exemption requests to eceap@dcyf.wa.gov.
- d. Part Day classes operating 4 hours or less than four (4) hours a day are not required to complete the child care licensing process. These sites are required to participate in health and safety visits by DCYF staff once this system has been developed. Until then these ECEAP sites are not required to participate in this activity.

18. USE OF FUNDS

- a. A funding reference document with an itemized budget is attached to this contract.
- b. For each slot, the Contractor bills a specific base rate monthly for operational costs.
- c. For slots that had a child enrolled during the month, the Contractor bills a specific rate for direct services to children and families.
- d. The Contractor must maintain a financial management system with written policies and procedures ensuring strong internal controls.
- e. The Contractor must not carry forward funds received from this contract totaling more than 10% of the contract after the contract end date. By June 15, 2022, the Contractor must submit to DCYF for approval a spenddown plan with the total amount of ECEAP funds unspent; identified items, personnel or service expenses; and a timeline to expend funds.
- f. The Contractor must submit the following to DCYF according to Exhibit C, Deliverables and reference document *Deliverables and Required Activities Calendar*:
 - (1) A-19 Invoices.
 - (2) ECEAP Operating Budget on the template provided by DCYF.
 - (3) Staff Compensation Data on the template provided by DCYF.
 - (4) ECEAP Contractor Financial Disclosure Certification on the form provided by DCYF.
 - (5) Certificate of Coverage upon renewal of insurance.
 - (6) Copy of vehicle title if purchased with ECEAP funding.
- g. When expending ECEAP funds for items, personnel or services used by other programs or individuals, ECEAP funds may only be spent for the share used solely for ECEAP services.
- h. The Contractor must maintain a written cost allocation plan that describes how ECEAP and other funds are used. Cost allocation plans are subject to the records retention schedule identified in this Contract.
- i. The Contractor may use ECEAP funds for the following costs:
 - (1) ECEAP administration including planning and coordination; accounting and auditing; purchasing, personnel and payroll functions; and equipment, training, travel and facility costs related to these purposes. Administrative costs must not exceed 15 percent of the amount of this Contract, including Subcontractors' administrative costs, if any.
 - (2) ECEAP services including preschool education, health services coordination, nutrition, family supports and parent involvement. This includes salaries and benefits for direct service personnel, goods and services, equipment, facilities, child transportation, training, travel and other costs related to direct ECEAP services.
 - (3) Medical, dental, nutrition and mental health services for ECEAP children and families, as dollars of last resort if alternate sources of assistance are not available.
- j. The Contractor may not use ECEAP funds for the following:
 - (1) Costs not directly related to ECEAP.
 - (2) Costs that exceed the Contract amount.
 - (3) Finance charges or late fees on purchases.
 - (4) Work charged to or paid by any other contract or funding source.
 - (5) Any sectarian purpose or activity, including sectarian worship or instruction.

- k. Travel expenses allowed in this section (18.k.) may include airfare (economy or coach class only), mileage, other transportation expenses, lodging and subsistence necessary during periods of required travel. The Contractor must comply with Washington State Office of Financial Management travel policy as described at <http://www.ofm.wa.gov/policy/10.htm> including travel rates and exceptions to the maximum allowable rates. When the lowest available lodging rate exceeds the current state travel reimbursement rates or the lodging provider requires a government-issued identification card in order to receive the state per diem rate and the Contractor is not a government-based entity, ECEAP may allow an exception to the maximum allowable limit for lodging when such exception is documented, pre-approved in writing by the Contractor's director or authorized designee (i.e. finance director), and available for review.
- l. If the Contractor provides Part Day or School Day ECEAP within a licensed child care, the Contractor may separately bill for child care subsidy for the same children for hours that they receive child care beyond the ECEAP hours.
- m. The Contractor may engage in efforts to obtain additional funds and in-kind contributions to expand or enhance ECEAP service delivery. The Contractor must not solicit funds from families enrolled in ECEAP.
- n. If the Contractor plans to use ECEAP funds as federal match for any federal funds, the Contractor must document this in the September ELMS Monthly Report, including the amount of ECEAP funds the Contractor wants to use for the current state fiscal year (July 1 – June 30) and the title of the federal program to which this match would apply. The request must not exceed the amount of state funds received for ECEAP services.

19. PURCHASE APPROVALS

- a. The Contractor must obtain prior written approval from DCYF, using the Purchase Request Form on the DCYF website, before using or contributing any ECEAP funds to acquire:
 - (1) Equipment, defined as any article of tangible, nonexpendable, property having a useful life of more than one year with a unit cost or total purchase cost of \$5,000 or greater, including ancillary costs. Ancillary costs include, but are not limited to tax, shipping, handling and installation.
 - (2) Playground or facility improvements with a unit or total purchase cost of \$5,000 or greater including ancillary costs. For playgrounds, this includes, but is not limited to costs for equipment and site preparation.
- b. The Contractor must provide a cost allocation plan if the purchase is not solely for ECEAP use.

20. INVENTORY

- a. The Contractor must maintain inventory policies and procedures. These must include procedures for:
 - (1) Documenting and reporting lost or stolen equipment.
 - (2) Completing an inventory audit at least every two years.
- b. The Contractor must maintain an Inventory List and supporting records for equipment purchased in whole or in part with ECEAP funds, including:
 - (1) All assets with a unit cost (including ancillary costs) of \$5,000 or greater.
 - (2) The following assets with unit costs of \$300 or more:
 - (a) Computer systems, laptop and notebook computers.
 - (b) Office equipment.
 - (c) Communications and audio-visual equipment, including CD and record players, radios, TVs, VCRs, DVD players, cameras and photographic projection equipment.
 - (d) Appliances.
 - (3) Curricula in hard copies purchased by Contractor OR by DCYF for Contractor.
 - (4) Other assets identified by the Contractor as vulnerable to loss.
- c. The Inventory List and supporting records must include the following, if applicable:
 - (1) Inventory Control Number (tag).
 - (2) Description of the asset.
 - (3) Manufacturer or trade name.
 - (4) Serial number.
 - (5) Contractor's acquisition date.

- (6) Order number from purchasing document.
 - (7) Total cost or value at time of acquisition (including all ancillary costs).
 - (8) Ownership status, for example if shared by multiple funding sources.
 - (9) Depreciation (for capital assets).
 - (10) Location of item.
 - (11) Useful life, in years.
 - (12) Disposal date, method and salvage value.
- d. Subject to DCYF determination, Contractors may be required to return to DCYF property purchased with Contract funding.



Exhibit B - Budget Report

Any variances to the Payment Points allocated within this Budget must be pre-approved by the DCYF Contract Manager in writing. Failure to obtain pre-approval may result in non-payment of the unapproved expense.

State Fiscal Year 2022 (July 1 2021 - June 30 2022):

Payment Point	Qty Unit	Unit Cost	Budget Limit	Note
1. July 2021 – Admin, Enrollment Staff Dev (Summer and/or Working Day Comp. Services, if applicable)	1 Monthly	\$157,439.05	\$157,439.05	
2. August 2021 – Admin, Enrollment Staff Dev (Summer and/or Working Day Comp. Services, if applicable)	1 Monthly	\$157,439.05	\$157,439.05	
3. September 2021 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
4. October 2021 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
5. November 2021 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
6. December 2021 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
7. January 2022 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
8. February 2022 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
9. March 2022 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
10. April 2022 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
11. May 2022 – Comprehensive Preschool Services	1 Monthly	\$183,701.16	\$183,701.16	
12. June 2022 – Admin, Enrollment and Staff Dev (Working Day Comprehensive Service, if applicable)	1 Monthly	\$97,986.96	\$97,986.96	
Total:			\$2,066,175.50	

Contract Maximum: \$2,066,175.50

Contract Funding Source(s)

State Funds \$2,066,175.50



Exhibit C - Deliverables Report

State Fiscal Year 2022 (July 1 2021 - June 30 2022):

#	Deliverable Title, Due Note, Description	Due Date
1.00	Contractor, Subcontractor, site and class sections of ELMS <i>By July 1 (Working Day) or Aug 15 (Part and School Day), 2021</i> <i>Complete Contractor, Subcontractor, site and class sections of ELMS for the new school year.</i>	No Date
2.00	Teachers finalize the summer checkpoint in GOLD® by Teaching Strategies <i>By August 15, 2021</i> <i>For Working Day ECEAP and comprehensive summer services only: Teachers finalize the summer checkpoint in GOLD® by Teaching Strategies.</i>	No Date
3.00	ECEAP Operating Budget <i>By October 30, 2021</i> <i>Submit 2021-22 ECEAP Operating Budget.</i>	No Date
4.00	Staff Compensation Report <i>By October 30, 2020</i> <i>Submit Staff Compensation Report on the template provided by DCYF.</i>	No Date
5.00	Federal Match Request <i>By October 15, 2021 (Optional)</i> <i>Request to use ECEAP funds as federal match, if applicable, by completing that section of the September ELMS Monthly Report.</i>	No Date
6.00	Fall Checkpoint in GOLD® by Teaching Strategies <i>By November 15, 2021</i> <i>Teachers finalize the fall checkpoint in GOLD® by Teaching Strategies.</i>	No Date
7.00	Mobility Mentoring® Assessment <i>By November 30, 2021</i> <i>Mobility Mentoring® first assessment due.</i>	No Date
8.00	DSHS Eligible Families Data <i>By February 1, 2022 (Optional)</i> <i>Request through ELMS names and addresses of age-eligible DSHS clients for recruitment efforts.</i>	No Date
9.00	Winter Checkpoint in GOLD® by Teaching Strategies <i>By February 15, 2022</i> <i>Teachers finalize the winter checkpoint in GOLD® by Teaching Strategies.</i>	No Date
10.00	Mobility Mentoring® Assessment <i>By March 29, 2022</i> <i>Mobility Mentoring® mid-year check-in due.</i>	No Date
11.00	Service Area Agreements	No Date

By May 15, 2022

Submit Service Area Agreements.

12.00 Spring Checkpoint in GOLD® by Teaching Strategies No Date

By June 15, 2022

Teachers finalize the spring checkpoint in GOLD® by Teaching Strategies.

13.00 ECEAP Contractor Financial Disclosure Certification No Date

By June 15, 2022

Submit the ECEAP Contractor Financial Disclosure Certification.

14.00 ECEAP Directors Customer Satisfaction Survey No Date

By June 15, 2022

Submit the ECEAP Directors Customer Satisfaction Survey.

15.00 ECEAP Self-Assessment No Date

By June 15, 2022

Submit the ECEAP Self-Assessment.

16.00 Mobility Mentoring® Final Assessment No Date

By June 28, 2022

Mobility Mentoring® Final Assessment due.

17.00 ELMS Monthly Reports No Date

By the 15th of the month, except in June report due July 10, 2022

ECEAP Monthly Reports due.

18.00 ECEAP A-19 Invoices No Date

By the 15th of the month, except in June invoices due July 10, 2022

Submit A-19 Invoice



Exhibit D - General Terms and Conditions

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1. DEFINITIONS

The following terms as used throughout this Contract shall have the meanings as set forth below.

- a. **“Confidential Information”** means information that may be exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other state or federal laws. Confidential Information includes, but is not limited to, Personal Information, agency source code or object code, and agency security data.
- b. **“Contract”** or **“Agreement”** means the entire written agreement between DCYF and the Contractor, including any Exhibit, attachments, documents, program agreement, materials incorporated by reference, and all amendments hereto. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail or Facsimile transmission of a signed copy of this Contract shall be the same as delivery of an original.
- c. **“Contractor”** means one not employed by the department that is the individual or entity performing services pursuant to this Contract and includes the Contractor's owners, members, officers, directors, partners, employees, and/or agents, unless otherwise state in this Contract. For purposes of any permitted Subcontract, “Contractor” includes any Subcontractor and its owners, members, officers, director, partners, employees, and/or agents.
- d. **“Converted Data”** means the data which has been successfully converted by the Contractor for processing by DCYF’s computer system.
- e. **“Data”** means DCYF’s records, files, forms, data, information and other documents in electronic or hard copy form, including but not limited to Converted Data.
- f. **“Debarment”** means an action taken by a State or Federal agency to exclude a person or business entity from participating in transactions involving certain federal or state funds.
- g. **“DCYF”** or **“Department”** means the Washington State Department of Children, Youth, and Families, including any division, section, office, unit or other entity thereof, or any of the officers or other officials lawfully representing DCYF.
- h. **“In-home Caregiver”** means an in-home child care provider that (1) provides regularly scheduled care for a child; (2) receives child care subsidies; and (3) is either licensed by the state or is exempt from licensing.
- i. **“Materials”** means all items in any format and includes, but is not limited to, Data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.
- j. **“Overpayment”** means any payment or benefit to a recipient or to a vendor in excess of that to which is entitled by law, rule, or contract, including the amounts in dispute.
- k. **“Personal Information”** means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, email addresses, credit card information, law enforcement records or other identifying numbers or Protected Health Information, any financial identifiers, and other information that may be exempt from disclosure under either chapter 42.56 RCW or other state and federal statutes.
- l. **“RCW”** means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. Pertinent RCW chapters can be accessed at <http://apps.leg.wa.gov/rcw/>.
- m. **“Regulation”** means any federal, state, or local rule, rule, or ordinance.
- n. **“Sensitive Personal Information”** means personally identifying information of In-home Caregivers including, but not limited to: names, addresses, GPS [global positioning system] coordinates, telephone numbers, email addresses, social security numbers, driver's license numbers, or other personally identifying information.

- o. **"Staff"** means the Contractor's directors, officers, employees, and agents who provide goods or services pursuant to this Contract. "Staff" also means Subcontractors' directors, officers, employees, and agents who provide goods or services on behalf of the Contractor. The term "Staff" also means the Subcontractors' directors, officers, employees, and agents who provide goods or services on behalf of the Subcontractor and Contractor.
- p. **"Subcontract"** means a contract or contractual action entered into by the Contractor or Subcontractor for the purpose of obtaining supplies, materials, equipment, or services of any kind under this Contract. The terms "subcontract" and "subcontracts" means subcontract(s) in any tier.
- q. **"Subcontractor"** means a person, partnership, company, or other entity that is not in the employment of or owned by Contractor and that is performing services under this Contract under a separate contract with or on behalf of the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
- r. **"WAC"** means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. Pertinent WAC chapters or sections can be accessed at <http://apps.leg.wa.gov/wac/>.

2. ADVANCE PAYMENTS PROHIBITED

No payments in advance or in anticipation of goods or services to be provided under this Contract shall be made by DCYF.

3. AMENDMENT

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

- a. **Assignment by Contractor.** With the prior written consent of DCYF's Contract Administrator, which consent shall not be unreasonably withheld, the Contractor may assign this Contract including the proceeds hereof, provided that such assignment shall not operate to relieve the Contractor of any of its duties and obligations hereunder, nor shall such assignment affect any remedies available to DCYF that may arise from any breach of the sections of this Contract, or warranties made herein including but not limited to, rights of setoff.
- b. **Assignment by DCYF.** DCYF may assign this Contract to any public agency, commission, board, or the like, within the political boundaries of the state of Washington, provided that such assignment shall not operate to relieve DCYF of any of its duties and obligations hereunder.

5. ATTORNEY FEES

In the event of litigation or other action brought to enforce this Contract, each party agrees to bear its own attorney fees and costs.

6. CHOICE OF LAW AND VENUE

- a. This Contract shall be governed by the laws of the State of Washington without regard to the conflict of law rules of any jurisdiction. Every dispute concerning the interpretation or effect of this Contract and/or the use of the goods or services described in this Contract must be resolved in the federal or state courts located in Washington. The Contractor agrees to the exclusive personal jurisdiction, and subject matter jurisdiction of these courts. Thurston County shall be the venue of any litigation arising out of this Contract.
- b. The Contractor agrees that the United States Bankruptcy Court, Western District of Washington in Seattle, shall be the venue of any and all bankruptcy proceedings that may involve the Contractor.

7. COMPLIANCE WITH LAWS, RULES, AND REGULATIONS

- a. **Assurances.** The Contractor agrees that all activity pursuant to this Contract will be in accordance with all applicable current federal, state and local laws, rules, and regulations, including but not limited to the Public Records Act (chapter 42.56 RCW), the Freedom of Information Act (5 U.S.C. 522) and the Records Retention Act (chapter 40.14 RCW).
- b. **Child Health, Safety, And Well Being And Child Abuse Or Neglect.** In the delivery of services under this Contract, children's health, safety, and well-being shall always be the primary concern of the Contractor. Contractors shall fully comply with the mandatory reporting requirements of RCW 26.44.030 pertaining to child abuse or neglect. In addition, pursuant this Contract, when the Contractor has reasonable cause to believe that a child has suffered abuse or neglect at the hands of any person, the Contractor shall immediately report such incident to Child Protective Services (CPS) Intake at 1-866-ENDHARM.
- c. **Civil Rights Laws**
 - (1) During the performance of this Contract the parties shall comply with all federal and state nondiscrimination laws including, but not limited to chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. § 12101 et seq., the Americans with Disabilities Act (ADA).
 - (2) In the event of the Contractor's or its Subcontractors' noncompliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the Contractor may be declared ineligible for further contracts with DCYF. The Contractor shall, however, be given a reasonable time in which to remedy this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.
- d. **Conflict of Interest**
 - (1) Notwithstanding any determination by the Executive Ethics Board or other tribunal, DCYF may, in its sole discretion, by written notice to the Contractor terminate this Contract if it is found after due notice and examination by DCYF there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW, or any similar statute involving the Contractor in the procurement of, or performance under, this Contract.
 - (2) In the event this Contract is terminated as provided above, DCYF shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of DCYF provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which DCYF makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Contract.
- e. **Licensing, Accreditation and Registration.** The Contractor and its Subcontractors shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this Contract.
- f. **Noncompliance with Laws, Regulations, or Policies.** The Contractor shall be responsible for and shall pay any fines, penalties, or disallowances imposed on the State or Contractor arising from any noncompliance with the laws, regulations, policies, guidelines and Collective Bargaining Agreements that affect the Services, goods, or Deliverables that are to be provided or that have been provided by Contractor, its Subcontractors or agents.
- g. **Registration with Department of Revenue and Payment of Taxes**

The Contractor must pay all taxes including, but not limited to, sales and use taxes, Business and Occupation taxes, other taxes based on the Contractor's income or gross receipts, or personal property taxes levied or assessed on the Contractor's personal property. The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this Contract.

8. CONTRACTOR STAFF

- a. **Contractor staff list and job description.** Prior to the effective date of this Contract, the Contractor shall have provided to DCYF a list of Contractor Staff that will be performing services pursuant to this Contract. The list shall also include Staff member's job title and his or her job description.
- b. All Staff proposed by Contractor as replacements for other Staff shall have comparable or greater skills for performing the activities as performed by the Staff being replaced. The Contractor shall provide DCYF with written notice of any Staff changes that the Contractor proposes. The written notice shall not be effective until fourteen (14) business days from the date of the mailing.

9. CONTINUED PERFORMANCE

If DCYF, in good faith, has reason to believe that Contractor does not intend to, or is unable to perform or has refused to perform or continue performing all material obligations under this Contract, DCYF may demand in writing that Contractor give a written assurance of intent to perform. Failure by Contractor to provide written assurance within the number of days specified in the demand (in no event less than five (5) business days) may, at DCYF's option, be the basis for terminating this Contract under the terms and conditions or other rights and remedies available by law or provided by this Contract.

10. COPYRIGHT

- a. Unless otherwise provided, all Materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by DCYF. DCYF shall be considered the author of such Materials. In the event the Materials are not considered "works for hire," under the U.S. Copyright Laws, Contractor hereby irrevocably assigns all right, title, and interest in Materials, including all intellectual property rights, to DCYF effective from the moment of creation of such Materials.
- b. For Materials that are delivered under the Contract, but that incorporate preexisting materials not produced under the Contract, Contractor hereby grants to DCYF a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to DCYF.
- c. The Contractor shall exert all reasonable effort to advise DCYF, at the time of delivery of Data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. DCYF shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Data delivered under this Contract. DCYF shall have the right to modify or remove any restrictive markings placed upon the Data by the Contractor.

11. DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION

- a. **Scope of Protection.** This Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION) applies to Data, information, or Materials related to the subject matter of this Contract which is received, created, developed, revised, modified, or amended by DCYF, the Contractor, or Subcontractors. Such Data, information, and Materials shall include but is not limited to all Confidential Information and Sensitive Personal Information of In-home Caregivers.
- b. **Use of Confidential Information and Sensitive Personal Information**
 - (1) For Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information that is collected, used, or acquired in connection with this Contract the parties shall comply with the following:
 - (a) All federal and state laws and regulations, as currently enacted or revised, regarding the protection, security, and electronic interchange of Sensitive Personal Information of In-home Caregivers, data, and Confidential Information; and

- (b) All federal and state laws and regulations, as currently enacted or revised, regarding the use, disclosure, modification or loss of Sensitive Personal Information of In-home Caregivers, data, and Confidential Information.
- (2) DCYF does not warrant or guarantee the accuracy of the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information provided pursuant to this Contract. The Contractor understands all the risks and liabilities of the use and misuse of the information provided pursuant to this Contract.

c. Protection of Sensitive Personal Information

- (1) The Contractor agrees to protect the confidentiality of Sensitive Personal Information of In-home Caregivers.
- (2) The Contractor further understands and agrees that Sensitive Personal Information of In-home Caregivers may only be released or disclosed if required by this Contract, or a lawfully issued court order. The Contractor further understands and agrees that before the Contractor can release the Sensitive Personal Information of In-home Caregivers pursuant to a third party request, or for any other reason, the Contractor must comply with all the requirements, including notice requirements, contained in this Section (Protection of Sensitive Personal Information).
- (3) **Notice of Third Party Request and Intended Disclosure**
 - (a) **Written Notice Required.** If a third party requestor seeks from the Contractor the Sensitive Personal Information of an In-home Caregiver, or the Contractor intends to release or disclose the Sensitive Personal Information of an In-home Caregiver for any other reason not related to a third party request, the Contractor shall give notice to DCYF of such request and/or the Contractor's intent to release or disclose such information.
 - (b) **Notice Deadline: Third Party Request.** The notice required under this Section (Notice of Third Party Request and Intended Disclosure) shall be provided to DCYF's program contact within five (5) calendar days from the date of the request, to allow DCYF to seek a protective order from the proper tribunal.
 - (c) **Notice Deadline: Disclosure for any Other Reason.** If the Contractor intends to release or disclose the Sensitive Personal Information of an In-home Caregiver for a reason that is unrelated to a particular third party request, the Contractor shall provide written notice to DCYF no less than twenty-one (21) calendar days prior to the intended release date.
 - (d) **Basis for Disclosure.** The Contractor understands and agrees that it will not release the Sensitive Personal Information of an In-home Caregiver without the express written consent from DCYF, or a lawfully issued court order in which DCYF has been given an opportunity to oppose prior to entry of the order.
- (4) If the Contractor is required by this Contract to release or disclose the Sensitive Personal Information of an In-home Caregiver(s), prior to such release or disclosure the Contractor must obtain from the recipient of such Sensitive Personal Information a signed Statement of Confidentiality and Non-Disclosure Agreement consistent with Attachment 1 to this Contract.
- (5) The Contractor understands and agrees that before the Contractor releases or discloses, pursuant to the terms of this Contract, the Sensitive Personal Information of In-home Caregivers to a subcontractor, the Contractor must obtain prior written approval from DCYF agreeing to such disclosure.

d. Information Technology Security Standards

- (1) The Contractor and its Staff and the Subcontractors and their Staff shall comply with the following:
 - (a) All security standards, practices, and procedures which are equal to or exceed those of the DCYF (which security standards, practices, and procedures of DCYF shall have been provided to Contractor in writing); and

(b) The Washington State Office of the Chief Information Officer IT Standards.

- (2) The parties agree to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent the unauthorized access, use, or disclosure of Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information. The Contractor shall make the Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information available to amend as directed by DCYF and incorporate any amendments into all the copies maintained by the Contractor or their Subcontractors.

e. Confidentiality Protection

To safeguard the confidentiality of all Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information, and in addition to the requirements contained in this Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION) the Contractor must:

- (1) Ensure that the Contractor's Staff, Subcontractors, and the Subcontractors' Staff use Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information solely for the purposes of accomplishing the services set forth in this Contract. The term "Staff" shall have the same meaning as set forth in Section (DEFINITIONS).
- (2) Limit access to Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information to the Contractor's Staff and Subcontractors' Staff requiring access for performance of their assigned duties.
- (3) Require that the Contractor's Staff and Subcontractors' Staff having access to Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information sign a Statement of Confidentiality and Non-Disclosure Agreement consistent with Attachment 1. Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information shall not be released to the Contractor's Staff person(s) or Subcontractors' Staff person(s) until the following conditions have been met:
 - (a) DCYF approves the Contractor's Staff person, or Subcontractor's Staff person, to work on this Contract; and
 - (b) DCYF must receive the signed original Statement of Confidentiality and Non-Disclosure Agreement, signed by the Staff person, from the Contractor or Subcontractor.
- (4) Notify its Staff person(s) and ensure its Subcontractors notify the Subcontractors' Staff person(s) of the requirements of Section (COMPLIANCE WITH LAWS, RULES AND REGULATIONS), and this Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION).
- (5) Ensure that Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information is not released, disclosed, published, modified, transferred, sold, or otherwise made known to unauthorized persons without the prior written consent of the individual named or as otherwise authorized by law.
- (6) Ensure that Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information is protected from loss and from unauthorized physical or electronic access.
- (7) Ensure that the input of user identifications and passwords are necessary and required before the Contractor, the Contractor's Staff, or Subcontractor's Staff can access electronically stored Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information.

- (8) Destroy all Sensitive Personal Information of In-home Caregivers, Data, and Confidential Information so that it cannot be accessed by unauthorized individuals and cannot be recovered when the information is no longer required or used for providing services under this Contract, and retention is no longer required by the Records Retention Act (chapter 40.14 RCW) or Section (RECORD MAINTENANCE), whichever is longer. Unless the Washington State Office of the Chief Information Officer IT Standards require a different method for the destruction of Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information, the information required to be destroyed under this Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION) must be destroyed as follows:
- (a) For paper documents containing Data, but not Sensitive Personal Information of In-home Caregivers or Confidential Information, a contract with a paper shredding firm is acceptable, provided the contract ensures that the confidentiality of the Data will be protected. Such documents may also be destroyed by on-site shredding, pulping, or incineration.
 - (b) For paper documents containing Sensitive Personal Information of In-home Caregivers, or Confidential Information, requiring special handling (e.g. Protected Client Information) the documents must be destroyed by on-site shredding, pulping, or incineration.
 - (c) If Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information has been contained on optical discs (e.g. CDs or DVDs), the Contractor shall either destroy by incineration the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
 - (d) If Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information has been stored on magnetic tape(s), the Contractor shall destroy the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information by degaussing, incinerating or crosscut shredding.
 - (e) If Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information has been stored on server or workstation data hard drives or similar media, the Contractor shall destroy the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information by using a "wipe" utility which will overwrite the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information, cannot be reconstructed, or physically destroying disk(s).
 - (f) If Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information has been stored on removable media (e.g. floppies, USB flash drives, portable hard disks, or similar disks), the recipient shall destroy the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information by using a "wipe" utility which will overwrite the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the Sensitive Personal Information of In-home Caregivers, Data, or Confidential Information cannot be reconstructed, or physically destroying disk(s).
- (9) Ensure that within fifteen (15) calendar days after the completion of the requirements contained in Section (Confidentiality Protection) the Contractor shall complete and deliver to DCYF a signed Certification of Data Disposition (Attachment 2).
- (10) Ensure that paper records are protected by storing the records in a secure area which is only accessible to authorized personnel. When not in use, such records must be stored in a locked container, such as a file cabinet, locking drawer, or safe, to which only authorized persons have access.

- (11) Shall immediately notify DCYF after becoming aware of any potential, suspected, attempted or actual breaches of security including, but not limited to, unauthorized access, use or disclosure, and compromised Data, or compromised login IDs or passwords. The Contractor shall take all necessary steps to mitigate the harmful effects of such breach of security. The Contractor agrees to defend, protect and hold harmless DCYF for any damages related to a breach of security by their officers, directors, employees, Subcontractors or agents. Immediately after becoming aware of a suspected, attempted, or actual breach the Contractor must contact the DCYF Contract Manager and DCYF's Help Desk at (360) 407-1960 or dcyf.servicedesk@dcyf.wa.gov.

f. Confidentiality Breach

- (1) In the event of a breach by the Contractor of this Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION) and in addition to all other rights and remedies available to DCYF, DCYF may elect to do any of the following:
 - (a) Terminate the Contract;
 - (b) Require that the Contractor return all Sensitive Personal Information of In-home Caregivers and Confidential Information to DCYF that was previously provided to the Contractor by DCYF;
 - (c) Require that the Contractor destroy all Sensitive Personal Information of In-home Caregivers and Confidential Information so it cannot be accessed by unauthorized individuals and cannot be recovered; or
 - (d) Suspend the Contractor's on-line access to accounts and other information.

g. Method of Transfer

All Data transfers to or from the Contractor shall only be made by using the secure data.wa.gov portal provided by the State Of Washington with login and hardened password security.

h. Public Disclosure

- (1) Either party to this Contract may designate certain Confidential Information as "Confidential Information/Notice Requested." This designation shall be made by clearly stamping, watermarking, or otherwise marking each page of the Confidential Information. The party who owns the Data is responsible for informing the other party what it considers Confidential Information.
- (2) If a third party requestor seeks information that has been marked "Confidential Information/Notice Requested," notice shall be given to the marking party prior to release of the information. Such notice shall be provided to the program contact no less than five (5) business days prior to the date of the disclosure, to allow the party objecting to disclosure to seek a protective order from the proper tribunal.

i. Access to Data

- (1) In compliance with RCW 39.26.180, the Contractor shall provide access to Data generated under this Contract to DCYF, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes, but is not limited to, access to all information that supports the findings, conclusions and recommendations of the Contractor's reports, including computer models and methodology for those models.

12. DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by the Contractor or that of its Subcontractors.

13. DISPUTES

- a. Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a Dispute Resolution Board (“DRB”).
- b. A request for a DRB must:
 - (1) Be in writing;
 - (2) State the disputed issues;
 - (3) State the relative positions of the parties;
 - (4) State the Contractor’s name, address, and contact telephone number; and
 - (5) Be mailed to the other party’s (respondent’s) Contract Manager after the parties agree that they cannot resolve the dispute.
- c. The respondent shall mail a written answer to the requester’s Contract Manager within ten (10) business days of the receipt of the request for a DRB.
- d. Once a party requests a DRB, each party shall designate a representative. The representatives shall mutually select a third member. The DRB shall evaluate the facts, Contract terms and applicable statutes and rules and make a determination by majority vote. The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding concerning the Contract. The parties agree that the DRB shall precede any action in a judicial or quasi-judicial tribunal.

14. DUPLICATE PAYMENT

DCYF shall not pay the Contractor if the Contractor has charged or will charge the State of Washington, or any other party under any other contract or agreement, for the same services or expenses.

15. ENTIRE CONTRACT

This Contract, including all referenced exhibits and attachments, contains all the terms and conditions agreed upon by the parties. No other understanding, written, oral, or otherwise regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

16. EXPENSES

All expenses not provided for specifically in this Contract shall be the responsibility of the Contractor unless otherwise mutually agreed upon by the parties.

17. FUNDING CONTINGENCY

- a. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to completion of the work in this Contract, DCYF may:
 - (1) Terminate this Contract with ten (10) days advance notice. If this Contract is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination;
 - (2) Renegotiate the terms of the Contract under the new funding limitations and conditions;
 - (3) After a review of project expenditures and deliverable status, extend the end date of this Contract and postpone deliverables or portions of deliverables; or
 - (4) Pursue such other alternatives as the parties mutually agree to in writing.

- b. Any termination under this Section (FUNDING CONTINGENCY) shall be considered a Termination for Convenience.

18. INDEMNIFICATION

- a. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors' agents, employees, representatives, or any Subcontractor or its employees.
- b. Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any Subcontractor's performance or failure to perform under the Contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.
- c. Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

19. HEADINGS

The headings throughout this Contract are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Contract.

20. INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with the provisions of Title 51 RCW (Industrial Insurance). If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, DCYF may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. DCYF may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by DCYF under this Contract, and DCYF may also transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I's right to collect from the Contractor.

21. LIMITATION OF AUTHORITY

Only the Contractor's agent or agent's delegate by writing (delegation to be made prior to action) and DCYF's agent or agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the agents for both parties.

22. INSURANCE

The Contractor, a local government of the State of Washington, warrants that it is self-insured. The intent of the required insurance is to protect DCYF should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the Contractor or Subcontractors, or agents of either, while performing under the terms of this Contract.

23. MONITORING

- a. DCYF has the right to monitor and evaluate performance, compliance, and quality assurance under this Contract. The Contractor shall provide a right of access to its facilities to DCYF, personnel authorized by DCYF, or to any other authorized agent or official of the State of Washington or the federal government at all reasonable times in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

- b. Monitoring activities may include, but not be limited to:
 - (1) Review of the deliverables and other requirements listed in Exhibit A.
 - (2) Site visits to review records, observe implementation of services or follow up on compliance issues. These visits may be unannounced.
 - (3) Intensive program reviews, including intensive on-site program reviews. The off-site and on-site program reviews may include, but not be limited to, review of the following:
 - (a) Contractor's compliance with Section (COMPLIANCE WITH LAWS, RULES AND REGULATIONS);
 - (b) Contractor's compliance with Section (DATA SHARE AND PROTECTION OF CONFIDENTIAL INFORMATION AND SENSITIVE PERSONAL INFORMATION);
 - (4) On-site program reviews and site visit records reviews must be scheduled in advance with the Contractor.

24. NEUTRAL AUTHORSHIP

Each of the provisions of this Contract has been reviewed and negotiated, and represents the combined work product of both parties hereto. No presumption or other rules of construction which would interpret the provisions of this Contract in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Contract.

25. ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Contract, or between the terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable State of Washington statutes, regulations, and policies
- b. The Contract terms and conditions (pages 1 thru 4)
- c. Exhibit D (General Terms and Conditions)
- d. Exhibit E (2019-20 ECEAP Performance Standards)
- e. Exhibit A (Statement of Work)
- f. Exhibit C (Deliverables)
- g. Exhibit B (Budget)
- h. Attachment 1 (Statement of Confidentiality and Non-Disclosure Agreement)
- i. Attachment 2 (Certification of Data Disposition)

26. OVERPAYMENT

- a. Contractor shall promptly, but in all cases within thirty (30) Days, pay to DCYF the full amount of any erroneous payment or overpayment (a) upon Notice of an erroneous payment or overpayment to which Contractor is not entitled with supporting documentation to substantiate such erroneous payment or overpayment and the grounds for DCYF's determination of such erroneous payment or overpayment or (b) when any such erroneous payment or overpayment is otherwise discovered by Contractor.

- b. In addition to the requirements contained in this Section (OVERPAYMENT), the Contractor agrees that DCYF may also recover overpayments made to the Contractor by deducting amounts owed to the Contractor. DCYF must provide written notice to the Contractor if it elects to recover overpayments by deducting amounts owed to the Contractor.

27. PUBLICITY

- a. The award of this Contract to Contractor is not in any way an endorsement of Contractor or Contractor's Services by DCYF and shall not be so construed by Contractor in any advertising or publicity materials.
- b. The Contractor agrees to submit to DCYF all advertising and publicity matters relating to this Contract in which the State of Washington or DCYF's name, state seal or logo is mentioned or used or language is used from which a connection with the State of Washington or DCYF may, in DCYF's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of DCYF.
- c. All publications funded, in whole or in part, under this Contract will use DCYF logo and will acknowledge credit as either providing "funding in partnership with" or "funded by" DCYF. The full-color or black-and-white DCYF logo, provided by DCYF Contract Manager, shall appear in its entirety, without modification.

28. RECAPTURE

- a. In the event that the Contractor fails to expend funds under this contract in accordance with state laws and/or the provisions of this Contract, DCYF reserves the right to recapture state funds in an amount equivalent to the extent of the noncompliance in addition to any other remedies available at law or in equity.
- b. Such right of recapture shall exist for a period not to exceed six (6) years following Contract termination. Repayment by the Contractor of funds under this recapture provision shall occur within thirty (30) days of demand. In the event that DCYF is required to institute legal proceedings to enforce the recapture provision, DCYF shall be entitled to its costs thereof.

29. RECORDS MAINTENANCE

- a. The Contractor shall maintain all books, records, documents, Data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including Materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by DCYF, personnel duly authorized by DCYF, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.
- b. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

30. REMEDIES

Except for remedies designated specifically as exclusive, no remedy conferred by any of the specific provisions of this Contract is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy given hereunder, now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies by either party shall not constitute a waiver of the right to pursue other available remedies.

31. SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, and to this end the provisions of this Contract are declared to be severable.

If any term or condition of this Contract is held invalid by any court, the remainder of the Contract remains valid and in full force and effect.

32. SITE SECURITY

While on DCYF's premises, the Contractor, its agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

33. SUBCONTRACTING

- a. **Subcontractor Approval by DCYF.** Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval from DCYF.
- b. **Subcontract Terms and Conditions.** The Contractor must ensure that all terms, conditions, assurances and certifications set forth in this Contract are included in any and all Subcontracts. The Contractor shall forward to DCYF upon request, copies of all subcontracts and other materials pertaining to any and all subcontracts.
- c. **Performance.** Contractor is responsible and liable for the proper performance of and the quality of any work performed by any and all Subcontractors. In no event shall the existence of a subcontract operate to release or reduce the liability of Contractor to DCYF for any breach in the performance of Contractor's duties. In addition, Contractor's use of any Subcontractor shall not cause the loss of any warranty from Contractor. All subcontracts shall be made in writing. Any failure of the Contractor or its Subcontractors to perform the obligations of this Contract shall not discharge the Contractor from its obligations under this Contract.
- d. **Direct Agreements.** Upon expiration or termination of this Contract for any reason, DCYF and/or the State will have the right to enter into direct contracts with any of the Subcontractors. Contractor agrees that its arrangements with Subcontractors will not prohibit or restrict such Subcontractors from entering into direct contracts with DCYF.

34. TERMINATION FOR CAUSE

- a. In the event DCYF determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, DCYF has the right to suspend or terminate this Contract. DCYF shall notify the Contractor in writing of the need to take corrective action. If appropriate corrective action is not taken within thirty (30) days, the Contract may be terminated.
- b. DCYF reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by DCYF to terminate the Contract.
- c. In the event of termination, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and Staff time. The termination shall be deemed to be a "Termination for Convenience" if it is determined that: (1) the Contractor was not in default; or (2) failure to perform was outside of Contractor's control, fault or negligence. The rights and remedies of DCYF provided in this Section (TERMINATION FOR CAUSE) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- d. A filing for bankruptcy by Contractor will be deemed a material breach and may result in immediate termination of this Contract.

- e. Section titled TERMINATION FOR CAUSE, sub-section a. shall not apply to conduct in the performance of this Contract by the Contractor or sub-contractor(s) that involves child abuse or neglect. In the event DCYF has reason to believe that in the performance of this Contract the Contractor or its sub-contractors cause a child to be abused or neglected as defined in chapter 26.44 RCW, DCYF may immediately suspend or terminate this Contract. DCYF may elect to notify the Contractor in writing of the need to take corrective action before the Contract is suspended or terminated by DCYF.

35. TERMINATION FOR CONVENIENCE

DCYF may terminate this Contract in whole or in part when it is in the best interest of DCYF by giving the Contractor at least thirty (30) calendar days' written notice. If this Contract is so terminated, DCYF shall be liable only for payment required under the terms of this Contract for services received and accepted, or goods delivered and accepted, prior to the effective date of termination.

36. TERMINATION PROCEDURE

- a. Upon termination of this Contract the DCYF, in addition to any other rights provided in this Contract, may require the Contractor to deliver to DCYF any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of Section (TREATMENT OF ASSETS) shall apply in such property transfer.
- b. DCYF shall pay to the Contractor the agreed upon price, if separately stated, for completed work and service(s) accepted by DCYF, and the amount agreed upon by the Contractor and DCYF for (i) completed work and service(s) for which no separate price is stated, (ii) partially completed work and service(s), (iii) other property or services which are accepted by DCYF, and (iv) the protection and preservation of property, unless the termination is for default, in which case DCYF and Contractor may agree to the extent of the liability of DCYF. Failure to agree to the extent of the liability shall be a dispute within the meaning of Section (DISPUTES) of this Contract. DCYF may withhold from any amounts due the Contractor such sum as DCYF determines to be necessary to protect DCYF against potential loss or liability.
- c. The rights and remedies of DCYF provided in this Section (TERMINATION PROCEDURE) shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.
- d. After receipt of a notice of termination, and except as otherwise directed by DCYF, the Contractor shall:
 - (1) Stop work under the contract on the date, and to the extent specified, in the notice;
 - (2) Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract as is not terminated;
 - (3) Assign to DCYF, in the manner, at the times, and to the extent directed by DCYF, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case DCYF has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
 - (4) Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of DCYF to the extent DCYF may require, which approval or ratification shall be final for all the purposes of this clause;
 - (5) Transfer title to DCYF and deliver in the manner, at the times, and to the extent directed by this Contract or by DCYF any property which, if the contract had been completed, would have been required to be furnished to DCYF;
 - (6) Complete performance of such part of the work as shall not have been terminated by DCYF; and
 - (7) Take such action as may be necessary, or as DCYF may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which DCYF has or may acquire an interest.

37. TREATMENT OF ASSETS

- a. Title to all property furnished by DCYF shall remain in DCYF. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in DCYF upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in DCYF upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by DCYF in whole or in part, whichever first occurs.
- b. Any property of DCYF furnished to the Contractor shall, unless otherwise provided herein or approved by DCYF, be used only for the performance of this Contract.
- c. The Contractor shall be responsible for any loss or damage to property of DCYF which results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- d. If any property of DCYF is lost, destroyed or damaged, the Contractor shall immediately notify DCYF and shall take all reasonable steps to protect the property from further damage.
- e. The Contractor shall surrender to DCYF all property of DCYF prior to settlement upon completion, termination or cancellation of this contract.
- f. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

38. WAIVER

A failure by either party to exercise its rights under this Contract shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Contract. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing signed by personnel authorized to bind each of the parties.

39. CONTRACTOR REPRESENTATIONS AND WARRANTIES

Contractor makes each of the following representations and warranties as of the effective date of this Contract:

- a. **Qualified to do Business.** Contractor represents and warrants that it is in good standing and qualified to do business in the State of Washington, that it possesses and shall keep current all required licenses and/or approvals, and that it is current, in full compliance, and has paid all applicable taxes owed to the State of Washington.
- b. **Suspension & Debarment.** Contractor represents and warrants that neither it nor its principals or affiliates presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any governmental contract by any governmental department or agency within the United States.
- c. **Quality of Goods or Services.** Contractor represents and warrants that any goods and/or services sold pursuant to this Contract shall be merchantable, shall conform to this Contract, shall be fit and safe for the intended purposes, shall be free from defects in materials and workmanship, and shall be produced and delivered in full compliance with applicable law. Contractor further represents and warrants it has clear title to the goods and that the same shall be delivered free of liens and encumbrances and that the same do not infringe any third party patent. Upon breach of warranty, Contractor will repair or replace (at no charge to DCYF) any goods and/or services whose nonconformance is discovered and made known to the Contractor. If, in DCYF's judgment, repair or replacement is inadequate, or fails of its essential purpose, Contractor will refund the full amount of any payments that have been made. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

- d. **Wage Violations.** Contractor represents and warrants that, during the term of this Contract and the three (3) year period immediately preceding the effective date of this Contract, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52. For purposes of this Subsection (Wage Violations) and pursuant to RCW 49.48.082, "willful" shall mean a knowing and intentional action that is neither accidental nor the result of a bona fide dispute, as evaluated under the standards applicable to wage payment violations under RCW 49.52.050(2).
- e. **Pay Equality.** Contractor represents and warrants that, as required by Washington state law (Laws of 2019, Chap. 415, §225(4)(f)), during the term of this Contract the Contractor agrees to equality among its workers by ensuring similarly employed individuals are compensated as equals.
- (1) For purposes of this Subsection (Pay Equality), employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed.
 - (2) For purposes of this Subsection (Pay Equality), the Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels.
 - (a) A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience, that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential.
 - (b) A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.
 - (3) Notwithstanding any provision to the contrary, upon breach of this pay equality warranty (Subsection Pay Equality) and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, DCYF may suspend or terminate this Contract.
- f. **Procurement Ethics & Prohibition on Gifts.** Contractor represents and warrants that it complies fully with all applicable procurement ethics restrictions including, but not limited to, restrictions against Contractor providing gifts or anything of economic value, directly or indirectly, to Purchasers' employees.
- g. **Sensitive Personal Information of In-home Caregivers.** Contractor represents and warrants that, as required by state law (RCW 42.56.640, RCW 42.56.645, and RCW 43.17.410), it agrees to fully comply will all applicable non-disclosure requirements that pertain to the Sensitive Personal Information of In-home Caregivers.

40. WITHHOLDING PAYMENTS

DCYF may withhold payment to the Contractor for any services/deliverables not performed as required hereunder until such time as the Contractor modifies or delivers services/deliverables to the satisfaction of DCYF.



Exhibit E - 2021-22 ECEAP Performance Standards



2021-22 ECEAP PERFORMANCE STANDARDS



If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).



Washington State Department of CHILDREN, YOUTH & FAMILIES

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1. Introduction to the 2021-22 ECEAP Performance Standards

The Early Childhood Education and Assistance Program (ECEAP) is Washington State's pre-kindergarten program that supports children and families who are furthest from opportunity. ECEAP provides high-quality comprehensive services that focus on the whole child. Children receive individualized, child-centered services including education, health coordination and family support services.

The ECEAP Performance Standards explain the service delivery requirements of the Washington State Early Childhood Education and Assistance Program (ECEAP). They serve as the basis for ECEAP program monitoring. Contractors must comply with the Performance Standards as part of their contract with the Department of Children Youth and Families. ECEAP Contractors must also comply with all applicable federal, state, tribal or local regulations.

DCYF ECEAP commits to dismantling racism and building an equitable state-funded preschool system in Washington. Increasing our understanding of and capacity to address the deep-rooted impacts of bias and racism at every level is the highest priority for our team. We embrace equity as a foundation of and driving force behind our work by listening to and learning from families, contractor staff and communities. Driven by this commitment, we develop and revise systems, policies and practices, with the goal of eliminating disparities and transforming lives.

The 2021-22 Standards will be in effect beginning July 1, 2021 and until the full progression of aligned child care licensing, Early Achievers, and ECEAP standards are released.

Performance Standards are the minimum requirements to address the goals of ECEAP. Contractors are encouraged to exceed standards based on community, child and family needs to:

- Provide a comprehensive pre-kindergarten program that integrates education, family support and health services.
- Foster the development of the whole child and enhance opportunities for success in school and life.
- Focus on parent and family strengths and support each parent as their child's first and most important teacher and provider of safety, loving care and stability.
- Honor each family's culture and language, and ensure culturally-relevant services.

These Performance Standards are the work of many dedicated ECEAP program administrators, staff, and families who shared their vision and expertise.

2. Intent and Authority

This section covers the intent and authority behind the ECEAP Performance Standards and provides definitions for terms used throughout this document.

IA-1 ECEAP Definitions

“Anti-Bias” practices involve creating a community that supports all dimensions of human differences, including culture, race, language, ability, learning styles, ethnicity, family structure, religion, sexual orientation, gender identity, gender expression, age, and socioeconomic differences. Which includes addressing issues of personal and social identity, social-emotional relationships with people different from oneself, prejudice, discrimination, critical thinking, and taking action for fairness.

“Affirmative Action” implementation and putting in practice to increase the representation of affected groups in the workforce when a particular group is under-represented to meet the needs of the community.

“Contractor” means the organization providing ECEAP services under a signed contract with the Washington State Department of Children, Youth, and Families.

“Cultural” or “culturally” means in a way that relates to the ideas, customs, and social behavior of different societies.

“Curriculum” means consists of the knowledge, skills, abilities, and understandings children are to acquire and the plans for learning experiences through which those gains will develop skills and knowledge through experiential learning.

“DCYF” means the Washington State Department of Children, Youth, and Families.

“Dual Language Learners” means children who are learning in two or more languages at the same time, generally English and specific languages other than English spoken in the local community, for example Spanish, Somali, Vietnamese, Russian, Arabic, native languages, or indigenous languages where the goal is multilingualism. For some, both a language other than English and English may be spoken at home. Children who are DLLs are a very diverse group by many measures, and have varying levels of proficiency in their home language and in English.

“ELMS” means the Early Learning Management System, the database where Contractors enter ECEAP program and child information.

“Gender expression” External appearance of one's gender identity, usually expressed through behavior, clothing, haircut or voice, and which may or may not conform to socially defined behaviors and characteristics typically associated with being either masculine or feminine.

“Gender identity” One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

“Inclusion” embodies the values and practices that create access to individualized opportunities for every child and their family. State agencies, community partners, and families all work together to provide access to inclusive high-quality early childhood programs for all children. Inclusive practices ensure that all children and their families, regardless of ability, can participate in a broad range of activities and are supported to engage as full members of their, communities, and society. The desired result of inclusive experiences for all children is that they feel a sense of belonging to a community, develop positive social relationships and friendships, and experience learning that engages the individual child's development.

“Individual Care Plan” means a specific plan to meet the individual needs of a child with a food allergy, special dietary requirement due to a health condition, other special needs, or circumstances.

“Individualized Education Program” (IEP) - is a written statement for a student eligible for special education that is developed, reviewed and revised in accordance with state and federal laws.

“Individualized Family Service Plan” (IFSP) is a process and document that a family and a team of specialists develop to assist family and child.

“504 Plan”– is a formal plan required by Section 504 of the Rehabilitation Act of 1973, which prevents discrimination based on disability. A 504 Plan supports schools in providing “free appropriate public education” (FAPE) for students with a physical or mental impairment that limits one or more major life activities.

“Instructional Leadership” (IL) is a relationship based professional development strategy that is strengths based, learning focused, culturally responsive and grounded in the relentless pursuit of equity. It is informed by data and measured by improvement in instructional practice and in child and family outcomes. It fosters a culture of reflective practice that builds self-awareness to increase knowledge and apply skills.

“Job-Embedded Professional Learning” (JEPL) is an individualized, collaborative process of continuous improvement that makes a direct connection between learning and application. It takes place within the context of an early learning professional's day to day practice, is data-informed and intended to improve outcomes.

“Kindergarten Transition” is a process involves children, families, schools, and communities over the life of the child to set the stage for success in learning.

“MERIT” means the Managed Education and Registry Information Tool, Washington’s professional development registry for early learning.

“Parent” means birth parent, custodial parent, foster parent, guardian, or other person legally responsible for the welfare of the child.

“Positive Behavior Support Plan” means a specific plan to meet the individual behavioral needs of a child due to trauma, learning difficulties, or emotional and behavioral challenges.

“Special Needs” is a term used for children who require assistance due to learning difficulties, physical disability, or emotional and behavioral difficulties and who have documentation in the form of an individualized educational program (IEP), individual health plan (IHP), 504 plan, or an individualized family service plan (IFSP).

“Subcontractor” means an individual or entity that is not an employee of the contractor, and is providing all or part of the ECEAP services under a contract or interagency agreement with an ECEAP contractor. All services provided by subcontractors must comply with these ECEAP Performance Standards.

“Transition” is the process or period of time to change from one activity, place, learning environment, or sleeping arrangement to another.

“Tribal Sovereign Nation” means the federally recognized Indian Tribe that has executed this contract and its designated subdivisions and agencies performing services pursuant to this contract and includes the Tribal Sovereign Nation officers, employees, and/or agents. For purposes of any permitted Subcontract, “Tribal Sovereign Nation” includes any Subcontractor of the Tribal Sovereign Nation and the Subcontractor’s owners, members, officers, directors, partners, employees, and/or agents.

“WAC” means the Washington Administrative Code, which are regulations of executive branch agencies issued by authority of statute.

“WELS” means a web-based early learning data system used by Early Achievers partners including DCYF, UW and Child Care Aware/ regional lead agencies to track and maintain data including facility/sites participation, evaluation information, and quality improvement progress.

IA-2 Non-Discrimination

- (1) Contractors must not deny service to, or discriminate against, any person who meets the eligibility criteria for ECEAP on the basis of sex, gender identity, race, ethnicity, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, gender expression, culture, or public assistance recipient status.
- (2) Contractors must comply with the requirements of the Washington law against discrimination (chapter 49.60 RCW) and with the Americans with Disabilities Act (ADA).
- (3) Contractors must have a written nondiscrimination policy addressing:
 - (a) At least the factors listed in section (1) of this section,
 - (b) Includes the process for family complaints
 - (c) Includes the process for informing and training staff on nondiscrimination policy
- (4) Non-discrimination policy should be included in parent handbook., or other written communications, with translations as appropriate.

3. Child Outcomes

Positive child outcomes are supported by the requirement that all children in ECEAP receive an approved developmental screening, followed by developmental monitoring through the use of ongoing, culturally aware observation and assessment to track children’s development. Referrals for further evaluation are provided if needed. Staff partner with families throughout this process. Ongoing observation and assessment of each child by qualified, culturally responsive classroom staff ensures that needs are identified, and children and families receive the support needed as they move through ECEAP and into kindergarten.

CO-1 Developmental Screening and Referrals

- (1) Contractors must conduct a developmental screening of each child within 45 calendar days, counting a child’s first day attending class as day one. This screening is required only once per child while in ECEAP, and is followed by quarterly assessments of child development.
- (2) Exceptions:
 - (a) If a child received a developmental screening within six months prior to starting ECEAP, and the contractor obtains documentation of that screening, the contractor may use the existing screening.
 - (b) The contractor does not need to complete a developmental screening for children who are on an active Individualized Education (IEP), unless the IEP is for speech/language only.
- (3) The purpose of the developmental screening is to identify children who may need further evaluation or referral for special services.
- (4) The developmental screening tool must:
 - (a) Be valid and reliable.
 - (b) Be sensitive to the cultural and linguistic needs of enrolled children and families.

- (c) Screen speech/language, social-emotional, physical/motor, and cognitive development.
- (5) The developmental screening must be administered:
 - (a) With written parent consent and collaboration.
 - (b) By qualified and trained staff.
 - (c) In a child's home language by bilingual staff, or through an interpreter together with qualified staff, when possible.
- (6) After completing the screening, staff must score the tool and share the results with the family in their home language when possible. If any child scores as needing further evaluation, staff must:
 - (a) Meet with the parent to discuss result to determine if a rescreen or referral is appropriate.
 - (i) Rescreens must follow the guidance of the developmental screening tool used.
 - (b) Refer the parent to the local education agency (LEA) for further evaluation.
 - (c) Ensure the child received the needed evaluations and any related services, while respecting parent choice.
 - (d) Partner with the LEA to support federal and state timelines for the evaluation process.
- (7) For all children with an Individualized Education Program (IEP), contractors must:
 - (a) Request that the LEA invite the ECEAP teacher to IEP meetings.
 - (b) Support the participation of ECEAP teachers to attend IEP meetings.
 - (c) Obtain a copy of the IEP.
 - (d) Include the child's IEP goals in individualized planning.
- (8) Staff must document developmental screening dates, results, referrals, follow-ups, and IEP dates in Early Learning Management System (ELMS).

CO-2 Transition

- (1) Contractors must write a transition plan in partnership with families that includes an annual schedule of activities to assist children and families transitioning:
 - (a) Into ECEAP from other early learning care
 - (b) Between rooms at an ECEAP site
 - (c) Out of an ECEAP classroom to other early learning care
 - (d) From ECEAP to kindergarten
- (2) Kindergarten Transition Plan must include how contractors will coordinate with schools in their service areas to:
 - (a) Plan joint family events, when possible.
 - (b) Connect ECEAP families to school kindergarten readiness events provided by schools.
 - (c) Inform ECEAP families of kindergarten registration processes.
 - (d) Build relationships with kindergarten teachers to promote successful transitions.
 - (e) Exchange child information, such as child assessments, with parent permission.
 - (f) Discussion during parent-teacher conferences to help families understand their child's progress towards kindergarten readiness.

CO-3 Observation

- (1) Contractors must ensure teaching staff observe each child and document these observations in Teaching Strategies GOLD®. These observations must:
 - (a) Document what children say and do, with whom, and where they play.
 - (b) Be written in objective and factual notes, including direct quotations of language and descriptions of actions.
 - (c) Occur across a variety of activities, locations and throughout the daily schedule.
 - (d) Cover the following areas of development and learning for the individual child: social-emotional development, physical development, language development, cognitive development, literacy and mathematics.
 - (e) Take place over time, throughout the school year.
 - (f) Include family observation, if available.
- (2) Staff will use these observations to:
 - (a) Learn more about the child's development, skills, abilities, interests, friendships, interactions, behavior and identify additional supports needed.
 - (b) Inform Teaching Strategies GOLD® checkpoint ratings.
 - (c) Develop individualized curriculum and guidance plans.

CO-4 MyTeachingStrategies® GOLD® Assessment

- (1) Contractors must use MyTeachingStrategies® GOLD® to document assessment of child development and learning, and participate in the ELMS to GOLD® data feed which loads ECEAP site, class, teacher and child data into GOLD® and archives exited ECEAP children automatically. This includes all ECEAP subcontractors.
- (2) Contractors must:
 - (a) Finalize checkpoint ratings in GOLD® by the DCYF quarterly due date for each child who attended class for a minimum of three weeks prior to the checkpoint.
 - (b) Consider observations from observers who speak the child's home language, when possible.
 - (c) Rate all required objectives in the six areas of development and learning (mathematics, language, literacy, social-emotional, physical, and cognitive) for each child.
 - (d) Complete the Home Language Survey by each child's first checkpoint after enrollment and if indicated, assess the child's English language acquisition using objectives 37-38.
- (3) Contractors must analyze their aggregate child assessment data to inform continuous improvement planning, including:
 - (a) Culturally responsive teaching practices.
 - (b) Curriculum decisions.
 - (c) Staff professional development.

CO-5 Individualization

- (1) Contractors must ensure teaching staff individualize child goals, curriculum, and supports based on:
 - (a) Staff observations of the child, interactions and environment.
 - (b) Assessment data.
 - (c) Family observations of the child.
 - (d) Information gained from parent-teacher conferences.
 - (e) IEPs, if applicable.
 - (f) Behavior plans, if applicable.
- (2) Teaching staff must document individualization in one or more of the following:
 - (a) Parent-teacher conference notes in ELMS or another location.
 - (b) The Teaching Strategies GOLD® Family Conference Form.
 - (c) Curriculum plans.
 - (d) Individual learning plans.
 - (e) Individual behavior plans.

4. Family Engagement and Partnerships

Relationship-based family partnerships are an essential component of ECEAP comprehensive services. A contractor must integrate parent and family engagement strategies into all systems and program services to support family well-being. Using Mobility Mentoring®, an innovative two-generation approach that addresses the prevalent needs of families, ECEAP staff collaborate with families to build partnerships that engage families in many levels of program activities and support the development of each enrolled child's whole family. These practices include identifying and interrupting biases with awareness building, listening to families about their experiences, training, and staff accountability. The result of anti-bias practices is creating and fostering responsive environments in which all children and their families experience an unconditional sense of belonging and acceptance.

FEP-1 Family Engagement and Partnership Principles

- (1) While providing services to families, staff must:
 - (a) Recognize and focus on parent and family strengths.
 - (b) Build relationships based on mutual respect, trust and equality.
 - (c) Acknowledge parents and family members as resources to themselves and others.
 - (d) Respect family beliefs, culture, language, traditions, and child rearing practices.
 - (e) Engage with families in the family's preferred language, or through an interpreter, to the extent possible, and ensure families have the opportunity to share personal information in an environment in which they feel safe.

FEP-2 Parent-Teacher Conferences

- (1) Contractors must ensure ECEAP teachers provide regular ongoing parent-teacher conferences as needed with a minimum of one for each enrolled child per quarter.
 - (a) For Part Day and School Day classes, contractors must schedule three conferences per year.
 - (b) For Working Day classes, contractors must schedule four conferences per year.

- (c) Contractors may provide additional conferences based on family request or individual child needs.
- (2) To count as one of the required parent-teacher conferences, each conference must be:
 - (a) A minimum of 30 minutes.
 - (b) Scheduled based on individual family needs.
 - (c) In a location agreed upon with the parent.
 - (d) Face-to-face in person or online with the parent.
 - (e) Be planned with individualized content for each child.
- (3) Virtual, phone or email contact may be used in place of face-to-face visits for additional conferences, follow-up conversations or during Non-Traditional Remote Service.

FEP-3 Parent-Teacher Conference Content

- (1) During each conference, teachers partner with parents to:
 - (a) Learn about the child's family, culture, and language.
 - (b) Hear parent's observations of their child's strengths, skills, interests, needs, and goals.
 - (c) Gather parent's suggestions for class activities and ways their family culture can be included in the classroom and curriculum.
 - (d) Develop at least one educational or developmental goal for the child, aligned with the child's cultural and language development.
 - (e) Review and update goals set at previous conferences.
- (2) During conferences, teachers share:
 - (a) Their observations of the child's strengths, skills, interests and development.
 - (b) Screening results and assessment data.
 - (c) The child's progress toward:
 - (i) Meeting their goal(s).
 - (ii) Kindergarten readiness.
 - (d) Information on kindergarten transition.
- (3) Contractors must not count time spent in enrollment processes as parent-teacher conferences, though both may happen during one meeting.
- (4) Contractors must ensure documentation in ELMS of:
 - (a) Date, location, topics, and summary of discussion for each parent- teacher conference.
 - (b) Follow-up plans.
 - (c) Follow-up contacts between parents and teachers outside of regular conferences.

FEP-4 Family Support Visits

- (1) Contractors must ensure ECEAP family support staff provide a minimum of one family support visit per family, per quarter.
 - (a) For Part Day and School Day classes, contractors must schedule three visits per year.
 - (b) For Working Day classes, contractors must schedule four visits per year.
 - (c) Contractors must schedule visits to align with ECEAP Mobility Mentoring® checkpoints.
- (2) To count as one of the required formal family support visits, each visit must be:
 - (a) A minimum of 30 minutes.
 - (b) Scheduled based on individual family needs.
 - (c) In a location agreed upon with the parent.
 - (d) Face-to-face in person or online with the parent.
 - (e) Planned with individualized content for each family for each visit.
- (3) Contractors may provide additional family support visits as needed, based on each family's strengths, needs, and requests. Virtual, phone or email contact may be used in place of face-to-face visits for additional conferences, follow-up conversations or during Non-Traditional Remote Services.

FEP-5 Family Support Visit Content

- (1) Contractors must use the Mobility Mentoring® approach in partnership with families to:
 - (a) Gather information on family strengths and needs through conversation.
 - (b) Identify goals and next steps based on the information gathered using the *Bridge to Child and Family Self-Reliance*.
 - (c) Develop family goals that are:
 - (i) Specific
 - (ii) Measurable
 - (iii) Attainable
 - (iv) Relevant

- (v) Time-Limited
- (d) Connect families with relevant and culturally appropriate community resources and referrals, as outlined in FEP-13 Resources and Referrals.
- (e) Follow up on goals and accomplishments.
- (2) Contractors must ensure family support visits focus on building adult capabilities to support meeting personal and family goals. Contractors must not count time spent in enrollment processes as family support, though both may happen during one meeting.
- (3) Staff must document in ELMS:
 - (a) Date, location, topics and summary of discussion for each family support visit.
 - (b) Follow-up plans.
 - (c) Follow-up contacts outside of regular family support visits.
 - (d) Shared visits with Head Start or Home Visiting Services Programs.
 - (e) Mobility Mentoring®, per the DCYF checkpoint dates:
 - (i) Pre-assessment.
 - (ii) Goals, including mid-year goal check-in.
 - (iii) Post-assessment.

FEP-6 Health Coordination Services for Families

- (1) Contractors must work with parents to:
 - (a) Determine if children have regular medical and dental providers, and dates of last visits.
 - (b) Determine children's medical, dental, nutritional, or mental health needs, including immunization status, current medications, allergies, and life-threatening conditions.
 - (c) Provide support to ensure children's health care needs are met.
 - (d) Create an Individual Care Plan (see IC-2), if needed.
- (2) Contractors must also assist families to:
 - (a) Advocate for their child's health and safety needs.
 - (b) Obtain information on fluoridation, if needed.
 - (c) Access health information on topics of parent interest.
- (3) Contractors must track health care coordination for each child which includes:
 - (a) Health referrals.
 - (b) Follow-up to ensure treatment is completed.
 - (c) Planning for ongoing health care needs.
- (4) Contractors must maintain documentation of these health coordination services (See PAO-10).

FEP-7 Dental Screening

- (1) Contractors must work with parents to ensure that children who have not had a dental exam within the last six months receive a dental exam, or screening by a dental hygienist, within 90 calendar days, counting children's first day attending class each school year as day one. Contractors must retain a copy of the screening or exam record in the child's file (See PAO-10 (1)(f)).

FEP-8 Medical Examinations

- (1) Contractors must work with parents to ensure that children who have not had a medical exam within the last 12 months receive one within 90 calendar days, counting children's first day attending class each school year as day one. This exam must meet the standards set by the Washington State Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) program, including a comprehensive assessment of the physical and mental health, growth, development, and nutritional status of the child. Contractors must retain a copy of the exam record in the child's file. (See PAO-10 (1)(g))

FEP-9 Family Confidentiality

- (1) Contractors must provide a meeting space for education and family support services where conversation between parents and staff cannot be overheard.
- (2) All family records must be kept confidential. (See PAO-9).

FEP-10 Family Engagement

- (1) Contractors must provide a variety of opportunities for ECEAP families to volunteer, connect with other families, learn about parenting, and grow leadership skills. Opportunities offered must include voluntary participation in classroom, site, community, family, committee, and leadership activities.
- (2) Contractors must write and implement a plan to encourage involvement from members of traditionally marginalized and oppressed communities, including but not limited to (see PAO-28):
 - (a) Families whose primary or home language is not English.

- (b) Parents or guardians working full time.
 - (c) Fathers or father figures.
 - (d) Family members who are not living at home, including deployed or incarcerated parents or guardians.
 - (e) Parents or guardians with disabilities.
 - (f) LGBTQIA+ communities.
 - (g) Tribal Families
 - (h) BIPOC Families
 - (i) Other underrepresented families as applicable.
- (3) Contractors must ensure that participation in family engagement opportunities is encouraged, but is not a condition of a child's enrollment.

FEP-11 Family Engagement Content

- (1) Contractors must select and provide family engagement opportunities based on enrolled families' expressed interests.
- (2) Activities may include:
- (a) Class, site, contractor, community, or statewide planning or decision-making committees.
 - (b) Classroom volunteering.
 - (c) Community activities that support families' interests or concerns.
 - (d) Community cafés.
 - (e) Curriculum planning.
 - (f) DCYF on-site monitoring.
 - (g) ECEAP self-assessment.
 - (h) Family events.
 - (i) Health advisory committee.
 - (j) Hiring committees.
 - (k) Leadership training.
 - (l) Learning experiences that support parenting, career, or life goals.
 - (m) Local school events.
 - (n) Menu development.
 - (o) Parenting education.
 - (p) Parent policy council.
 - (q) Parent organizations and initiatives.
 - (r) School or community events and organizations.
 - (s) Cultural activities in the classroom and at family events such as crafts, language, singing and dancing.
- (3) Contractors must plan activities on topics based on enrolled families expressed interests, such as:
- (a) Balancing work and family.
 - (b) Community resources.
 - (c) Enhancement of parenting skills.
 - (d) Family health safety and nutrition.
 - (e) Financial management.
 - (f) Family self-sufficiency and executive function, such as the free optional DCYF Families Moving Forward curriculum.
 - (g) Family well-being.
 - (h) Impact of environments and experiences on brain development.
 - (i) Services and supports for children's behavioral challenges.
 - (j) Positive child guidance and parent-child relationship.
 - (k) Transition to kindergarten activities, such as:
 - (i) Parents' rights and responsibilities concerning their child's education.
 - (ii) Communicating with teachers and other school district personnel.
 - (iii) Summer activities to support school readiness.
 - (l) Supporting parents to advocate for their child.
- (4) Contractors must retain for two years, documentation of family engagement opportunities including dates, topics, publicity, and attendance, as applicable.

FEP-12 Collaborative Visits with Other Programs

Contractors may provide joint family support visits with Early ECEAP, Head Start, Early Head Start, Early Childhood Intervention and Prevention Services (ECLIPSE) and tribally funded comprehensive early learning

programs staff when the same contractor provides these programs to the same family. DCYF encourages this coordination to better meet the needs of families.

- (1) For families enrolled in both ECEAP and one of DCYF's Home Visiting Services Program (HVSP) such as Nurse Family Partnership or Parents as Teachers, contractors must provide joint family support visits with HVSP staff, whenever possible.
- (2) During joint family support visits, contractors must ensure:
 - (a) All related ECEAP performance standards are met.
 - (b) Staff from each program are included.
 - (c) Shared goals are designed so programs are integrated for families, when possible.

FEP-13 Resources and Referrals

- (1) Contractors must ensure staff provide experiences that enable families to:
 - (a) Identify needed community resources.
 - (b) Understand their rights in accessing services.
 - (c) Navigate service systems.
- (2) Contractors must:
 - (a) Inform parents of individualized community resources based on needs identified through conversations with families.
 - (b) Provide assistance in accessing community resources.
 - (c) Follow up with parents throughout the year to ensure the resources meet the individualized needs of the family.
 - (d) Document referrals and follow up in ELMS.
- (3) Community resources may address:
 - (a) Adult education, including literacy.
 - (b) Chemical dependency.
 - (c) Childcare.
 - (d) Clothing.
 - (e) Domestic violence.
 - (f) Energy assistance.
 - (g) Financial literacy or budgeting.
 - (h) Food.
 - (i) Health or dental care.
 - (j) Housing.
 - (k) Job or training skills.
 - (l) Legal services.
 - (m) Mental health care.
 - (n) Parenting.
 - (o) Transportation.
 - (p) Cultural connections.

5. Professional Development, Training and Requirements

Qualified staffing is essential to providing quality services to children and families enrolled in ECEAP. Initial training requirements and ongoing professional development expectations ensure ECEAP staff and volunteers meet the diverse needs of children and families.

PDTR-1 Staffing Patterns

- (1) Contractors must provide adequate staff to comply with ECEAP Performance Standards.
- (2) Contractors must maintain accurate job descriptions for each ECEAP role.

PDTR-2 Staff Qualifications and Annual Learning Plans

- (1) Contractors must hire and employ staff who meet the qualifications for their position.
- (2) When a contractor requires additional qualifications, such as para-educator status, each staff person must also meet the qualifications for their ECEAP role. When a staff person fills more than one position, as defined by ECEAP Performance Standards, they must meet the qualifications for each position.
- (3) Contractors must ensure that staff qualifications are entered in the electronic workforce registry (MERIT) within 30 days of hire for each person in the role of ECEAP lead teacher, assistant teacher, family support staff, and coach. Contractors must obtain STARS IDs from the electronic workforce registry (MERIT) and enter the IDs in ELMS for each person in the role of ECEAP lead teacher, assistant teacher, and family support staff.

- (4) Contractors must ensure that all staff have annual learning plans that focus on each staff's professional development goals.

PDTR-3 Lead Teacher Role

- (1) The ECEAP lead teacher is directly responsible for the overall care and planning for the classroom and individual children, this includes the learning environment and other staff and volunteers.
- (2) The lead teacher must demonstrate competency to:
 - (a) Observe and assess children's development.
 - (b) Analyze and plan classroom curriculum based on individual children's developmental needs and interests.
 - (c) Design the learning environment to:
 - (i) Reflect the culture of children, families, staff and community.
 - (ii) Meet individual and group needs.
 - (d) Implement and supervise developmentally appropriate learning activities.
 - (e) Build positive relationships with children, families and staff.
 - (f) Plan guidance strategies for children.
 - (g) Engage families as partners in their child's education.

PDTR-4 Lead Teacher Qualifications

- (1) All persons serving in the role of ECEAP lead teacher must meet **one** of the following qualifications:
 - (a) An associate or higher degree in ECE; or
 - (b) DCYF equivalent
- (2) If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire. Contractors must monitor progress on all PDPs and ensure staff make yearly progress to meet the required qualifications.
- (3) If a contractor hires a substitute lead teacher for more than three weeks, the substitute must meet ECEAP lead teacher requirements. If a qualified substitute is unavailable, contractors must begin the PDP process within three weeks of appointment.

PDTR-5 Assistant Teacher Role

- (1) An assistant teacher must be present during all ECEAP class hours, whenever there are more than 10 children present or when needed to ensure a safe learning environment.
- (2) An assistant teacher demonstrates competency to implement program activities under the direction of a lead teacher.

PDTR-6 Assistant Teacher Qualifications

- (1) All persons serving in the role of ECEAP assistant teacher must meet one of the following qualifications:
 - (a) Initial or higher Washington State Early Childhood Education (ECE) Certificate; or
 - (b) DCYF equivalent
- (2) If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire. Contractors must monitor progress on all PDPs and ensure staff make yearly progress to meet the required qualifications.

PDTR-7 Volunteer Training and Background Check

- (1) Contractors must ensure that persons who volunteer with children are directly supervised by ECEAP staff at all times.
- (2) Contractors must plan and implement training for all volunteers on:
 - (a) Their roles and responsibilities.
 - (b) Relevant ECEAP Performance Standards and program policies.
- (3) Persons who volunteer on a weekly or more frequent basis with ECEAP children must:
 - (a) Obtain a criminal history background clearance.
 - (i) If applicable obtain a Certificate of Parental Improvement per [RCW 74.13.720](#)
 - (b) Obtain a TB test as described in PDTR-8.
 - (c) Show proof of MMR immunization or proof immunity in accordance [RCW 43.216.690](#)
 - (d) Complete training on preventing, identifying, and reporting child abuse and neglect.
- (4) Contractors must maintain records of volunteer hours and completed training.

PDTR-8 Employment Requirements

- (1) Contractors must:
- (a) Require ECEAP staff and household members in a family home early learning program must complete a department background check, pursuant to chapter [110-06 WAC](#).
 - (b) Require new employees to complete a one-step Mantoux tuberculosis (TB) skin test, unless they have written proof of one of the following:
 - (i) Negative Mantoux TB test in the 12 months prior to hire.
 - (ii) Medication therapy to treat TB.
 - (iii) A recent negative chest x-ray and a statement from a health care provider that the employee does not pose a risk to others.
 - (c) Show proof of MMR immunization or proof of immunity in accordance RCW [43.216.690](#)

PDTR-9 Required Training

- (1) Contractors must ensure all staff, including subcontractors, receive training on ECEAP Performance Standards upon hire and annually thereafter. Contractors must ensure staff obtain specific training for their role as described herein.
- (2) Staff working with children must:
- (a) Maintain a current basic standard first aid card.
 - (b) Maintain a current infant/child cardiopulmonary resuscitation (CPR) card.
 - (c) Complete training on natural disasters and human-caused events, including procedures for:
 - i. Evacuation
 - ii. Relocation
 - iii. Shelter in place and lockdown
 - iv. Staff and volunteer emergency preparedness and practice drills
 - v. Communication and reunification with families
 - vi. Continuity of operations and accommodation of children with disabilities and children with chronic medical conditions
 - (d) Emergency procedures.
 - (e) Complete training on universal precautions for prevention of transmission of blood borne pathogens.
 - (f) Complete training on handling and storage of hazardous materials and the appropriate disposal of bio-contaminants.
 - (g) Complete training on preventing, identifying, and reporting child abuse and neglect, including abusive head trauma and child maltreatment
 - (h) Complete training on procedures for prevention and response to emergencies due to food and allergic reactions.
- (3) Food service staff preparing full meals and at least one staff person per classroom must:
- (a) Maintain a Washington State Department of Health food worker card.
 - (b) Monitor and oversee food handling and service and provide orientation and ongoing training as needed for all staff involved in food handling service.
- (4) Contractors must ensure at least one adult is present with each group of children at all times who is trained in emergency procedures, universal precautions for prevention of transmission of blood borne pathogens, first aid, and CPR. First aid and CPR cards must be current.
- (5) Staff administering medications must be trained in administration of medication consistent with standards on parent consent.
- (6) All staff must be trained in building and physical premises including identification of and protection from hazards, bodies of water and vehicular traffic.
- (7) Staff involved in transportation of children must complete training in appropriate precautions in transporting children.
- (8) Staff conducting developmental screenings of children must be trained in the administration of the developmental screening tool.

PDTR-10 Required Training by Role

- (1) Lead teachers must:
- (a) Complete in-person or online training to use Teaching Strategies GOLD® within six months of hire.
 - (i) Online professional development courses that meet in-person required training include:
 - (A) Introducing MyTeachingStrategies®
 - (B) Objectives for Development and Learning

- (b) Complete the inter-rater reliability certification titled "Preschool, including dual language learners and children with disabilities" in Teaching Strategies GOLD® within six months of hire and every three years thereafter.
- (c) Complete a DCYF-determined in-person or online curriculum training, if DCYF provided a free Creative Curriculum® or HighScope® curriculum kit. Complete training for the alternative curriculum, if the contractor is approved for alternative curriculum implementation.
 - (i) Creative Curriculum online professional development courses that meet in-person required training include:
 - (A) Creative Curriculum for Preschool: Foundation
 - (B) Creative Curriculum for Preschool: Daily Resources
- (d) Complete a minimum of 20 hours of in-service professional development per year, such as STARS or other job-related workshops, classes, or job-embedded professional learning. Hours must be documented on an annual learning plan.
- (e) Five hours of in-service professional development that exceed the requirements of this section may be carried over from one school year to the next school year.
- (2) Assistant teachers must complete a minimum of 15 hours of in-service professional development per year, such as workshops, classes, or job-embedded professional learning. Hours must be documented on an annual learning plan.
 - (a) Five hours of in-service professional development that exceed the requirements of this section may be carried over from one school year to the next school year.
- (3) Family support staff must:
 - (a) Complete training in ECEAP Mobility Mentoring®.
 - (b) Complete a minimum of 20 hours of in-service professional development per year, such as STARS or other job-related workshops, classes, or job-embedded professional learning. Family support staff who are also lead or assistant teacher are required to complete a total of 20 hours of annual professional development. Hours must be documented on an annual learning plan.
 - (c) Five hours of in-service professional development that exceed the requirements of this section may be carried over from one school year to the next school year.
- (4) Coaches must:
 - (a) Attend the Early Achievers Coach Framework training by UW Cultivate Learning, within six months of hire.
 - (b) Complete a DCYF determined in-person or online curriculum training, if DCYF provided a free Creative Curriculum® or HighScope® curriculum kit.
 - (c) Complete the coach orientation in Schoology, upon hire.
 - (d) Be strongly encouraged to complete Coaching the Pyramid online training series.
 - (e) Participate in ongoing Early Achievers coach webinars, trainings and meetings provided by DCYF, Child Care Aware (CCA) and Cultivate Learning.
 - (f) Participate in coach consultation with Cultivate Learning and DCYF ECEAP staff as needed.
 - (g) Document their professional development activities in WELS or WA Compass, when available.
- (5) Coaches must use Coaching Companion to:
 - (a) Complete activities as part of the Early Achievers participation and data collection process.
 - (b) To access:
 - (i) Coaching resources
 - (ii) Professional development opportunities
 - (iii) Provide virtual coaching support to staff, as needed.
- (6) Staff supporting teachers implementing Creative Curriculum® (such as Early Achievers coaches, directors, coordinators, and managers) must attend a Coaching to Fidelity training.
- (7) Eligibility and enrollment staff who verify ECEAP eligibility must:
 - (a) Complete a DCYF ECEAP Eligibility and Enrollment training, either in person or online, and maintain certificates of completion.
 - (b) Complete training on contractor eligibility practices, eligibility fraud prevention, and the importance of protecting program integrity and public trust.

PDTR-11 Staff Recruitment and Selection

- (1) Contractors must have written policies and procedures for recruitment and selection of staff.
- (2) Contractors must:
 - (a) Follow all state and federal laws that ensure equity and non-discrimination.
 - (b) Create the Affirmative Action Plan and is responsible for the plan's implementation and enforcement to increase the representation of affected groups in the workforce when a particular group is under-

represented. ([WAC 357-25](#), [RCW 49.60](#), Equal Employment Opportunity governing guidelines, Code of Federal Regulations [Titles 28, 29, and 43.](#))

- (c) Advertise all position openings to the public.
- (d) Encourage applicants who reflect the ethnicity, gender identity, culture, and language of children and families served.
- (e) Involve parents and appropriate staff in the hiring process.
- (f) Document staff recruitment procedures, including evidence of any labor pool shortage.
- (g) During the interview process, seek staff who demonstrate competency to interact positively and respectfully with culturally and linguistically diverse children and families.
- (h) Conduct reference checks.

PDTR-12 Staff Training Program

- (1) Contractors must develop a written training plan, with the involvement of staff and parents, to support the personal and professional development of ECEAP staff. The training plan must include:
 - (a) Engaging, interactive training activities.
 - (b) Financial support, as available, for staff training costs, such as release time, substitutes, per diem, and travel.
 - (c) Academic credit, whenever possible.
 - (d) A training evaluation system.
 - (e) A recordkeeping system to track individual training.
- (2) Contractors must support the professional development of classroom staff by providing regularly scheduled time for:
 - (a) Curriculum planning.
 - (b) Reflective practice with coaches, supervisors, and peers.
 - (c) Job-embedded professional learning.

PDTR-13 College Credit

- (1) When college credit is required for ECEAP staff, contractors refer to [instructions](#) on the DCYF website. College credit must be earned from an accredited institution of higher education.
- (2) Early Childhood Education (ECE) credit is coursework with content closely related to the Washington State Core Competencies

PDTR-14 Family Support Staff Role

- (1) An ECEAP family support staff provides comprehensive and integrated family support services to enrolled families. Contractors must ensure that family support staff maintain flexible hours to provide services when parents are available.
- (2) Family support staff must have the knowledge, skills, and abilities to:
 - (a) Understand family and relationship development cycles.
 - (b) Recognize influences of diversity and culture.
 - (c) Work with families as systems.
 - (d) Demonstrate acceptance of all types of family groupings and use materials that reflect nontraditional families.
 - (e) Build relationships with families that are positive, strengths-based and goal-directed.
 - (f) Establish mutual trust with families.
 - (g) Identify and assess family strengths and goals.
 - (h) Link families to community resources.
 - (i) Engage families in program activities.
 - (j) Coach families toward meeting goals.
 - (k) Increase the family's knowledge of parenting, school participation, and leadership.
 - (l) Cultivate community partnerships.
- (3) Each family support staff person may serve no more than 40 families concurrently. Fewer families per staff may be necessary to fully implement ECEAP Performance Standards. The number of families served must be adjusted proportionately when staff:
 - (a) Work less than 35 hours per week.
 - (b) Are assigned roles and duties in addition to family support.
 - (c) Provide more intensive services based on family needs.
 - (d) Travel extensively to meet with families.
- (4) Contractors must identify a family support lead to:
 - (a) Attend Mobility Mentoring® Essentials training.
 - (b) Coordinate implementation of family support services.

- (c) Provide Mobility Mentoring® training to all family support staff prior to implementation of Mobility Mentoring® approaches.
- (d) Participate in ongoing ECEAP family support webinars, trainings, and meetings provided by DCYF.

PDTR-15 Family Support Staff Qualifications

- (1) All persons serving in the role of ECEAP family support staff must meet **one** of the following qualifications:
 - (a) Employment in the same position in the same agency before July 1, 1999;
 - (b) An associate or higher degree with the equivalent of 30 college quarter credits in adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to their job responsibilities. These 30 credits may be included in the degree or in addition to the degree; or
 - (c) A DCYF-approved credential from a comprehensive and competency-based Family/Social Service training program that increases knowledge and skills in providing direct services to families.
 - (d) A Washington State ECE Home Visitor Certificate
 - (e) A Home Visitor Child Development Associate (CDA) Credential from the Council of Professional Recognition.
- (2) If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire. Contractors must monitor progress on all PDPs and ensure staff make yearly progress to meet the required qualifications.

PDTR-16 Coach Role

- (1) The contractor must provide, or have access to, a practice-based coach trained on the Early Achievers Coach Framework, to:
 - (a) Support Early Achievers continuous quality improvement process.
 - (b) Assist the contractor in identifying goals and making quality improvement plans to achieve goals.
 - (c) Assist the contractor in completing remedial activities within the identified timeline, when applicable.
 - (d) Document in WELS, or WA Compass database when available, including:
 - (i) Ongoing coaching support provided to each site prior to finalized quality recognition rating.
 - (ii) Quality Improvement Plan for each site once the rating is finalized, including goals and Action Plans.
 - (iii) Coaching strategies used to support teacher implementation of curriculum.
 - (iv) Required coach professional development including:
 - (A) Date of Early Achievers Coach Framework training.
 - (B) Date attended coach orientation.
 - (C) Titles and dates of coach webinars.
 - (D) Curriculum and Coaching to Fidelity training, if applicable.
- (2) Contractors must ensure coaches are assigned in WELS and WA Compass when available. Contractors must notify the DCYF ECEAP when changes to coaching staff occur.

PDTR-17 Coach Qualifications

- (1) All persons serving in the role of coach must meet all of the following qualifications:
 - (a) Bachelor's degree in Early Childhood Education or related field or a bachelor's degree with the equivalent of 30 college quarter credits in early childhood education. These 30 credits may be included in the degree or in addition to the degree.
 - (b) A minimum of two years working with young children in a group setting.
 - (c) Experience as an early learning coach, consultant, mentor, or trainer.
- (2) If the best candidate for the position is not fully qualified, the contractor must ensure the newly hired staff person has an associate degree in Early Childhood Education or related field and is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire. Contractors must monitor progress on all PDPs and ensure staff make yearly progress to meet the required qualifications.

PDTR-18 Health Advocate Role

- (1) An ECEAP health advocate demonstrates competency to implement program activities under the direction of a health professional. The health advocate role may be combined with other ECEAP roles such as family support staff or health professional. The health advocate implements ECEAP health coordination services.

PDTR-19 Health Advocate Qualifications

- (1) All persons serving in the role of ECEAP health advocate must meet **one** of the following qualifications:
 - (a) Employment as an ECEAP family support aide or health aide in the same agency before July 1, 2014; or

- (b) The equivalent of 12 college quarter credits in family support, public health, health education, nursing or another field directly related to their job responsibilities.
- (c) Currently qualified as an ECEAP Family Support Specialist

PDTR-20 Health Consultant Role

- (1) ECEAP staff, including subcontractors, must have access to a health consultant who provides consultation regarding individual children's health needs and health education programming for children and families.

PDTR-21 Health Consultant Qualifications

- (1) The health consultant must meet **one** of the following qualifications:
 - (a) Licensed in Washington state as a registered nurse (R.N.) or as a physician (M.D., N.D, D.O.); or
 - (b) A bachelor's or higher degree in public health, nursing, health education, health sciences, medicine, or related field.

PDTR-22 Nutrition Consultant

- (1) ECEAP staff, including subcontractors, must have access to a nutrition consultant who:
 - (a) Approves menus.
 - (b) Consults on children's special dietary requirements.
 - (c) Consults on nutrition education activities for children and their families.

PDTR-23 Nutrition Consultant Qualifications

- (1) The nutrition consultant must meet **one** of the following qualifications:
 - (a) Registered Dietitian (R.D.) credentialed through the Commission on Dietetic Registration (CDR), the credentialing agency for the Academy of Nutrition and Dietetics (formerly the American Dietetic Association); or
 - (b) A Washington state certified nutritionist under RCW 18.138.

PDTR-24 Infant and Early Childhood Mental Health Consultant Role

- (1) Contractors must have access to a mental health consultant who is available to:
 - (a) Observe and/or screen children regarding behavior, emotional needs, and mental health.
 - (b) Work collaboratively with parents to address their child's mental health issues.
 - (c) Consult with staff regarding classroom support and interventions for children.
 - (d) Refer children and families to local mental health services.
 - (e) Consult with and train staff as needed on topics, such as:
 - (i) Classroom environment, practices, and activities to promote social and emotional development.
 - (ii) Early identification of behavioral disorders, atypical behavior, and child abuse.
 - (iii) Specific interventions to address identified behavioral and mental health needs.

PDTR-25 Infant and Early Childhood Mental Health Consultant Qualifications

- (1) The mental health consultant must meet **one** of the following qualifications:
 - (a) Licensed by the Washington State Department of Health as a mental health counselor, marriage and family therapist, social worker, psychologist, psychiatrist, or psychiatric nurse; or
 - (b) Approved by the Washington State Department of Health as an agency-affiliated or certified counselor, with a master's degree in counseling, social work, or related field; or
 - (c) Credentialed by the Washington State Office of the Superintendent of Public Instruction as a school counselor, social worker, or psychologist.

6. Environment

This section includes ECEAP requirements to ensure that the educational environment is safe, healthy, inclusive, culturally-responsive and reflects the daily life, culture and community of children and families served.

ENV-1 Indoor Space

- (1) Contractors must ensure:
 - (a) All areas are accessible to adults.
 - (b) Play and learning space includes pathways so that children can move between areas without disrupting each other's work and play.

ENV-2 Environment-Materials and Equipment

- (1) The materials and equipment must:
 - (a) Be child-sized or adapted for use by young children.

- (b) Allow for a range of abilities.
- (c) Provide for children's safety while being appropriately challenging.
- (d) Be accessible at child's height so they can find, use, and return materials independently.
- (e) Include soft elements for comfort and warmth, such as fabric, padding, and natural materials.

ENV-3 Environment-Inclusive Design

- (1) The materials and equipment must:
 - (a) Support children's developmental levels.
 - (b) Accommodate the special needs of enrolled children.
 - (c) Allow choice, exploration, and experimentation.
 - (d) Promote action and interaction.
 - (e) Avoid crowding, under-stimulation, or over-stimulation.
 - (f) Provide space for children to work individually, in small groups, and in a large group.
 - (g) Predominately display the children's recent works.

ENV-4 Square Footage Outdoor

- (1) Outdoor play areas must have 75 square feet of space per child.

ENV-5 Outdoor Safe Facilities

- (1) Contractors must monitor the health and safety of their outdoor facilities and maintain records of these inspections. Facilities must be:
 - (a) Safe, clean, and in good repair.
 - (b) Free of drugs, alcohol, violence, guns.
 - (c) Free from exposed, lead and arsenic based paint.

ENV-6 Playground Safety

- (1) Contractors must maintain and monitor playground safety, including:
 - (a) Protective surfacing.
 - (b) Fall zones around play equipment.
 - (c) Swing spacing.
 - (d) Guardrails on elevated surfaces.
 - (e) Prevention of potential entrapment hazards.
 - (f) Prevention of exposed moving parts that could pinch or crush.
- (2) Contractors must immediately repair or remove any:
 - (a) Hardware that is loose, worn, or hazardous.
 - (b) Exposed equipment footings.
 - (c) Scattered debris or other tripping hazards.
 - (d) Rust and chipped paint on metal components.
 - (e) Splinters, large cracks, and decayed wood components.
 - (f) Deterioration and corrosion on structural components.

ENV-7 Environments-Materials and Curriculum

- (1) The materials and equipment must:
 - (a) Be of sufficient quantity and quality to engage children and fulfill the curriculum.
 - (b) Be free from religious representations.

ENV-8 Curriculum – Use of Media

- (1) The contractor must plan curriculum that includes the use of media only for educational purposes or physical activity and never during meals.

ENV-9 Environment-Culturally Responsive Materials

- (1) The materials and equipment must:
 - (a) Reflect the daily life, family culture, and language of enrolled children, families and staff (for example, in books, music, photos, dolls, toys, and household items).
 - (b) Reflect the diversity found in society—including gender identity and expression, age, language, and abilities—while being respectful of the cultural traditions, values, and beliefs of enrolled families.

ENV-10 Safety Requirements

- (1) Materials and equipment must be:
 - (a) Safe, clean, and in good repair.

- (b) Age-appropriate.
- (c) Safely stored to prevent injury.

ENV-11 Indoor Safe Facilities

- (1) Contractors must monitor the health and safety of their indoor facilities and maintain records of these inspections. Facilities must be:
 - (a) Safe, clean, and in good repair.
 - (b) Free from obstacles that impede safe movement.
 - (c) Free of drugs, alcohol, violence, guns.
 - (d) Free from exposed lead-based paint in facilities that are built prior to 1978

ENV-12 Fire Safety

- (1) Contractors must ensure:
 - (a) Safe storage of all flammable, toxic, and hazardous materials.
 - (b) Regular inspection of smoke detectors, fire alarms, and fire extinguishers.
 - (c) Emergency lighting in each classroom.

ENV-13 Meal and Snack Schedule

- (1) Contractors must offer meals and snacks according to the length of class sessions.
 - (a) For class sessions lasting between three and five hours, one meal and one snack must be provided.
 - (b) For class sessions lasting more than five and up to nine hours, one meal and two snacks or two meals and one snack must be provided.
 - (c) For class session lasting more than nine hours, two snacks and two meals, or three snacks and one meal must be provided.

ENV-14 Daily Routine-Tooth brushing

- (1) The usual daily routine must include tooth brushing following one meal or snack daily.

ENV-15 Menu Planning

- (1) Contractors must:
 - (a) Participate in the U.S. Department of Agriculture (USDA), Child and Adult Care Food Program (CACFP) or National School Breakfast and Lunch Program (NSBLP). ECEAP funds may be used to cover meal and snack costs not covered by these programs.
 - (b) Include parent input in menu planning.
 - (c) Use and post menus approved by a registered or certified dietitian.
 - (d) Incorporate cultural dietary preferences in menus.
 - (e) Plan meal and snack menus that:
 - (i) Include whole grain breads, cereals and pastas at least once a day.
 - (ii) Include a variety of vegetables and whole fruit, rather than juice. When serving juice, ensure it is 100 percent juice without added sweeteners and only serve at meal times.
 - (iii) Limit highly processed foods such as fried and breaded meats, fried potatoes, and other foods with saturated fats or high fat content.
 - (iv) Limit salty foods such as chips and pretzels.
 - (v) Limit carbohydrates high in sugar and fats such as muffins, cakes, pop tarts, and French toast sticks.
 - (vi) Avoid sugar including but not limited to sweets such as candy, sodas, sweetened drinks, fruit nectars and flavored milk.

ENV-16 Individual Meal Plans

- (1) Contractors must plan for individual allergy and dietary restrictions.

ENV-17 Food Service and Practices

- (1) Ensure that staff who are ill do not work in or around food preparation or service areas.
- (2) The usual daily routine must include meals or snacks with children and adults sitting together, engaging in relaxed conversation, and practicing family-style meal skills, such as serving themselves and cooperating with others.

ENV-18 Food Sanitation-Handwashing

- (1) Contractors must ensure staff wash hands before putting on food service gloves, before food preparation, after handling raw meat, after restroom use, and after touching any unclean item.

ENV-19 Food Sanitation-Meal Preparation

- (1) Contractors must:
 - (a) Comply with [WAC 246-215](#) and [WAC 246-217](#) at locations where food is prepared, stored, and served.
 - (b) Prepare food in an area separate from toilet and child hand-washing facilities.
 - (c) Clean and sanitize surfaces used for food preparation and eating before and after each snack or meal.
 - (d) Use food service gloves or utensils to avoid bare hand contact with food.
 - (e) Ensure that children are carefully supervised when helping with food preparation.

ENV-20 Contagious Disease Prevention-Handwashing

- (1) Contractors must ensure that staff, volunteers, and children wash their hands with soap and warm water upon arrival at the classroom, after returning from outdoor play, before eating, after using the toilet, after touching body fluids, and after touching animals.
- (2) Hand sanitizers or hand wipes with alcohol may be used for adults and children over twenty-four months of age when:
 - (a) Proper handwashing facilities are not available; and
 - (b) Hands are not visibly soiled or dirty.
 - (c) Children are actively supervised when using hand sanitizers.
- (3) Hand sanitizer is not used in place of proper handwashing

ENV-21 Contagious Disease Prevention-Reporting

- (1) Contractors must report contagious diseases to DCYF ECEAP and according to local requirements.

ENV-22 Contagious Disease Notification

- (1) Contractors must maintain documentation that they notify parents that children have been exposed to contagious disease and parasites in accordance with [WAC 110-300-0205](#).

ENV-23 Immunizations

- (1) **This activity is individualized depending on family access to sites providing immunizations.** Contractors must ensure that all children are immunized or exempt according to [WAC Chapter 246-105](#). Children may attend on a conditional basis when homeless, exempt, or when following a schedule that meet WA Department of Health requirements to complete immunizations.

ENV-24 Medications

- (1) Contractors must have a written policy for the safe administration, handling, and storage of medication. Contractors must:
 - (a) Store all child and staff medications so that they are inaccessible to children. Medications must be in a labeled and locked container, except for emergency medications that must be available for immediate administration.
 - (b) Designate trained staff to administer medications.
 - (c) Maintain records of all medication dispensed.
 - (d) Obtain written parent authorization to administer medication.
 - (e) Administer medications only as allowed by the label instructions or written health care provider instructions.

ENV-25 Infectious Disease Prevention-Toilets and Sinks

- (1) Contractors must have sufficient, clean, child-accessible toilets and hand-washing facilities.

ENV-26 Pets and Animals

- (1) If a contractor keeps pets or animals in an ECEAP site:
 - (a) The ECEAP site must have and follow a pet and animal policy that includes all components of [WAC 110-300-0225](#); and
 - (b) The contractor must provide written notice to children's parents and guardians.

ENV-27 First Aid Kit

- (1) Contractors must have a first aid kit in each classroom that is:
 - (a) Tailored for the ages and number of children.
 - (b) Labeled and readily available to staff and volunteers.
- (2) First aid kits must include:
 - (a) A current first aid manual.
 - (b) Sterile gauze pads.

- (c) Small scissors.
- (d) Band-Aids of various sizes.
- (e) Roller bandages.
- (f) A large triangular bandage (sling).
- (g) Non-sterile protective gloves
- (h) Adhesive tape.
- (i) Tweezers.
- (j) A one-way CPR barrier or mask.

(3) Contractors must ensure that a first aid kit is readily accessible when children are outside and on field trips.

ENV-28 Safe Facilities-Drinking Water

(1) Contractors must ensure drinking water is available for self-service, indoors and outdoors.

ENV-29 Safe Facilities-Animals, Pests and Plants

(1) Contractors must monitor the health and safety of their indoor and outdoor facilities and maintain records of these inspections. Facilities must be free from harmful animals, insect pests, and poisonous plants.

ENV-30 Food Safety Inspection

(1) Sites that serve meals under the Child and Adult Care Food Program (CACFP), National School Lunch Program (NSLP) and the School Breakfast Program (SBP) are required to maintain proper sanitation and health standards in compliance with all applicable State, local and tribal laws and regulations.

(2) Contractors must comply with applicable State, local and tribal requirements pertaining to inspection of locations where food is prepared, stored and served.

- (a) Food Safety Inspections must be completed by a State, local or tribal governmental agency responsible for food safety inspections.

ENV-31 Daily Routine-Working Day and School Day

(1) Both Working Day and School Day sites must:

- (a) Provide rest time that is flexible and meets the individual developmental needs of the children per [WAC 110-300-0265](#). This includes providing quiet learning activities for children who do not require a lengthy rest time.
- (b) Comply with child care licensing requirements pertaining to inspection of locations where food is prepared, stored and served in lieu of an inspection completed by the Health Department. (WAC 110-300-0195, WAC 110-300-0196, WAC 110-300-0197, WAC 110-300-0198.)

7. Interactions and Curriculum

This section includes specific ECEAP requirements that ensure use of a research-based and culturally-relevant curriculum which includes individualized planning for children's developmental needs. This area includes the ECEAP requirements specific to restraint and no expulsion.

The goal of ECEAP's Inclusive Environment Policy is to ensure children receive equitable access to comprehensive services within their community. Contractors must ensure their programs are fully inclusive by implementing strength based practices when supporting children and their families. Practices should include creating a safe space for gender identity expression, culturally relevant teachings, a focus on diversity, individualized support for dual language and strength based instruction for varying abilities. The policy is intended to prevent exclusion from a high quality learning environment and support access for children and families to be included.

IC-1 Inclusive Environments Policy

(1) Contractors must have a written policy to support all children in inclusive environments. This policy must include the contractor's:

- (a) Philosophy,
- (b) Strategies,
- (c) Plans to individualize accommodations, and
- (d) Plans to ensure that each child and family has access to inclusive high-quality early childhood programming and the opportunity to participate in a broad range of activities.

IC-2 Individual Care Plan

- (1) Contractors must work in partnership with families to develop an individual care plan for each child with special health or developmental needs.
- (2) The individual care plan must be signed by the parent or guardian.

- (a) The individual care plan must contain:
 - (i) The child's diagnosis, if known;
 - (ii) Contact information for the primary health care provider or other relevant specialists;
 - (iii) A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
 - (iv) Directions on how to administer medication;
 - (v) Allergies;
 - (vi) Food allergy and dietary needs, pursuant to WAC [110-300-0186](#);
 - (vii) Activity, behavioral, or environmental modifications for the child;
 - (viii) Known symptoms and triggers;
 - (ix) Emergency response plans and what procedures to perform; and
 - (x) Suggested special skills training, and education for staff, including specific pediatric first aid and CPR for special health care needs.
- (b) Contractors must have supporting documentation of the child's special needs provided by the child's licensed or certified:
 - (i) Physician or physician assistant;
 - (ii) Mental health professional;
 - (iii) Education professional;
 - (iv) Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - (v) Registered nurse or advanced registered nurse practitioner.
- (3) A contractor's written plan and documentation for accommodations must be informed by any existing:
 - (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP); or
 - (c) 504 Plan

IC-3 Curriculum

- (1) Contractors must implement Creative Curriculum®, HighScope®, or an alternative DCYF-approved comprehensive research-based curriculum. Contractors must obtain written approval from DCYF's ECEAP office before implementing an alternative curriculum.

IC-4 Curriculum Planning

- (1) Contractors must ensure that staff plan early learning experiences and maintain written or electronic curriculum plans which describe the activities for each class day. These plans must address:
 - (a) Each component of the daily routine.
 - (b) Social-emotional, physical, language, and cognitive development and early literacy and mathematics.
 - (c) The range of abilities of children in the classroom.
 - (d) Parent input on curriculum.
 - (e) Information gained from child observations and assessment.
 - (f) Washington State Early Learning and Development Guidelines.

IC-5 Adult-Child Interactions

- (1) Staff must support children's play and learning by:
 - (a) Actively seeking and incorporating child-generated ideas.
 - (b) Using a variety of teaching strategies to address children's learning styles, abilities, developmental levels, and temperament.
 - (c) Helping children enter into and sustain play.
 - (d) Providing materials to enrich children's explorations.
 - (e) Coaching children to express their ideas.
 - (f) Engaging in extended conversations with children to build on their ideas.
 - (g) Using varied vocabulary.

- (h) Leading discussions and activities during daily routines, such as meals, tooth brushing, and transitions.
- (i) Noticing and responding to teachable moments.
- (j) Posing problems and open-ended questions to stimulate higher-order thinking.
- (k) Describing and discussing children's learning processes, rather than focusing on products.

IC-6 Curriculum – Developmentally Appropriate and Culturally Relevant

- (1) Contractors must ensure a developmentally appropriate curriculum and approach emphasizing:
 - (a) Active, play-based, multi-sensory learning experiences.
 - (b) First-hand exploration and investigation of real-life materials, people, and events.
 - (c) Choice, decision-making, and problem-solving.
 - (d) Topics and materials related to children's emergent interests.
 - (e) Opportunities for children to direct their own learning, minimizing teacher-directed activities.
- (2) Contractors must ensure a culturally relevant curriculum that:
 - (a) Reflects the cultures of enrolled children including tribal cultural preservation such as, Since Time Immemorial.
 - (b) Supports ongoing development of each child's language acquisition.
 - (c) Supports development of additional languages that the child is learning.
 - (d) Supports development of tribal language for Native American and Alaskan Native children.
 - (e) Includes and demonstrates respect for diverse family structures and cultures, including gender identity and expression and multi-generational families.
 - (f) Focuses on the daily life of families in the community, rather than only on holidays, celebrations, or people far away.
- (3) Contractors must not plan religious activities in the curriculum. This does not preclude children or families from sharing their traditions.

IC-7 Environment (Indoors and Outdoors)– Children's Interest

- (1) The materials and equipment must address the children's current interests.

IC-8 Curriculum – Nutrition and Physical Activity Planning

- (1) The contractor must:
 - (a) Require staff to support children's active play by participating in children's active games when appropriate.
 - (b) Plan curriculum that includes nutrition education activities including teaching healthy foods and portion sizes.

IC-9 Positive Climate

- (1) Contractors must ensure that staff build positive relationships with children. Staff must:
 - (a) Use a warm, calm and respectful tone of voice and body language that acknowledges the child's home culture.
 - (b) Use positive language, saying what children can do instead of what they cannot do.
 - (c) Validate children's feelings.
 - (d) Respond to children's requests and questions.
 - (e) Show tolerance for mistakes and teach that mistakes are for learning.
 - (f) Give descriptive feedback, instead of generalized praise or criticism.
 - (g) Pay attention to children to learn about their individual interests, ideas, questions, and theories.
 - (h) Observe what children do, with whom, and where they play.
 - (i) Listen reflectively, staying on the child's topic, and paraphrasing their ideas.
 - (j) Demonstrate the belief that children are capable by letting them try out their ideas, take safe risks, and do things at their own pace, in their own way.

IC-10 Child Guidance Policy and Techniques

- (1) Contractors must write a child guidance policy which must include:
 - (a) Positive guidance approach and techniques.
 - (b) Supervision.
 - (c) Restraint policies.

- (2) Staff must use positive guidance techniques to help children learn to get along with each other, which include:
- (a) Maintaining positive relationships with children.
 - (b) Adapting the environment, routine, and activities to the needs of enrolled children.
 - (c) Establishing consistent, reasonable expectations.
 - (d) Foreshadowing events and expectations by letting children know what will happen next.
 - (e) Modeling and teaching social skills, such as turn-taking, cooperation, waiting, treating others kindly, and conflict resolution.
 - (f) Modeling and teaching emotional skills, such as recognizing feelings, expressing them appropriately, accepting others' feelings, and controlling impulses to act out feelings.
 - (g) Involving children in defining simple, clear classroom limits.
- (3) Staff must use positive guidance techniques to support classroom limits and maintain safety, such as:
- (a) Coaching appropriate behavior.
 - (b) Offering choices.
 - (c) Redirecting to an activity that matches the child's energy level.
 - (d) Teacher-supported cool down/time-out as a last resort.

IC-11 Child Guidance – Prohibited Practices

- (1) Contractor's guidance policy must prohibit any person on the premises from using:
- (a) Corporal punishment, including any means of inflicting physical pain or causing bodily harm to the child.
 - (b) Holding, grabbing, or moving the child in an aggressive manner to cause them to comply.
 - (c) Verbal abuse, such as yelling, shouting, name calling, shaming, making derogatory remarks about a child or the child's family, or using language that threatens, humiliates, or frightens a child.
 - (d) Using or withholding food or liquids as punishment or reward.

IC-12 Child Guidance – Physical Restraint

- (1) If restraint is used, contractors must ensure staff:
- (a) Have received training in limited restraint procedures.
 - (b) Restrain a child only as a last resort to prevent serious injury to persons, serious property damage, or to obtain possession of a dangerous object.
 - (c) Do not restrain a child longer than it takes to achieve the safety goal.
 - (d) Do not use restraint as punishment or to force a child to comply.
 - (e) Document all instances of restraint.
 - (f) Notify the parent of the restrained child following the intervention.
 - (g) Notify the Lead Education Agency (LEA) if the child is on an IEP.
 - (h) Develop a written plan with input from the child's primary care or mental health provider, and the parents or guardians, to address underlying issues and reduce the need for further physical restraint if:
 - (i) Physical restraint has been used more than once; and
 - (ii) A plan is not already a part of the child's individual care plan. (see IC-2)
- (2) Contractor's guidance policy must prohibit any person on the premises from using the use of physical restraint method injurious to the child or any closed or locked time-out room.

Overview – Expulsion

ECEAP is committed to leading with racial equity and prohibiting the historical outcomes for students of color. The goal of ECEAP's no expulsion standard is to ensure children and families are provided with resources and supports that are focused on child strengths. The standard is intended to prevent the disproportionate expulsion and restraint of students of color and ensures continuous enrollment in quality programming. The standard guides contractors in tailoring resources to needs, developing support plans with families and implementing supports with fidelity.

Steps to supporting no expulsion in programs include and are not limited to; meetings with families, developing and implementing behavior support plans, consultation with an Infant and Early Childhood Mental Health Consultant and outlining temporary services through an alternative attendance plan.

IC-13 No Expulsion

- (1) Expulsion means excluding a child from class due to behavior unless the intervention is defined within an agreed support plan.
- (2) Contractors may not expel ECEAP children.
- (3) Expulsion includes:
 - (a) Suspension.
 - (i) This is defined as, providing limited service for an indefinite period of time.
 - (b) Repeated calls to have a family member pick up a child.
 - (c) Similar practices that limit an ECEAP child's access to regular classroom services.
- (4) Expulsion does not include:
 - (a) Infrequent, non-repetitive patterns of removal.
 - (b) Transition to an alternative setting planned jointly by staff and parents.
 - (c) Positive behavior support plans that may include receiving temporary services out of the classroom or at home.
 - (d) An approved Alternative Attendance Plan in partnership with families and Exception to ECEAP Requirement reducing a child's time in the classroom. (See PAO-8 for additional information)
- (5) Prior to transition to an alternative setting or implementation of an Alternative Attendance Plan due to behavior, contractors must engage the support of an Infant and Early Childhood Mental Health Consultant to have them complete a classroom and/or child observation as appropriate.
 - (a) If an Alternative Attendance Plan is approved, an agreed upon timeline should be discussed with the family which includes a period of reintroduction to a longer day for the student.
- (6) Positive behavior support plans should be developed in collaboration with Infant and Early Childhood Mental Health Consultants, other professionals, families and additional ECEAP contractor staff as appropriate. The joint effort focuses on the strengths of the child and family.
 - (a) Positive Behavior Support plans must honor cultural or traditional practices; this may include but is not limited to, support plans written in home language, and traditional practices in mental health.
 - (b) If a parent declines to participate in the development of a plan or suggested supports, Contractors must work with their CQI Specialist on additional resources, supports and options.
- (7) If contractors have implemented their usual strategies (See PAO-25 for additional information) and the classroom is still unsafe or excessively disrupted, or if they are unable to access the support of an Infant and Early Childhood Mental Health Consultant as described in (5) and (6), they are encouraged to contact DCYF ECEAP for technical assistance.
- (8) To ensure equitable access to ECEAP programming, Contractors will partner with teachers, support staff and families and meet to highlight child strengths and focus on supports being implemented.
 - (a) DCYF ECEAP requires that contractors to document efforts made to support the child and family. Contractors must seek support from their CQI Specialist and obtain approval before implementing any Alternative Attendance Plan.

IC-14 Square Footage Indoor

- (1) Classrooms must have a minimum of 35 square feet per child of indoor space, not including bathroom, hall, kitchen, and storage space.

IC-15 Classroom Ratio

- (1) During ECEAP hours, contractors must have:
 - (a) A lead teacher present.
 - (b) A second staff person who meets lead teacher or assistant teacher qualifications, if more than ten children are present.
 - (c) Additional staff as necessary to ensure safety and an effective learning environment for all enrolled children.
 - (d) A minimum 1:10 adult/child ratio.
 - (e) No more than 20 children per class/group.

IC-16 Daily Routine

- (1) Contractors must post a schedule of the daily routine for each classroom. This daily routine must:
 - (a) Be predictable, yet flexible and responsive, to meet the interests and needs of the children.
 - (b) Offer ample time for unrushed activities and transitions.
 - (c) Minimize the number of transitions so that there is more productive time and less waiting.
 - (d) Allow periods of quiet and of activity, responding to children's needs.
- (2) The usual daily routine must include:

- (a) A block of free choice time of at least 45 minutes. During free choice, children initiate their own activities and engage in play-based learning. Staff converse with children to support decision-making, problem-solving, and higher-order thinking.
 - (b) Small group learning opportunities. Small groups can be informal gatherings, planned enrichment activities, or options during free choice time.
 - (c) Short periods of whole group discussion, interaction, and concept development.
 - (d) Outdoor or large motor time.
 - (e) Reading in groups or individually.
- (3) Both Working Day and School Day sites must:
- (a) Provide a minimum of 30 minutes a day of outdoor play unless conditions pose a health and safety risk to children.
 - (b) For classes meeting more than six hours, schedule at least two blocks of free choice time, of at least 45 minutes each that meet performance standards requirements with at least one opportunity in the morning and one in the afternoon at times the majority of children are present.

8. Program Administration and Oversight

This section includes key components to administering ECEAP, such as policy council, continuous quality improvement, service delivery, recruitment, eligibility, enrollment and attendance. The Program Administration and Oversight section also includes key policy and recordkeeping standards.

PAO-1 New Facilities

- (1) Contractors must request and obtain prior approval in ELMS from DCYF ECEAP before opening a new site or classroom or relocating an existing classroom.

PAO-2 Waiver to ECEAP Standards

- (1) ECEAP contractors may request a waiver to ECEAP rules, Performance Standards, or policies if they are unable to meet the standard due to specific needs of the program or enrolled child. Contractors must have written approval from the DCYF ECEAP before implementing the waiver.

PAO-3 Variance to ECEAP Standards

- (1) ECEAP contractors may request a variance to ECEAP rules, Performance Standards, or policies if they plan to meet the regulation in an alternative way than described due to specific needs of the program or enrolled child. Contractors must have written approval from the DCYF ECEAP before implementing the variance.

PAO-4 Confidentiality

- (1) Contractors must write a policy to ensure the security and confidentiality of all child and family information. This includes:
 - (a) Obtaining written, informed parent consent before releasing verbal or written information, except as required by law.
 - (b) Providing parents access to child and family records.

PAO-5 Child Abuse and Neglect Policy

- (1) Contractors must have written health and safety policies and procedures on child abuse and neglect prevention, detection, and reporting.

PAO-6 Parent Notifications

- (1) Contractors must maintain documentation that they notify parents that staff are mandated reporters of suspected child abuse and neglect in accordance with RCW 26.44 and applicable tribal and federal laws.

PAO-7 Parent Handbook and Related Policies

- (1) Contractors must provide written materials to parents, such as a parent handbook or calendar, to inform parents of program opportunities and policies.
- (2) Each enrolled child's record must have signed documentation by the parent or guardian stating they received and reviewed the program policies.

PAO-8 Attendance

- (1) To encourage attendance, contractors must, at minimum:
 - (a) Inform families of the benefits of regular attendance.
 - (b) Support families to promote each child's regular attendance.

- (c) Track the contractor's average daily attendance, analyzing causes and patterns of absenteeism, and developing a plan to improve attendance if that average falls below 85 percent.
- (d) Partner with parents to address obstacles to attendance when a child has multiple unexplained absences or is at risk of missing ten percent of class days per year.
- (e) Consider the slot vacant and offer it to a family on the waiting list if the child's attendance does not resume after these efforts.
- (2) Contractors must write and implement a policy when families are scheduled to be out of the area for an extended amount of time due to vacation or similar circumstance. This policy must:
 - (a) Establish a maximum number of days the family can be out of the area before a contractor begins the process of enrolling the next child on the waiting list.
 - (b) Ensure staff and families discuss plans before the family leaves.
 - (c) Meet family needs as best as possible.
 - (d) Align with the requirement to fill vacant slots within 30 days.
 - (e) Making efforts to re-engage families if a child stops attending.
- (3) To support regular attendance of children experiencing homelessness, contractors must address transportation needs. Strategies may include:
 - (a) Collaborating with a school district.
 - (b) Coordinating car pools with other families.
 - (c) Providing bus passes for public transportation.
 - (d) Engaging with community partners.
 - (e) Offering a temporary alternative attendance plan.
- (4) Contractors may contact the DCYF ECEAP for technical assistance if they have exhausted attendance and transportation strategies for children experiencing homelessness.
- (5) Where ECEAP is provided by a school district, the transportation requirements of the [McKinney-Vento Education of Homeless Children and Youth Assistance Act](#) apply. See PAO-23 Transportation for more information.
- (6) To support attendance of children with extenuating circumstances which impact their behavior, contractors must address the individual child's needs. Strategies may include:
 - (a) Collaborating with the child's family to develop a behavior support plan.
 - (b) Consulting with an Infant and Early Childhood Mental Health Consultant or professional.
 - (c) Offering referral to or engaging with other community partners.
- (7) Contractors must notify the DCYF ECEAP and receive written approval before implementing any alternative attendance plan.

PAO-9 Confidential Record Securing and Disposal

- (1) Contractors must write a policy to ensure the security and confidentiality of all child and family information. This includes:
 - (a) Disposing of written records in a secure manner.
 - (b) Securing electronic records.

PAO-10 Health Records

- (1) Contractors must maintain current and confidential health files on all enrolled children that include:
 - (a) Medical and dental history.
 - (b) Immunization records.
 - (c) Allergy information.
 - (d) Food preferences and restrictions.
 - (e) Health screening results.
 - (f) Dental screening results.
 - (g) Medical examination records.
 - (h) Accident reports.
 - (i) Documentation of health-related family contacts.
- (2) Contractors must maintain a tracking system to ensure these records are kept up-to-date.

PAO-11 Parent Consent Forms

- (1) Contractors must obtain signed parent consent for:
 - (a) Administration of medication.
 - (b) Emergency medical treatment.
 - (c) Health screenings or assessments.
- (2) Signed forms must be kept confidential and accessible.

PAO-12 Child Restraint Documentation

- (1) Contractors must retain documentation of child restraint incidents for five years.

PAO-13 Monitoring and Compliance

- (1) Contractors must maintain documentation related to their continuous quality improvement systems including:
 - (a) Data gathered during monitoring.
 - (b) Follow-up on out-of-compliance issues.

PAO-14 Program Monitoring Documents

- (1) Contractors must maintain documentation of progress on compliance agreements for a minimum of five years.

PAO-15 Pesticide Notifications

- (1) Contractors must maintain for seven years, documentation that they notify parents, employees, and any other interested parties 48 hours in advance of the application of pesticides in accordance with RCW 17.21. Notification is not required if children will be out of the facility for two consecutive days after application.

PAO-16 Health Screening

- (1) Children who have not had a health screening within the last twelve months must be screened within 90 calendar days, counting children's first day attending class each school year as day one, for:
 - (a) Vision and hearing.
 - (b) Height and weight.
 - (c) Special health needs.
- (2) Contractors must:
 - (a) Document the screening results.
 - (b) Partner with families when health and nutritional issues or developmental concerns are suspected or identified in their child.
 - (c) Make appropriate referrals based on screening results.

PAO-17 Eligibility, Recruitment, Selection, Enrollment, and Attendance Documents

- (1) Contractors must retain attendance records for five years.
- (2) Contractors must maintain the following paper documentation for at least the current and previous school year:
 - (a) Parent signatures verifying eligibility information is accurate.
 - (b) Signed statement from staff who verified eligibility.
 - (c) Statement of income signed by the employer or parent, if no other documentation of income is available.
- (3) Contractors should consult their ECEAP contract and follow their agency's record retention schedule for longer retention requirements.

PAO-18 Human Resources Documents

- (1) Contractors must retain the following for each employee for five years after employment ends:
 - (a) Copy of first aid, CPR, and food worker cards, if required.
 - (b) Documentation of qualifications not verified by MERIT, such as copies of diplomas, transcripts, licenses, and certifications.
 - (c) Orientation and training record.
 - (d) Professional Development Plan, and observation and mentoring notes for staff with Professional Development Plans.
 - (e) Reference checks.
 - (f) Tuberculosis (TB) test records.
- (2) Contractors must retain the following for five years after their completion:
 - (a) Documentation of labor pool shortage or other staff recruitment difficulty.
 - (b) Staff recruitment materials, advertising open positions to the public.
 - (c) Volunteer records including background clearances, TB test records, orientation and training, and hours of volunteer service

- (d) Affirmative Action Plan that includes the plan's implementation and putting in practice to increase the representation of affected groups in the workforce when a particular group is under-represented to meet the needs of the community. WAC 357-25, RCW 49.60, Equal Employment Opportunity governing guidelines, Code of Federal Regulations Titles 28, 29, and 43.)
- (3) Contractors must maintain current:
 - (a) Background clearances.
 - (b) Job descriptions.
 - (c) Professional development plans for staff who do not fully meet required qualifications.
 - (d) Staff and volunteer training plan.
 - (e) Staff recruitment and selection policies and procedures.
 - (f) Volunteer policies.

PAO-19 Health and Safety Documents

- (1) Contractors must retain the following for five years after their completion:
 - (a) Emergency drill records.
 - (b) Inspection records for smoke detectors, fire alarms, fire extinguishers.
- (2) Contractors must maintain current:
 - (a) Child abuse and neglect prevention, detection, and reporting policy and procedure.
 - (b) Child allergy procedure.
 - (c) Disaster plan.
 - (d) Exclusion of sick children policy including Child, Staff
 - (e) Health and safety inspections for the school year.
 - (f) Infectious disease prevention procedures.
 - (g) Medication management procedures.
 - (h) Pesticide/herbicide management policy.
 - (i) Plans for handling medical, dental, and poisoning emergencies.
 - (j) Transportation policy.

PAO-20 Early Childhood Education Documents

- (1) Contractors must maintain the following for the current school year:
 - (a) Positive behavior support and no expulsion policy.
 - (b) Child guidance policy.
 - (c) Curriculum plans, including individualization.
 - (d) Early childhood education framework.
 - (e) Kindergarten transition plan.

PAO-21 Child Records

- (1) Contractors must retain the following records for each child while they are in ECEAP and for five years after the child leaves ECEAP:
 - (a) Consent forms.
 - (b) Health records and tracking.
 - (c) Individualized curriculum and guidance plans.
 - (d) Individualized Education Program (IEP), when applicable.
 - (e) Notes from parent-teacher conferences including child goals.
 - (f) Notes from Local Education Agency (LEA) or Multidisciplinary Team (MDT) meetings, when applicable.
 - (g) Plans, referrals, and follow-up notes.
 - (h) Screening and assessment results.

PAO-22 Disaster Plan, Policies and Procedures

- (1) Contractors must have written health and safety policies and procedures on disaster plan for emergencies such as fire, earthquake, flood, tsunami, volcanic eruption, or lock-down, as applicable based on location, including practice drills.

PAO-23 Transportation

- (1) Transportation is an optional ECEAP service.

- (2) Contractors must write a health and safety policy and procedure for transportation, if applicable.
- (3) When ECEAP children are served by school district bus service, transportation is regulated by OSPI minimum standards.
- (4) If contractors transport children in non-school district vehicles, they must:
- Maintain a written transportation policy to ensure the safety of children.
 - File current copies of all drivers' licenses.
 - File current copies of vehicle insurance meeting Department of Licensing insurance requirements.
 - Ensure that signed medical releases and emergency contact forms for each child are readily accessible.
 - Use buses that meet OSPI minimum standards for school buses or other vehicles maintained in good repair and safe operating condition.
 - Follow the Washington Child Restraint Law. (RCW 46.61.687 and 46.61.688)
 - Document daily visual vehicle safety checks.
 - Document a regular schedule of vehicle safety inspections.
- (5) When school districts are transporting homeless children using a method other than district-provided transportation, the following applies:
- When using a taxi service:
 - The child must be accompanied by a parent or authorized adult in addition to the driver
 - Drivers must have a cleared Portable Background Check
 - A contract must be in place that ensures:
 - The taxi is up to date on all maintenance
 - All safety measures are in place and utilized, including the use of and appropriate installment of child safety seats and seat belts.
 - ECEAP contractors may not use rideshare services such as Uber and Lyft to provide transportation for children.
- (6) Contractors must ensure that:
- Signed parent consent forms for transportation for each child are obtained prior to providing transportation.
 - Signed medical releases and emergency contact forms for each child are readily accessible in case of injury during transportation.
 - One-way transportation time for children is no more than one hour, except in rural or remote areas where transportation time must be kept to a minimum.

PAO-24 Transportation Records

- (1) Contractors must retain transportation records including copies of driver's licenses, vehicle insurance, vehicle daily safety checks, and vehicle inspection reports for five years after their completion.

PAO-25 No Expulsion Policy

- (1) Contractors must write and implement a policy to address the needs of children with challenging behaviors and prohibit expulsion. The policy includes strategies appropriate to the community served and timeframes for implementation. These five topics must be addressed:
- Supporting classroom teachers.
 - Planning with families to meet the individual needs of the child.
 - Engaging community resources such as Infant and Early Childhood Mental Health Consultant, coach or other professional.
 - Choosing an alternative schedule or setting.
 - How staff are trained to support positive social emotional development, reduce challenging behavior and trauma informed care annually.
- (2) If contractors have implemented their usual strategies and the classroom is still unsafe or excessively disrupted, they are encouraged to contact DCYF ECEAP for technical assistance.

PAO-26 Health and Safety Policies and Procedures

- (1) Contractors must have written health and safety policies and procedures on:
- Child allergies.
 - Exclusion of sick children.
 - Handling the following emergencies:
 - medical,
 - dental

- (iii) poisoning.
- (d) Infectious disease prevention.
- (e) Medication management.
- (f) Monitoring of health and safety practices.
- (g) Pesticide/herbicide management in accordance with RCW 17.21, preventing children's exposure, and using the least hazardous means to control pests and unwanted vegetation.

PAO-27 Required Postings

- (1) Daily classroom routine.
- (2) Emergency telephone numbers posted near a telephone.
- (3) Emergency medical and disaster procedures for medical, dental, and poison treatment.
- (4) Food worker cards for food preparation staff.
- (5) Menus.
- (6) Child allergies and special dietary restrictions.

PAO-28 Service Delivery Plan

- (1) Contractors must develop a written Service Delivery Plan, in collaboration with ECEAP parents, staff, and community partners. The plan must include:
 - (a) Early childhood education.
 - (b) Family support, using the Mobility Mentoring® approach.
 - (c) Family engagement.
 - (d) Health and nutrition.
- (2) Contractors must ensure that all ECEAP services:
 - (a) Respond to community needs.
 - (b) Integrate program components, such as education, family support, and health.
 - (c) Are developmentally appropriate for children.
 - (d) Build relationships with families based on mutual respect and equality.
 - (e) Are culturally and linguistically appropriate for families.
 - (f) Focus on family strengths.
 - (g) Support building adult capabilities.
 - (h) Support family engagement, empowerment, and leadership.

PAO-29 Community Partnerships

- (1) Contractor's must take an active role in promoting coordinated systems of comprehensive early childhood services to children furthest from opportunity and families in their community through communication, cooperation, and the sharing of information among agencies. A contractor must establish collaborative relationships and partnerships, with schools, health, social service agencies, tribal sovereign nations and other related community organizations. Contractors must involve partners in:
 - (a) Community Assessment.
 - (b) ECEAP service delivery planning.
 - (c) Community services development and coordination.
 - (d) Planning for children with disabilities.
 - (e) Kindergarten transition planning.
 - (f) Compliance agreement planning, as related to community services.

PAO-30 Health Advisory Committee

- (1) Contractors must establish a Health Advisory Committee (HAC) composed of staff; ECEAP parents; and professionals in medical, dental, nutrition, public health, and mental health fields; to:
 - (a) Offer input on policy and planning related to health, nutrition, and mental health.
 - (b) Address issues and concerns about health service delivery.
 - (c) Provide opportunities for parent empowerment and leadership skill development.
- (2) The HAC must meet a minimum of once per year and more often as community health or ECEAP needs arise. Contractors must maintain a roster of participants and minutes of HAC meetings.
- (3) Contractors may form combined ECEAP, Early ECEAP and Head Start HACs. Neighboring contractors may form joint HACs.

PAO-31 Parent Policy Council

- (1) Contractors must establish a Parent Policy Council, composed primarily of current and former ECEAP parents, and separate from an agency board of directors. Council members may serve no more than five years. ECEAP staff provide support and consultation at Council meetings.
- (2) The purpose of the Parent Policy Council is to develop parent empowerment and leadership and serve as a communication link between the contractor and ECEAP families. The Council works with the contractor to make decisions about ECEAP administration, including, but not limited to:
 - (a) Service delivery plan.
 - (b) Community assessment.
 - (c) Self-assessment of ECEAP Compliance.
 - (d) Use of anti-bias practices
 - (e) Program monitoring.
 - (f) Complaint resolution.
 - (g) Budget.
 - (h) Program policies.
 - (i) Recruitment of families.
 - (j) Expansion and entitlement planning.
- (3) Contractors must orient Parent Policy Council members to the ECEAP Contract, ECEAP Performance Standards, and program policies. Contractors must maintain minutes of Parent Policy Council meetings.
- (4) Contractors may form combined ECEAP, Early ECEAP and Head Start Parent Policy Councils providing there is ECEAP parent representation.

PAO-32 Community Assessment

- (1) Contractors must conduct a community assessment at least every five years. The assessment may be aligned with the Head Start community assessment. The contractor must annually review and update the assessment to reflect significant changes in community demographics and resources. The assessment process must involve families, staff and community partners.
- (2) The assessment must document:
 - (a) Where eligible children live, within the contractor's service area.
 - (b) Race, ethnicity, and home languages of eligible children.
 - (c) Numbers of age-eligible children who are:
 - (i) Developmentally delayed or disabled.
 - (ii) In the child welfare system, including foster care.
 - (iii) In families that are homeless.
 - (iv) In families with low income.
 - (v) In families where parents work as seasonal or migrant farmworkers.
 - (vi) In families in the military.
 - (vii) In families that are American Indian or Alaskan Native
- (3) Contractors must analyze this assessment data with their community partners to determine the community capacity for ECEAP-eligible children and families to access services such as:
 - (a) Education.
 - (b) Medical, mental and oral health.
 - (c) Nutrition.
 - (d) Social services.
- (4) Contractors must use the community assessment to develop their:
 - (a) Plan for delivering services that meet the needs of their community.
 - (b) Philosophy and goals.
 - (c) Recruitment strategies.
 - (d) Culturally and linguistically responsive ECEAP services.
 - (e) Site locations.
- (5) Contractors must maintain documentation of community assessment activities.

PAO-33 Self-Assessment of ECEAP Compliance

- (1) Contractors must include ECEAP staff and parents in an annual assessment of compliance with ECEAP Performance Standards, following the ECEAP Self-Assessment process. Contractors must submit this self-assessment to the DCYF ECEAP by June 15 of each year.

PAO-34 Parent and Community Complaints

- (1) Contractors must develop a written procedure for handling parent and community complaints. The procedure must address:
 - (a) How to register a complaint.
 - (b) Steps and timeline for investigating a complaint.
 - (c) Documentation of complaints, including resolution of substantiated complaints.
- (2) If resolution of a complaint cannot be reached, the contractor must contact the DCYF ECEAP.

PAO-35 Free-of-Charge

- (1) Contractors must provide ECEAP services free-of-charge to enrolled families.
- (2) Contractors may accept voluntary donations.
- (3) Contractors must ensure that all parents have opportunities to fully participate in ECEAP activities.
- (4) No parent will be requested or required to contribute money, food, or supplies with a monetary value.
- (5) Contractors are encouraged to invite parents to volunteer time, but may not require it.

PAO-36 Subcontractors

- (1) Contractors may subcontract ECEAP services after notifying DCYF. All subcontracts or interagency agreements must be in writing and meet the requirements of the ECEAP contract.
- (2) Contractors must orient and train subcontractors on current ECEAP Performance Standards. Contractors are responsible for monitoring subcontractors for compliance with all Performance Standards.

Overview – Recruitment, Eligibility, and Enrollment

ECEAP recruitment, eligibility, and enrollment standards ensure that the children most in need of ECEAP are enrolled, within the state's allotted funding. The Early Learning Management System (ELMS) is designed to guide contractors through this process.

Steps to enrolling a family include recruitment, application, verification of eligibility, prioritization and then enrollment. Not all eligible children will receive ECEAP services. Enrollment depends on the number of available slots for the children on the eligible, prioritized waiting list.

To ensure fair access to ECEAP, Contractors:

- *Develop and implement a recruitment process to actively inform all families with eligible children of the availability of services.*
- *Consider linguistic and cultural diversity and community needs when developing recruitment strategies.*
- *Work with neighboring ECEAP and Head Start programs to ensure enrollment of as many eligible, high priority children as possible. This includes joint outreach efforts and referrals as determined by the service agreement.*
- *Encourage and assist families to apply for admission to the program.*
- *Verify eligibility of each applicant.*
- *Prioritize eligible children for enrollment in available slots.*
- *Maintain prioritized waiting lists so it is possible to quickly refill vacant slots and demonstrate statewide need for ECEAP.*
- *Ensure that ECEAP funds are only used for services for eligible children.*

DCYF requires contractor staff to record in ELMS which documents they viewed to determine child eligibility and prioritization. Contractors are not required to retain copies of these documents.

PAO-37 Child Recruitment

- (1) Contractors must conduct ongoing recruitment throughout the year to:
 - (a) Identify potentially-eligible families in their service area.
 - (b) Inform families about ECEAP services.
 - (c) Encourage families to apply for ECEAP.
 - (d) Maintain a viable waiting list.
- (2) Contractors must focus their recruitment efforts to locate age-eligible children:
 - (a) In state or tribal child welfare system including foster care, kinship care, Child Protective Services, Family Assessment Response services.
 - (b) With developmental delays or disabilities.

- (c) Who are homeless as defined by the federal [McKinney-Vento Education of Homeless Children and Youth Assistance Act](#) as lacking a fixed, regular, and adequate nighttime residence due to loss of housing, economic hardship, or a similar reason.
- i. A **fixed residence** is one that is stationary, permanent and not subject to change.
 - ii. A **regular residence** is one that is use on a regular (i.e. nightly) basis.
 - iii. An **adequate residence** is one that is sufficient for meeting both the physical and psychological needs typically met in home environments.
- (3) Contractors must document their recruitment procedure and strategies in ELMS.

PAO-38 Eligibility for ECEAP Services

- (1) A child is eligible for ECEAP if the child is at least three years old by August 31 of the school year, is not age-eligible for kindergarten, and is one of the following:
- (a) From a family with income at or below 110% of the federal poverty guidelines established by the U. S. Department of Health and Human Services (<http://aspe.hhs.gov/poverty>).
 - (b) Qualified by a school district for special education services under RCW 28A.155.020. All children with a school district Individualized Education Program (IEP) meet this requirement.
 - (c) From a family with income that exceeds 110% of the federal poverty guideline (“over-income”) and is homeless impacted by specific risk factors identified by DCYF that are linked by research to school performance, within the limits set by DCYF and the State Legislature.
- (2) Children who are eligible for ECEAP are not automatically enrolled in ECEAP. They must still be prioritized. (See PAO-48).
- (3) Eligible, enrolled children maintain their eligibility for ECEAP until kindergarten, without reverification of income or risk factors. All previously enrolled children returning for a new school year may be reprioritized against new children when enrollment slots are limited.
- (4) Children served by school district special education or ECLIPSE may be simultaneously enrolled in ECEAP.
- (5) Children served by Head Start may not be simultaneously enrolled in ECEAP. However, Head Start grantees awarded the Supplemental Funds Available to Extend Duration of Services in Head Start and Early Head Start may use those funds to extend ECEAP hours.

PAO-39 Additional Children Allowed for Enrollment

- (1) A child is allowed to be enrolled in ECEAP as space is available if the child is at least three years old, is not age-eligible for kindergarten, and is:
- (a) From a family with income above 110% FPL but less than or equal to 130% FPL,
 - or
 - (b) From a family with income above 130% FPL but less than or equal to 200% FPL if the child is impacted by at least one other specific risk factor identified by DCYF and the State Legislature.
- (2) Children allowed to enroll who turn three years old after August 31 of the school year must have received services from or participated in early support for infants and toddlers (ESIT), Early ECEAP, ECLIPSE or Early Head Start.
- (3) Children allowed for enrollment according to sections (1) and (2) must not exceed 25% of total statewide ECEAP enrollment.

PAO-40 Eligibility for Working Day ECEAP

- (1) Children are eligible for Working Day ECEAP if one of these applies:
- (a) In single parent families, the parent must be employed, in a formal training program, approved for Child Protective Services child care, in [WorkFirst activities](#) listed on a DSHS Individual Responsibility Plan, in reasonable related travel, or in a combination of these activities for a minimum of 25 hours per week.
 - (b) In two-parent families, both parents must be employed, in a formal training program, approved for Child Protective Services child care, in [WorkFirst activities](#) listed on a DSHS Individual Responsibility Plan, in reasonable related travel, or in a combination of these activities for a minimum of 55 hours per week.
 - (c) In two-parent families, when one parent is disabled and unable to work and unable to care for the child while the other parent is working, the other parent must meet the single parent eligibility requirement.
- (2) If a parent’s work hours vary, contractors must average the weekly hours for the entire school year.
- (3) Parents’ work or training hours do not have to match the ECEAP class hours.
- (4) Additionally,
- (a) Families with children enrolled in Working Day ECEAP must continue to meet the Working Day eligibility requirements to enroll in a second year of Working Day ECEAP. Families that no longer meet the Working Day eligibility requirements are still eligible for Part Day or School Day ECEAP.

- (b) For children returning from the previous year from any classroom model, staff update family work and training hours in ELMS before enrolling the child in a Working Day class in the new year.
- (5) Children who are age-eligible for kindergarten in the fall may be enrolled in Working Day during summer quarter just prior to kindergarten only if they were enrolled in ECEAP the previous school year, in any model or with any ECEAP Contractor.

PAO-41 Verifying Eligibility

- (1) Contractors must verify ECEAP eligibility before initial enrollment, including parent or guardian's legal authority to enroll, child's age, family size and family income.
 - (a) Exception: Contractors have up to 90 calendar days to verify eligibility under certain circumstances when documentation is not immediately available such as: homelessness, natural disasters, fire, domestic violence. In some cases, Kinship caregivers who do not have access to documents may fall in this exception. Children may begin class if presumed eligible and high priority. If the ELMS application is locked, contractors must contact ELMS Support to update the application within 90 calendar days, counting the child's first day attending class as day one.
- (2) In ELMS, contractors must identify the documents used to verify eligibility. For each enrolled child, contractors must retain a statement signed by a staff person certifying that they viewed and verified documentation establishing the child's eligibility for ECEAP and, to the best of their knowledge, the information entered in ELMS is true and correct. Contractors must also retain a statement signed by the ECEAP child's parent certifying that to the best of their knowledge, the information entered on the application is true and correct. These statements are available on the printed child application in ELMS.
- (3) In the absence of other documents to verify family size, contractors may accept a parent's signed statement.
- (4) Contractor staff may not verify ECEAP eligibility for their own relatives.
- (5) Child applications remain valid for eligibility purposes for the school year for which the family applied.
 - (a) Contractors must re-verify eligibility for children who never attended ECEAP, whose initial application was in the previous school year (July 1 to June 30).
 - (b) Contractors must verify eligibility for siblings applying for subsequent years.
 - (c) It is not necessary to re-verify eligibility for children who attended ECEAP and are still age-eligible, except for eligibility for Working Day ECEAP as noted in PAO-39.

PAO-42 Authority to Enroll Child

- (1) A person has the authority to enroll a child into ECEAP if they are:
 - (a) The child's biological, adoptive, step, or foster parent.
 - (b) Awarded custody by a court via a Non-Parental Custody Decree.
 - (c) Granted temporary custody via a written temporary parental consent agreement, which:
 - (i) Must be signed by both parents or explain why one parent is not available.
 - (ii) Must be agreed by the parent and the person assigned temporary custody.
 - (iii) Need not be approved by a court or notarized.
 - (d) Acting *in loco parentis* (in the place of a parent) by intentionally assuming the duties of a parent and responsible for exercising the day-to-day care and control of the child.

PAO-43 Calculating Family Size

- (1) To establish family size for the purpose of determining federal poverty level, contractors must count all people who meet all of the following criteria:
 - (a) Living in the same household with the ECEAP child.
 - (i) Exception: Do not include hosts of families temporarily sharing housing with relatives or others.
 - (b) Related to the parent(s) or legal guardian(s) by blood, marriage, or adoption.
 - (i) Include the ECEAP child and the child's parent(s) in this count.
 - (c) Supported by the income of the parent(s) or legal guardian(s) of the ECEAP child.
 - (i) Do not include household members age 19 or older who have earned or unearned income that covers half or more of their support.
- (2) Exception: For children in foster care, in kinship care, or adopted from foster or kinship care, count only the ECEAP child.

PAO-44 Whose Income to Count

- (1) When determining a child's income eligibility, contractors must count the income received by the ECEAP child's parent(s) or guardian(s).

- (2) Exceptions:
- (a) For a child in foster care, count only the amount of the foster care grant applicable to the ECEAP child. If there is no grant, count the income as zero.
 - (b) For an ECEAP child in kinship/relative care, count only the amount of the DSHS Non-Needy Relative, *in loco parentis*, legal guardian grant, Supplemental Security Income (SSI) or Social Security Disability Insurance (SSDI) payment, or tribal payment applicable to the ECEAP child. If there is no grant, count the income as zero.
 - (c) For children adopted after foster or kinship care, count only the amount of an adoption support grant. If there is no grant, count the income as zero.
 - (d) For a family sharing housing with relatives or others, count only the income of the child's parents or guardians. Do not count the income of hosts.

PAO-45 Which Income to Count

- (1) For each family, contractors may calculate income from either the previous calendar year or the previous 12 months, whichever more accurately reflects the needs of the family.
- (2) For the purpose of determining ECEAP eligibility, count all income of the ECEAP child's parents including:
 - (a) Gross wages or salaries, before taxes and deductions.
 - (b) Net income from self-employment.
 - (c) Income received in a regular or periodic manner such as:
 - (i) Alimony.
 - (ii) Annuity payments.
 - (iii) Child support, only if required by a legally-binding child support order.
 - (iv) Emergency assistance cash payments.
 - (v) Insurance payments that are regular (not one-time).
 - (vi) Retirement or pension payments.
 - (vii) Scholarships, grants, or fellowships for living expenses.
 - (viii) Social Security
 - (ix) Strike benefits.
 - (x) Supplemental Security Income SSI.
 - (xi) State or Tribal Temporary Assistance for Needy Families (TANF) grants.
 - (xii) Training stipends.
 - (xiii) Tribal income, if taxable.
 - (xiv) Unemployment or Workers' Compensation.
 - (xv) Veteran's benefits.
 - (d) Interest and dividends from assets.
 - (e) For uniformed services members, all entitlements (pay and allowances) reported on Leave and Earnings Statements, except Basic Allowance for Housing (BAH), Basic Allowance for Subsistence (BAS), Family Separation Housing (FSH), and Hostile Fire Pay/Imminent Danger Pay (HRP/IDP).
 - (f) Gambling or lottery winnings.
- (3) Subtract from income documented child support payments to another household, only if required by a legally-binding child support order.
- (4) Do not count as income:
 - (a) Cash from the sale of an asset or bank withdrawals not subject to capital gains.
 - (b) Disability payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.
 - (c) Food or housing received in lieu of wages.
 - (d) Foster Care Grant for non-ECEAP child.
 - (e) Non-cash benefits such as food stamps, housing assistance, Medicaid, Medicare, school lunches, or employer-paid fringe benefits.
 - (f) One-time gifts, loans, inheritances or insurance settlements.
 - (g) Scholarships or educational grants for tuition.
 - (h) Tax refunds.
 - (i) Social Security issued in a child's name
 - (j) Stimulus payments due to natural disasters, pandemics, or state of emergency.

PAO-46 When a Child Lives in Two Households

- (1) When a child lives in two households, contractors must first determine if there is a primary household. If so, use that household only for determining family size and income. A household is

primary if, for example, either the parenting plan awards one household primary custody or one household receives child support from the other household, in which case the receiving household is primary.

- (2) When neither household is primary and neither household receives child support from the other household, both of the following apply:
- (a) Count the family size for both households and divide by two. If the resulting number is a fraction, round up to the nearest whole number.
 - (b) Count half of each of the incomes for the two parents who share legal custody. Do not count the income of their current spouses or partners, if any.

PAO-47 Verifying Annual Income

- (1) Contractors must verify family income before determining whether a child is eligible to participate in ECEAP. Verification of annual income is required for most ECEAP applicants, except:
- (a) Contractors verify the grant amount for children in foster care and those in kinship/relative care covered by a DSHS Non-Needy Relative, *in loco parentis*, or legal guardian grant.
 - (b) Contractors do not re-verify income for families of children who were previously enrolled and attended ECEAP.
- (2) To verify income, contractors must view documentation such as:
- (a) Income tax forms, W-2 forms, or 12 months of pay stubs or pay envelopes.
 - (b) Leave and Earnings Statements for uniformed services members.
 - (c) Documentation of public assistance or other benefits.
 - (d) Child support orders.
 - (e) A statement of income signed by the employer or parent, if no other documentation of income is available.
- (3) Eligible, enrolled children are allowed to remain in ECEAP until they are age-eligible for kindergarten, without re-verification.
- (4) Under specific circumstances, contractors may choose to use the previous month's or current month's income to determine eligibility, rather than the annual income.
- (a) Annual income must first be verified and entered in ELMS.
 - (b) This choice applies when a family's current income is significantly decreased from their annual income due to death, divorce, unplanned job loss, or similar unexpected circumstance.
 - (c) The reason for this exception must be documented in ELMS.

PAO-48 Prioritization

- (1) Once contractors have established a pool of eligible children, contractors must prioritize children for available ECEAP slots starting first with eligible children, then children allowed for enrollment. To do this, contractors must use the priority point system available on the ECEAP webpage and built into ELMS. This point system is based on:
- (a) State law regarding priority for children in eligible and allowable categories.
 - (b) DCYF research on the impact of risk factors on school readiness and success.
 - (c) Child age, with priority for children who are within one year of kindergarten age.

PAO-49 Over-Income Slots

- (1) Contractors may provide ECEAP services to over-income children without IEPs who are impacted by specific risk factors identified by DCYF that are linked by research to school performance.
- (a) Contractors must actively recruit and enroll income-eligible children within their service area.
 - (b) Contractors must make every effort to fill slots first with children who are eligible according to PAO-38. These children are at or below 110% of federal poverty guidelines, on IEPs, or within the entitled over-income group which is up to 10% of slots statewide.
 - (c) Contractors may enroll additional over-income children without IEPs who are up to 200% of federal poverty guidelines as space is available, up to the initial over-income limit assigned by DCYF to each contractor annually. DCYF may adjust limits throughout the year upon contractor request.
 - (d) DCYF will consider the following factors when reviewing requests for additional over-income slots:
 - (i) The statewide number of enrolled over-income children without IEPs.
 - (ii) The similarity of the income levels, risk factors, and priority points of the children described in the applications and other ECEAP children enrolled in over-income slots.
 - (iii) The statewide plan to serve all income-eligible children from families who choose to participate.

- (iv) The requesting contractor's need to fill slots to fully enroll a class to ensure access to services for income-eligible children.
 - (v) The presence of unserved, income-eligible children in other locations in the state.
- (2) For the purposes of the over-income limit, all children are counted at the time of their first ECEAP enrollment as either income-eligible or over-income.
- (a) Children who enter ECEAP with an active IEP do not count against the over-income limit, even if they do not qualify by income.
 - (b) If a child enters ECEAP using an over-income slot and then during the year an active IEP is entered in ELMS for the child, they will no longer count against the over-income limit.

PAO-50 Waiting Lists

- (1) Contractors must maintain prioritized waiting lists in ELMS.
- (2) For the purposes of statewide statistics, staff must complete the ELMS prescreen for all children on the waiting list.
- (3) ECEAP waiting lists may include children who are also on a Head Start waiting list, for children who might enroll in either program.
- (4) Contractors must remove a child from waiting lists in ELMS when they learn the child no longer needs services or has enrolled in Head Start, except ELMS will remove children when they are no longer age-eligible.

PAO-51 Availability for Enrollment

- (1) Contractors must only enroll children who are available to attend during scheduled class hours, with the exception of temporary absences due to illness or other reasons communicated by the family.
- (a) For Part Day and School Day classes, children must be regularly available to attend all scheduled class hours.
- (b) For Working Day classes, children must be available to attend six or more hours per day and at least four days per week.

PAO-52 Maintaining Enrollment

- (1) Contractors must:
 - (a) Begin all ECEAP classes no later than September 30 of each state fiscal year.
 - (b) Fill each funded ECEAP slot within 30 calendar days. To establish 30 calendar days:
 - (i) At the beginning of the year, count the first day of class as day one.
 - (ii) When a child exits, count the last day the child attended class in person as day one.
 - (iii) When an expected child did not attend, count the first day of class or the last day a child attended in that slot as day one.
 - (c) Consider a slot full when a child attends class in person.
- (2) Exceptions:
 - (a) It is optional to fill vacancies when the last day the exiting child attended class was in the final 60 calendar days of the school year, except in Working Day classes.
 - (b) ECEAP classes that share classrooms with Migrant/Seasonal Head Start may begin when the room is available in October. ECEAP classes that share classrooms with Migrant/Seasonal Head Start must fill each funded ECEAP slot by October 30.

PAO-53 Serving Non-ECEAP Children in the Same Classroom

- (1) Contractors may serve children who are not eligible for ECEAP in the same classroom with ECEAP children, providing:
 - (a) The total proportional share of costs for non-ECEAP children is covered by funds, or in-kind contributions, from sources other than ECEAP dollars.
 - (b) ECEAP Performance Standards are met for all ECEAP children.
 - (c) The contractor reports the number of non-ECEAP children accurately in ELMS and updates this in monthly reports.

PAO-54 Health and Safety Planning

- (1) Contractors must develop a plan, in partnership with their Health Advisory Committee, to implement and monitor health services including:
 - (a) All requirements related to Health, Safety and Nutrition.
 - (b) Confidentiality protocols.
 - (c) Classroom health curriculum.
 - (d) Parent education.

PAO-55 Infectious Disease Prevention Policy and Procedure

- (1) Contractors must:
 - (a) Establish infectious disease prevention policies and procedures in accordance with local health department guidelines or OSPI “Infectious Disease Control Guide for School Staff.”
 - (b) Follow universal precautions for prevention of transmission of blood borne pathogens.

PAO-56 Early Childhood Education Service Delivery

- (1) Contractors must use an early learning framework to plan developmentally-appropriate early childhood education. This framework informs the environment, daily routine, curriculum, adult-child interactions, guidance, screening and referral, assessment and individualization, and parent-teacher conferences.
- (2) Contractors must ensure the following dosages of class time for each model offered:
 - (a) Part Day
 - (i) Minimum 3 hours per class session.
 - (ii) Minimum 360 hours of class, over no less than 30 calendar weeks.
 - (iii) Naptime does not count as part of the Part Day class hours.
 - (b) School Day
 - (i) Minimum 5.5 hours per class session
 - (ii) Four or five days per week
 - (iii) Minimum 1,000 hours of class, over no less than 30 calendar weeks.
 - (iv) Contractors may count up to 10 days when school is canceled for parent-teacher conferences and transportation is not provided toward the 1,000 minimum hours.
 - (c) Working Day- is intended to serve eligible working or student families’ year round. Program hours must be offered to meet the needs of the eligible working or student families in the community.
 - (i) Class is open a minimum of 10 hours per day, five days per week, year round.
 - (ii) Minimum 2,370 hours of class available per year.
 - (iii) Closures are allowed up to 23 days per year for holidays, breaks, and staff development with advance notice to families.
 - (iv) Exception based on the community assessment and needs of parents in the community served will be considered by DCYF ECEAP
- (3) Both Working Day and School Day classes may modify instruction and class schedules during summer months, holiday/vacation periods, and for staff development activities, while meeting the minimum annual dosage requirements.
- (4) At sites that offer wrap-around child care in addition to ECEAP, contractors must specify on the ELMS Class Info page which hours are ECEAP hours. All ECEAP Performance Standards must be in place during those hours.
- (5) Daily transportation to and from the classroom does not count as part of class hours.

PAO-57 Curriculum – Nutrition and Physical Activity Policy

- (1) The contractor must create a policy on the promotion of nutrition and physical activity including removal of potential barriers to physical activity participation.

PAO-58 Documentation Requirements

- (1) Contractors must maintain records documenting compliance with ECEAP Performance Standards in ELMS and MyTeachingStrategies. Documentation subject to review by the DCYF ECEAP and the State Auditor’s Office. When ECEAP Program Monitoring occurs in September through December, contractors must provide documentation from the previous school year. Records may be kept in the contractor’s main office or at service sites, as appropriate for each type of documentation.
- (2) Contractors must retain records for the minimum times listed in the aligned standards for state review processes. Contractors are encouraged to seek legal counsel regarding longer retention of records related to potential legal or liability issues.

PAO-59 Administrative Documents

- (1) Contractors must retain the following for six years after expiration (see ECEAP Contract):
 - (a) Audit report.
 - (b) Fiscal records.
 - (c) Proof of insurance.
 - (d) Property records (inventory).
 - (e) Subcontracts.

- (2) Contractors must retain documentation of complaints and resolutions for three years after their completion. (See PAO-34)
- (3) Contractors must retain the following for two years after their completion:
- (a) Health Advisory Committee minutes.
 - (b) Parent Policy Council minutes.
- (4) Contractors must maintain current:
- (a) Community assessment.
 - (b) Confidentiality policy and procedures.
 - (c) Conflict of interest policy.
 - (d) Compliance agreements, if any.
 - (e) ECEAP Performance Standards, at each service site.
 - (f) Waiver and Variance to Standards approved by the DCYF ECEAP.
 - (g) Fiscal management policies.
 - (h) Parent and community complaint resolution procedures.
 - (i) Personnel policies (attendance, conduct, pay, benefits, professional development, and performance evaluation).
 - (j) Program Self-Assessment.
 - (k) Service delivery plan.
 - (l) Travel policies, unless state travel regulations are followed (see ECEAP Contract).
 - (m) Diversity Equity and Inclusion Policy

PAO-60 Family Partnership Documents

- (1) Contractors must retain parent education topics and attendance for two years after their completion.
- (2) Contractors must maintain current parent handbook or written communications, with translations as appropriate.

PAO-61 Family Records

- (1) Contractors must retain the following family records in ELMS for children enrolled in the current year:
- (a) Assessment of family strengths and needs.
 - (b) Family goals.
 - (c) Progress notes and follow-up.
 - (d) Referrals to community resources.

PAO-62 Continuous Improvement System

- (1) Contractors must have a continuous quality improvement system to ensure compliance with all ECEAP requirements. This system must apply to direct services and to subcontractors. It must:
- (a) Include monitoring at the class, site, subcontractor (if applicable), and contractor levels on a defined schedule.
 - (b) Inform training and technical assistance delivered to staff at all levels.
 - (c) Inform ongoing coaching supports.
 - (d) Inform ECEAP program planning.
 - (e) Include instructional leadership strategies and supports to drive improvement efforts
- (2) Contractors must maintain documentation of quality improvement activities.

PAO-63 Continuous Quality Improvement Visit

The DCYF ECEAP will monitor each contractor's compliance with the ECEAP Contract and ECEAP Performance Standards regularly.

- In person Continuous Quality Improvement visits
- Desktop monitoring of data in ELMS
- Monthly contractor phone calls

The contractor will complete and submit a compliance agreement when out-of-compliance with ECEAP requirements. Upon approval of the compliance agreement by DCYF's ECEAP office, the contractor will resolve all out-of-compliance issues as outlined in the plan.

PAO-64 Stewardship of ECEAP Funds

- (1) Contractors must immediately notify the DCYF ECEAP of any suspicion of fraudulent use of ECEAP funds, including but not limited to:

- (a) An employee intentionally entering deceptive or false information into ELMS regarding:
 - (i) Child eligibility criteria.
 - (ii) Children’s actual start dates and last days in class.
 - (iii) Class start or end dates.
 - (iv) Services that were not actually provided.
- (b) A family providing false information in order to enroll in ECEAP.

PAO-65 Non Traditional Remote Services Policy

- (1) Contractors must create a written modified services policy. The policy must ensure that programming allows for a system of robust modified services in the event of a required prolonged closure. The policy must include in what ways contractors will ensure how:
 - (a) Staff are able to work remotely with access to the necessary technology and tools.
 - (b) Staff are able to provide the services to families.
 - (c) Families receive the modified comprehensive services of Early ECEAP such as:
 - (i) Education;
 - (ii) Health;
 - (iii) Family support



Attachment 1 - Confidentiality and Non-Disclosure Agreement

STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Between

The Department of Children, Youth, and Families

And

Aberdeen School District #5

I. Recitals

- 1.1 Pursuant to Department of Children, Youth, and Families (the "DCYF") Contract Number 22-1045, attached hereto Aberdeen School District #5 (the "Contractor") has agreed to provide comprehensive Early Childhood Education and Assistance Program (ECEAP) services..
- 1.2 During the course of providing such services the Contractor and its employees, agents, and subcontractors will have access to confidential or personal information owned by the DCYF relating to DCYF Contact Number 22-1045 which may be protected from disclosure under the Public Records Act (chapter 42.56 RCW), the Freedom of Information Act (5 U.S.C. 522), or other state or federal statutes.

II. Definition of Confidential or Personal Information

- 2.1 "Confidential Information" or "Data" means information that may be exempt from disclosure under either chapter 42.56 RCW or other state or federal statutes. Confidential Information includes, but is not limited to, personal information, agency source code or object code, and agency security data.
- 2.2 "Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, e-mail addresses, credit card information, law enforcement records or other identifying numbers or Protected Health Information, any financial identifiers, and other information that may be exempt from disclosure under either chapter 42.56 RCW or other state and federal statutes.

III. Terms of Agreement

- 3.1 As an employee, agent, or subcontractor of the Contractor I have access to information or data described and contained DCYF Contract Number 22-1045. This information may be confidential information or data, and I understand that I am responsible for maintaining this confidentiality. I understand that the information may only be used for the purposes of the work described in DCYF Contract Number 22-1045.
- 3.2 I understand that before I am allowed access to information and data that is described and/or contained in DCYF Contract Number 22-1045, I must sign and agree to the following:
 - (A) I have been informed and understand that information provided under DCYF Contract Number 22-1045 may be confidential information or data and may not be disclosed to unauthorized persons. I agree not to divulge, transfer, sell, or otherwise make known to unauthorized persons any information described or contained in DCYF Contract Number 22-1045.
 - (B) I also understand that I am not to access or use the information that is provided under DCYF Contract Number 22-1045 for my own personal information, but only to the extent necessary and for the purpose of performing my assigned duties as an employee of the Contractor under this Agreement. I understand that a breach of this confidentiality will be grounds for disciplinary action which may also include termination of my employment and other legal action.

(C) I agree to abide by all Federal and state laws and regulations regarding confidentiality and disclosure of the information in DCYF Contract Number 22-1045.

By signing this Agreement, the undersigned agree to this Agreement being effective as of the last signing date noted below.

Contractor Name:

Signature: _____

Print Full Name: _____

Job Title: _____

Date: _____

Signature: _____

Print Full Name: _____

Job Title: _____

Date: _____

Signature: _____

Print Full Name: _____

Job Title: _____

Date: _____

Signature: _____

Print Full Name: _____

Job Title: _____

Date: _____

Employee/Sub-Contractor/Agent Name:

Signature: _____

Print Full Name: _____

Job Title: _____

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(The number of signature lines can be deleted and copied to meet your needs).



Attachment 2 - Certification of Data Disposition

Date of Data Disposition _____

I. Data Disposition Requirements

Unless the Washington State Office of the Chief Information Officer IT Standards require a different method for the destruction of data or confidential information, data or confidential information required to be destroyed under DCYF Contract No. 22-1045 must be destroyed as follows:

- (A) For data or confidential information that is contained on optical discs (e.g. CDs or DVDs), the Contractor shall either destroy by incineration the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
- (B) For data or confidential information that is contained on magnetic tape(s), the Contractor shall destroy the data or confidential information by degaussing, incinerating, or crosscut shredding.
- (C) For data or confidential information that is contained on a server or workstation data hard drive or similar media, the data or confidential information shall be destroyed by either
 - (1) Physically destroying the disk(s); or
 - (2) Using a "wipe" utility which will overwrite the data or confidential information at least three times using either random or single character data, degaussing sufficiently to ensure that the data, or confidential information cannot be reconstructed.
- (D) For data or confidential information that is contained on removable media (e.g. floppies, USB flash drives, portable hard disks, or similar disks), the data or confidential information shall be destroyed by either:
 - (1) Physically destroying the disk(s); or
 - (2) Using a "wipe" utility which will overwrite the data or confidential information at least three times using either random or single character data, degaussing sufficiently to ensure that the data, or confidential information cannot be reconstructed.

II. Certification

- ___ All copies of any data sets related to DCYF Contract No. 22-1045 have been wiped from data storage systems.
- ___ All materials and non-wiped computer media containing any data sets related to DCYF Contract No. 22-1045 have been destroyed.
- ___ All copies of any data sets related to DCYF Contract No. 22-1045 that have not been disposed of in a manner described above, have been returned to the DCYF's Contract Manager listed in this Contract.

The Contractor hereby certifies by the signature below that the data disposition requirements as described in this Certification of Data Disposition and DCYF Contract No. 22-1045, have been complied with as indicated above.

Signature of Contract Manager: _____ Date: _____

Print Name: _____

Return original to DCYF Public Records at dcyf.publicrecords@dcyf.wa.gov



Edgenuity Inc.
 8860 E. Chaparral Road
 Suite 100
 Scottsdale AZ 85250
 877-725-4257

Price Quote for Services
 ABERDEEN SCHOOL DISTRICT 5
 ABERDEEN WA
 Account Number 95486
 Quote Number 184932
 Total \$106,000.00
 Date 8/26/2021

Payment Schedule				Contract Start	Contract End
				8/26/2021	8/25/2022

Site	Description	Comment	End Date	Per Unit Cost	Qty	Cost
	IS 12 Month Reusable Enrollment Single Course Seat		08/25/2022	\$500.00	210	\$105,000.00
	IS Professional Development Classic 6-12 - Access to asynchronous training video library, Virtual School Resources. Up to 2 ISPD Webinars.		08/25/2022	\$1,000.00	1	\$1,000.00
1. ABERDEEN SCHOOL DISTRICT 5						
					Subtotal	\$106,000.00
					Total	\$106,000.00

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

ABERDEEN SCHOOL DISTRICT 5

Edgenuity Inc. Representative

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. All order documentation can be submitted electronically at <https://edgenuity.formstack.com/forms/ar>. Alternatively you can e-mail this quote, the purchase order and order documentation to AR@edgenuity.com or fax to 480-423-0213.



Edgenuity Inc.
 8860 E. Chaparral Road
 Suite 100
 Scottsdale AZ 85250
 877-725-4257

Price Quote for Services
 ABERDEEN SCHOOL DISTRICT 5
 ABERDEEN WA
 Account Number 95486
 Quote Number 185029
 Total \$0.00
 Date 9/1/2021


Payment Schedule				Contract Start	Contract End	
				9/1/2021	8/31/2022	
Site	Description	Comment	End Date	Per Unit Cost	Qty	Cost
	IS Teaching for FT Student 4 Courses (Elementary) - Per Semester with Workbooks		08/31/2022	\$1,100.00	0	\$0.00
1. ABERDEEN SCHOOL DISTRICT 5						
					Subtotal	\$0.00
					Total	\$0.00

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

ABERDEEN SCHOOL DISTRICT 5

Edgenuity Inc. Representative

Signature: 
 Print Name: Elyssa Louderback
 Title: Executive Director of Business & Operations
 Date: 6/22/2021

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. All order documentation can be submitted electronically at <https://edgenuity.formstack.com/forms/ar>. Alternatively you can e-mail this quote, the purchase order and order documentation to AR@edgenuity.com or fax to 480-423-0213.

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

(hereinafter referred to as ASD #5)

216 North "G" Street
Aberdeen, WA 98520

Lindsey Kargbo
(hereinafter referred to as Consultant)

In consideration of the promises and conditions contained herein, ASD #5 and Consultant do mutually agree as follows:

I. DUTIES OF CONSULTANT

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

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

To serve as, and fulfill the role of, Nursing Director for the Twin Harbors Branch Skills Center in accordance with state requirements from OSPI and the Washington State Department of Health

Provide consultation to the Professional Medical Careers instructor as needed for curriculum and transition purposes in collaboration with the Twin Harbors Branch Skills Center Director and assist with training in BLS or First Aid/CPR for the students as needed

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

- **Serve as the contact for the Twin Harbors Branch Skills Center Professional Medical Careers with respect to Department of Health requirements and ensure program is current with approvals and in compliance with any documentation requirements**
- **Conduct monthly check-ins with the current Professional Medical Careers instructor to ensure proper compliance and documentation per OSPI and Washington State Department of Health guidelines**
- **Provide assistance with BLS and First Aid/CPR training as needed**

C. The time schedule for completion of Consultant's duties shall be as follows:

As the Nursing Director, in accordance with the Department of Health timelines for the 2021-2022 school year.

Other duties addressed above will be completed throughout the school year according to a timeline determined in collaboration with the Twin Harbors Branch Skills Center Director and in accordance to safety and health guidelines

- D. Time is of the essence in connection with Consultant's performance of the foregoing duties.

II. DUTIES OF ASD #5

In consideration of Consultant's satisfactory performance of the duties set forth herein, ASD #5 shall compensate and / or reimburse the expenses of Consultant as follows:

- A. Consultant shall be compensated in the following amount: **not to exceed \$5,000 dollars.**

Payment shall be made within a reasonable period following termination of this agreement and upon Consultant's compliance with the terms and conditions of this agreement.

Progress payments shall be made, based on invoices submitted by the consultant for hours worked by the 1st of the month in return for the partial performance.

- B. All payments of compensation and expenses to consultant shall be conditioned upon Consultant's:
 - 1. Submission of detailed vouchers which support the performance which has been rendered, and
 - 2. Performance to the satisfaction of Twin Harbors Skills Center Director; PROVIDED, that approval shall not be unreasonably withheld.
- C. Except for expressly provided herein, all expenses necessary to the Consultant's satisfactory performance of this agreement shall be borne in full by the Consultant.
- D. Any date specified for payment(s) to Consultant shall be considered extended as necessary to process and deliver an ASD #5 warrant for the amount(s).

III. PROHIBITION AGAINST ASSIGNMENT

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

IV. OWNERSHIP OR WORK PRODUCTS AND RESTRICTION AGAINST DISSEMINATION

All correspondence, papers, documents, reports, files, films, work products (inclusive of intellectual concepts and properties) and all copies thereof, which are received or developed by Consultant and Consultant's employee(s) and agent(s) in the course of performing, or as incident thereto, Consultant's duties pursuant to this agreement shall, immediately upon receipt, preparation, or development, become the exclusive property of ASD #5 in perpetuity for any and all purposes. All items described above shall be provided to and left with ASD #5 upon the termination of this agreement by ASD #5 and upon Consultant's performance, whichever shall occur first.

Consultant and Consultant's employee(s) and agent(s) shall not, without prior written approval of ASD #5, either during the term of this agreement or at any time thereafter, directly or indirectly, disclose or give to any state or federal government, or corporation, agency or political subdivision of any state or federal government, or any educational agency, institution or organization, any portion of the above described items and properties or any information acquired in the course of or as an incident to the performance of Consultant's duties hereunder, for any purpose or reason.

V. INDEPENDENT CONTRACTOR STATUS OF CONSULTANT

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

VI. INDEMNIFICATION

Any and all claims which hereafter arise on the part of any and all persons as a direct or indirect result of Consultant's or its employee's(') or agent's(') performance or failure to perform duties pursuant to this agreement, shall be the Consultant's sole obligation and the Consultant shall indemnify and hold harmless the Superintendent in full for any and all such acts or failures to act on the part of Consultant or its employee(s) or agent(s).

VII. TERMINATION

This agreement may be terminated by ASD #5 or any designee thereof, at any time, with or without reason, upon written notification thereof to the Consultant. The notice shall specify the date of termination and shall be conclusively deemed to have been delivered to and received by Consultant as of midnight of the second day following the date of its posting in the United States mail – addressed as first noted herein in the absence of proof of actual delivery to and receipt by Consultant by mail or other means at an earlier date and / or time.

In the event of termination by ASD #5, Consultant shall be entitled to an equitable portion of the total compensation provided herein for uncompensated services which have been performed as of termination and to the reimbursement of expenses incurred

as of termination by solely to the extent such expenses are reimbursable pursuant to the provisions of this Agreement.

VIII. VERBAL AGREEMENT

This written Agreement constitutes the mutual agreement of Consultant and ASD #5 in whole. No alteration or variation of the terms of this Agreement and no oral understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding,

IX. APPLICABLE LAW

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

X. NON-DISCRIMINATION

No person shall, on the ground of race, creed, color, national origin, religion, sex, sexual orientation including gender expression or identity, the presence of any mental or physical disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to this Agreement.

XI. CONFLICT OF INTEREST

Neither the Consultant nor Consultant's employee(s) shall perform any duty pursuant to this Agreement in which duty he / she may have participated as an employee of ASD #5.

XII. EFFECTIVE DATE-DURATION

This Agreement shall commence on the 1st day of September, 2021. This agreement shall terminate at midnight on the 31st of August, 2022, with the sole exception of Sections IV (Ownership of Work Products and Restriction Against Dissemination) and VI (Indemnification) which shall continue to bind the parties, their heirs and successors.

XIII. FEDERAL BACKUP WITHHOLDING INFORMATION

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

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

XIV. CERTIFICATION REGARDING DEBARMENT, SUPERVISION AND ELIGIBILITY

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

CONSULTANT

The undersigned certifies that he/she is the person duly qualified and authorized to bind the Consultant so identified to the foregoing Agreement and under penalty of perjury, certifies the Social Security Number or Federal Identification Number provided is Correct.

Signed this _____ day of _____, _____.

Consultant Signature

Social Security Number or Federal ID#

Are you incorporated?

Yes _____ No X

ABERDEEN SCHOOL DISTRICT #5

Signature of Superintendent

Signed this _____ day of _____, _____.



CONTRACTED EMPLOYEE

This is made part of the Account Services Contract entered by and between Aberdeen School District and the Account identified below.

PROVIDER PLACEMENT DETAILS:

Provider Name: The HELLO Foundation

Term: August 1, 2021 to July 31, 2022

Services Provided: SLP

Hours: not to exceed 1448 hours

RATE & PAYMENT DETAILS:

Employee Name: Molly Friedley

Position: SLP
(Example: OT, PT, PTA, SLP)

Bill Rate: \$ 85/ hour

Payment: Invoices submitted by the 5th of the month, paid after the 2nd Board meeting of the month

ADDITIONAL INFORMATION:

Comments:

There will be 9-10 travel weeks (approximately 1 per month); each travel week consists of 4-5 travel days to be compensated at a rate of \$177/day.

VENDOR:

By: _____

Date: _____

ABERDEEN SCHOOL DISTRICT

By: _____
Superintendent or Designee

Date: _____

**Memorandum of Understanding Between
BASICS NW and Aberdeen School District
For the 2021/2022 school year**

This Memorandum of Understanding is offered by BASICS NW to Aberdeen School District, referred to as “District” from this point forward.

Whereas, the parties have recognized the opportunity to partner to broaden access of insurance funded ABA services for children who are insured by a payor source that covers medically necessary ABA services across multiple environmental contexts, inclusive of educational settings, under their benefit package.

1. Duration:
 - a. This MOU is effective for the remainder of the 2021-2022 school year.

2. Target Population:
 - a. Students who are a current patient of BASICS NW.
 - b. Students of the District who are insured by a payor source that covers school-based ABA services. These students must demonstrate medical necessity for ABA services in the educational setting as covered by his or her benefit.
 - c. Students who are authorized to receive services AND whose guardian has signed a BASICS NW Release of Information documenting permission for communication between BASICS NW and the District personnel regarding treatment planning and progress towards achieving treatment goals.
 - d. Students who BASICS NW staff, District staff, and parent/guardian agree that ABA services during the school day is medically necessary and would not be disruptive to the District responsibility in the provision of a Free and Appropriate Public Education.

3. Authority:
 - a. All services must comply with all regulatory requirements set forth by the Washington State Health Care Authority; Washington State Department of Health; and the Behavior Analyst Certification Board.

4. Purpose:
 - a. To improve outcomes for patients/students by providing medically necessary treatment within natural contexts, emphasizing greater generalization and maintenance of targeted outcomes.
 - b. To coordinate services provided by both agencies, to ensure there is no redundancy in treatment across agencies and maximize the available “treatment” hours in the life of a child to address his or her needs more comprehensively and effectively

- c. Ensure the medically necessary ABA treatment and provision of FAPE are coordinated to avoid duplicate service provision, both synchronously and asynchronously

5. Services to be provided by BASICS NW:

BASICS NW will provide ABA services under the guidelines of the Washington State Department of Health and the Behavior Analyst Certification Board. BASICS NW staff is available to provide direct, face-to-face client services that are medically necessary and are defined within the treatment protocol which has been authorized by the payor source. These services are typically face-to-face in nature and delivered to the client and, when appropriate, the client's family members and natural support system (including school providers). The frequency and duration of treatment sessions are driven by client need.

 - a. Intake assessment to determine eligibility for services
 - b. ABA Assessment and Treatment Plan Development
 - c. Facilitate authorization of services as appropriate, as well as reauthorization upon expiration of authorization period (every 6 months)
 - d. Ongoing BCBA services for eligible students/clients, comprised of the following: treatment plan development, functional assessment/analysis, protocol modification, caregiver training.
 - e. Behavior intervention training for identified district staff assigned to work with eligible students/clients. This training can be conducted 1:1 in vivo with the BCBA, as part of the intensive protocol modification and caregiver training protocol.
 - f. Other reimbursable support services as required for eligible students/clients as part of the treatment plan.
 - g. As BASICS NW is fully accountable for these services, BASICS NW will determine the level of staff resources that is available for these services.
 - h. BASICS NW staff assigned to specific schools will comply with all District Human Resources requirements prior to working in the schools.
 - i. District will communicate with CEO of BASICS NW, Matthew Woodard, when concerns arise regarding the performance of a school assigned clinician.
 - j. Should staffing challenges occur for BASICS NW, there may be a temporary disruption of services provided at the school until the staffing challenges can be resolved.
 - k. BASICS NW staff will be responsible for ensuring there is no crossover between the IEP and provision of a Free and Appropriate Public Education by the District and the medically necessary ABA Treatment Plan. BASICS NW staff may not implement the IEP or any services determined by the District as being part of the student's FAPE.
 - l. If a conflict arises with regard to District directives that violate any licensure or ethical requirements of behavior analytic treatment, BASICS NW staff will remove themselves and immediately notify the CEO. The CEO will reach out to the District Administrator of Special Services and attempt to problem-solve any issues and make a determination, in collaboration with the District Administrator of Special Services, if reinstatement of ABA

services on District premises is appropriate and under what agreed upon terms and conditions.

6. Services to be provided by the District:

The District will ensure its staff delivers all instruction related to a student's entitlement to a Free and Appropriate Public Education (FAPE).

- a. Provision of a student's Individualized Education Program (IEP) instruction
- b. Any data collection related to a student's IEP goals/objective

7. Record Keeping:

- a. All BASICS NW records will be housed in the BASICS NW Electronic Health Record under BASICS NW policy and procedures.
- b. BASICS NW will utilize Central Reach, a HIPAA compliant cloud-based practice management software system, to maintain all records.
- c. Clinical records will be shared between agencies for the purpose of coordination of services. All required consents will be obtained prior to the onset of treatment.

8. Communication:

- a. All communication between BASICS NW and the District will be guided by applicable federal and state laws including the Health Information Privacy and Portability Act and the Family Educational Rights and Privacy Act.

9. Confidentiality:

In providing services under this MOU, BASICS NW may have access to personally identifiable education records and confidential information regarding District students or staff (collectively referred to as "Confidential Information"). BASICS NW agrees that it and its personnel will maintain the confidentiality of Confidential Information. The use or disclosure of any Confidential Information for any purpose not directly connected to BASICS NW's services under this MOU is strictly prohibited except where required or authorized by law.

10. Independent Contractor:

- a. BASICS NW shall perform all duties pursuant to this MOU as an independent contractor. The District shall not control or supervise the manner in which this MOU is performed, except as expressly provided herein. Nothing in this MOU shall be construed to create a partnership, agency relationship, or employer-employee relationship between the District and BASICS NW or its personnel. Neither party may incur debts or make commitments for the other party.
- b. BASICS NW acknowledges that the District is not paying Washington State unemployment, industrial insurance, or any other taxes on behalf of BASICS NW or BASICS NW's personnel. BASICS NW shall be solely responsible for the payment of any

taxes imposed by any lawful jurisdiction as a result of the performance and payment of this MOU.

- c. BASICS NW and its personnel shall not represent itself or themselves as an employee, representative, or spokesperson for the District.

11. Nondiscrimination:

The District is an equal opportunity employer. By entering into this MOU, BASICS NW assures the District that BASICS NW complies with all laws and regulations pertaining to nondiscrimination. No person shall, on the grounds of race, creed, religion, color, national origin, sex, sexual orientation including gender expression or identity, age, marital status, veterans' status, disability, or use of a trained guide dog or service animal by a person with a disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under and activity performed pursuant to this MOU.

12. Background Checks:

- a. BASICS NW will perform a record check, including a fingerprint check, through the local Educational Service District and through the Federal Bureau of Investigation for each employee or agency of BASICS NW before assigning any such employees or agents to work at a District site where students are present.
- b. BASICS NW will complete this record check prior to the commencement of services by any new or existing employee or agent for which said record check has not been completed or for whom said record check is more than two (2) years old. BASICS NW shall pay any costs associated with the record check. BASICS NW shall keep and maintain record check files and make said information available to the District upon request.
- c. BASICS NW shall prohibit any of its employees or agents from working at any District site where students are present if the employee or agency has pled guilty to or been convicted of a felony crime involving the physical neglect of a child under chapter 9A.42 RCW, the physical injury or death of a child under chapter 9A.32 or 9A.35 RCW (except motor vehicle violations under chapter 46.61 RCW), sexual exploitation of a child under chapter 9.68A RCW, sexual offenses under chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction.
- d. Failure to comply with this section shall be grounds for the District to immediately terminate this MOU. Termination based on this section shall supersede any other termination clause in this MOU.

13. Licenses, Permits, and Warranty:

BASICS NW warrants that it has the requisite training, skill, and experience necessary to provide the services under this MOU and is appropriately accredited and licensed by all applicable

agencies and governmental entities. BASICS NW shall be responsible for maintaining any and all licenses, permits, or other requirements for doing business or providing services under this MOU.

14. Compliance with Law:

BASICS NW agrees to comply will all applicable laws, orders, rules, regulations and ordinances.

15. Insurance:

See Addendum A

16. Indemnification:

BASICS NW agrees to defend, indemnify, and hold harmless the District and its employees from and against any and all claims, losses, damages, liabilities, costs, and attorneys' fees and other legal expenses arising out of or in any way connected with BASICS NW's performance of or failure to perform under this MOU. The provisions of this paragraph shall survive the expiration or termination of this MOU with respect to any event occurring prior to such expiration or termination. It is further specifically and expressly understood that the indemnification provided herein constitutes BASICS NW's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

17. Termination:

This Memorandum of Understanding may be terminated by either party without cause with a 30-day written notice.

18. Dispute Resolution Process:

- a. When a dispute arises concerning the terms of the MOU, the parties agree to the following process to address the dispute.
 - i. BASICS NW and the District shall meet in an attempt to resolve the dispute through informal means.
 - ii. If the informal meeting process does not result in resolution, the CEO or designee shall meet to resolve the dispute.
 - iii. If the process results in dissatisfaction by either part, the MOU will be revisited and may be terminated by either party with a 30 day notice.

19. Entire Agreement and Modification:

This written MOU constitutes the entire agreement between BASICS NW and the District. No alterations or variations of the terms of this MOU shall be effective unless reduced to writing and executed by both parties.



**ABERDEEN SCHOOL DISTRICT
216 NORTH G STREET
ABERDEEN, WASHINGTON**

SPECIAL SERVICES CONTRACT

In consideration of the promises and conditions contained herein, Aberdeen School District (the “District”) and Soliant Health, LLC (the “Provider”) mutually agree as follows:

1. **Services.** The District hereby contracts with the Provider to perform the services identified in paragraph 2 hereof.

2. **Description of Services:**

(a) Provide School Psychology Services, Occupational Therapy Services, Physical Therapy Services, Speech Language Pathology Services and/or Nursing Services for the 2021-22 school year and/or extended school year as needed.

(b) Such other related services as the District may request. Said services shall be provided in a manner consistent with the accepted practices for other similar services, performed to the District’s satisfaction, within the time period prescribed by the District.

3. **Insurance.** Contracting agency or individual will maintain (at its expense), a valid policy of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence covering acts or omissions and general liability which may give rise to liability for services under this Agreement. Provider shall provide a certificate of insurance evidencing such coverage upon request by the District. Provider will provide the District with assurance of this insurance coverage in writing before commencement of services under this Contract. Provider will notify the District within three (3) days in the event of cancellation or modification of such insurance. Provider’s failure to maintain such insurance policies shall be grounds for the District’s immediate termination of this Contract. The provisions of this paragraph shall survive the expiration or termination of this Contract for cause with respect to any event occurring prior to such expiration or termination.

4. **Certification and Licensing Requirements.** Provider warrants that all individuals providing services under this Agreement (“Service Providers”) meet applicable licensing and certification requirements. Provider must obtain and provide evidence to the District of current appropriate state certification and licensure at least 30 days prior to the beginning of each school year. Providers should have or be able to obtain an NPI number.

5. **Background Checks.** Pursuant to RCW 28A. 400. 303, any Service Providers under this Contract shall be required to have successfully completed a criminal history record check through the Washington State Patrol Criminal Identification System, under RCW 43.43.830-834 and RCW 10.97.030-050, and through the Federal Bureau of Investigation prior to providing any services under this Agreement. Provider will be responsible for securing these criminal history record checks and payment of all costs for obtaining such background checks. Results of the background checks must be made available to the District prior to a Service Provider providing services to the District.

6. **Prohibited Employment.** The nature of the work performed under this Contract involves services provided to children and disabled adults. Therefore, no assigned Service Provider shall have pled guilty or been convicted of any felony crime specified under RCW 28A.400.322. Any failure to comply with this paragraph shall be grounds for immediate termination of this Contract for cause.

7. **Failure to Report.** Service Providers will inform Provider and the District of any inability to provide services no later than one (1) hour prior to reporting time. The District will notify Provider as soon as possible should any Service Provider assigned to the District fail to report to work as scheduled. Provider shall be responsible for providing substitute coverage without a lapse in service to the District for Service Providers who are absent for more than 5 consecutive days.

8. **Contemporaneous Log of Service Time.** Each Service Provider shall complete a log of the names (or initials) of the students served and the amount of time for each student. Any deviation from the amount of service time shall be noted and explained. Such log shall be submitted weekly (or monthly as agreed upon) via email to the District's Special Education Director.

9. **Record Access.** Provider and Service Providers shall be responsible for maintaining and securing any records or logs necessary to justify, support, and document the services provided under this Contract. Provider shall retain such records for not less than the period prescribed by law. All duly authorized auditors of Provider and the District shall have access to examine said records.

10. **Confidentiality.** In providing services under this Contract, Provider and Service Providers may have access to personally identifiable education records and confidential information regarding District students, parents/guardians, or staff (collectively referred to as "Confidential Information"). Provider agrees that it and its Service Providers will maintain the confidentiality of Confidential Information. The use or disclosure of any Confidential Information for any purpose not directly connected to Provider's services under this Contract is strictly prohibited except where required or authorized by law.

Provider and Service Providers agree to maintain the confidentiality of student records and provide access to the parents/guardians and students of such records in accordance with the Family Education Rights and Privacy Act (FERPA) and the Health Information Privacy and Accountability Act (HIPAA).

11. **Independent Contractor.** The Provider shall perform all duties pursuant to this Contract as an independent contractor. The District shall not control or supervise the manner in which this Contract is performed, except as expressly provided herein. Nothing in this Contract shall be construed to create a partnership, agency relationship, or employer-employee relationship between the District and Provider or its personnel. Neither party may incur debts or make commitments for the other party. Provider and its personnel shall not represent himself, herself, or itself as an employee, representative, or spokesperson for the District.

12. **Provider and Service Providers Not Employees of District.** Employees of Provider shall not be entitled to any rights or privileges of District employment. Provider assumes exclusive responsibility for any and all acts or omissions of its agents, officers, or employees. Provider will maintain direct responsibility as the employer of Service Providers for payment of wages, benefits, and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, workers' compensation, and unemployment insurance. Provider acknowledges that the District is not withholding federal income tax or FICA (Social Security) tax from Provider's payment or paying Washington State unemployment, industrial insurance, or any other taxes on behalf of Provider or Provider's personnel. Provider shall be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the performance and payment of this Contract.

13. **Quality of or Need for Services.** If the District's Special Education Director determines that the services of Provider's personnel is unable to perform or has failed to perform the services required by the District in a manner satisfactory to the District within the first sixty (60) days of service, the Director will communicate any concerns with the Provider. The Provider will work with

the District's Special Education Director to facilitate improvement. If improvement is not made in the noted time period, the District will notify Provider and such assignment will end immediately. The District's obligation to compensate for such Service Provider's services will be limited to the number of hours actually worked.

14. Orientation. Provider will cooperate with the District to provide Service Providers with an adequate and timely orientation to the assigned school(s).

15. Billing, Payment, and Accounting. Provider will submit invoices to the District's Business Office. Each invoice must identify the District purchase order number. Provider will be paid based on the rate sheet attached as Addendum A. Payment shall be made on a monthly basis after the District's Business Office receives Provider's billing statement in the form specified by the District, which statement shall include the services performed, the dates such services were rendered, and the name(s) and location(s) of the Provider's personnel performing such services. Each such billing statement must be approved before submission to the District's Business Office by the District's Special Education Director.

Invoices must be submitted one (1) time per month by the 5th of each month and payments will be made after the second school board meeting of the following month. The District will send all payments to the address printed on acceptable invoices.

Upon request, Provider shall provide to the District with an accounting of services, which shall detail the services performed on each invoice and such other information as the District may reasonably request. Upon request, Provider shall provide the District with access to the books and records related to the services of Provider for inspection, audit, and reproduction.

16. Nondiscrimination. By entering into this Contract, Provider assures the District that Provider complies with all laws and regulations pertaining to nondiscrimination. No person shall, on the grounds of race, creed, religion, color, national origin, sex, sexual orientation including gender expression or identity, age, marital status, veterans' status, disability, or use of a trained guide dog or service animal by a person with a disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any activity performed pursuant to this Contract.

17. Indemnification and Hold Harmless. Each party ("Indemnifying Party") shall defend, indemnify, and hold harmless the other party and such other parties officers, directors, employees, agents and contractors (the "Indemnified Parties") from and against any and all liabilities, claims, losses, costs, judgments, penalties, fines, damages and expenses arising from or connected with any act or omissions of the Indemnifying Party, its officers, directors, agents, employees or contractors. Additionally, and notwithstanding the previous sentence, the District shall indemnify the Provider for all costs incurred and associated with any suits or other causes or action brought by an HCP against the District.

18. Debarment and Suspension. Provider certifies that to the best of its knowledge and belief, its principals and assigned service providers are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded for the award of contracts by a federal government agency or department. Further, Provider certifies that it is not presently indicted for and has not within three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against it for commission of performing a public transaction or contract. If it is later determined that Provider knowingly rendered an erroneous certification, in addition to any other remedies available to the District, the District may terminate this Contract for cause.

19. Contract Default. Provider's failure to provide the services as indicated in this Contract in accordance with the terms and conditions of this Contract will constitute contract default, and, after due written notification, allows the District to terminate the Agreement for cause.

When Provider fails to furnish services in accordance with the terms and conditions of this Contract and the District must purchase replacement services at a price greater than the contract price, the difference may be charged to Provider. The District may exercise this charge as a credit against invoices due Provider.

20. Termination. In addition to the District's other rights under this Agreement, the District may terminate this Agreement for cause upon seven (7) days' written notice to Provider should Provider breach any of the terms of this Agreement, in which case the District shall pay Provider for all services performed through the effective date of the termination less any costs incurred by the District resulting from the breach(es). The District may terminate this Agreement for its convenience upon sixty (60) days' written notice to Provider, in which case the District shall pay Provider for all services performed through the effective date of the termination. In the event that earmarked funding is withdrawn, reduced, or limited after the effective date of this contract but prior to completion, the District may terminate the Agreement without the required notice.

In no event shall either party be liable in any manner for incidental, special or consequential damages, expressly excluding claims based on its breach of confidentiality obligations, willful misconduct, or indemnification obligations for third party claims. Further, in no event shall either party's aggregate liability with respect to any claim or liability arising out of or relating to the agreement exceed the amounts actually paid to contractor for the provision of services hereunder during the 12 months preceeding the incident giving rise to the claim.

21. Compliance with Rules and Laws. Provider agrees to comply with all applicable laws, orders, rules, regulations and ordinances of governmental bodies applicable to this Contract as well as applicable District policies and procedures. All services provided will be in accordance with local, state and federal laws and regulations.

22. Severability. Each numbered clause of this Contract stands independent of all other numbered clauses. If any clause of this Contract or the application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application. Should any clause be adjudged invalid, that judgment shall not invalidate the total Contract; only clauses judged invalid shall not be enforced.

23. Term. Unless terminated earlier pursuant to provisions stated herein, this Contract shall commence on **August 1, 2021 and shall terminate on July 31, 2022** or the completion of the services identified in paragraph 2 hereof, whichever should first occur. This contract may be renewed annually by the District for up to three additional years.

24. Assignment. This Agreement may not be assigned without written authorization by the other party.

25. Licenses, Permits, and Warranty. Provider warrants that it and its personnel have the requisite training, skill, and experience necessary to provide the services under this Contract and are appropriately accredited and licensed by all applicable agencies and governmental entities. Provider shall be responsible for maintaining any and all licenses, permits, or other requirements for doing business or providing services under this Contract.

26. Entire Agreement and Modification. This written Contract constitutes the entire agreement between Provider and the District. No alterations or variations of the terms of this Contract shall be effective unless reduced to writing and signed by both parties.

27. Governing Law. The terms of this Contract shall be governed by the laws of the State of Washington. In the event that a dispute arises under the terms and conditions of this Contract, the

parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal action is commenced to resolve a dispute arising out of this Contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

Executed this ____ day of _____, 20__.

ABERDEEN SCHOOL DISTRICT

PROVIDER

By _____

By _____

Its _____

Its _____

Aberdeen School District No. 5
216 North G Street
Aberdeen, WA 98520
(360) 538-2012

Dairy Products Bid

Bids Opened: Tuesday, August 4, 2021, 2:00 p.m.

Bid award:

COMPANY NAME	Price (0-85 pts.)	Location (0-15 pts.)	Susp. & Debar. Y/N	Est. Contract Value	Total Points
Dairy Fresh Farms, Inc. Dean Heggie 360-357-9411	85	15	Y	\$116,803.98	100

Recommendation: One bid was received. Bid documents were reviewed by the Executive Director of Business & Operations, Elyssa Louderback and the Food Service Supervisor, Jaime Matisons, for consideration. The recommendation is that the Board award the bid to Dairy Fresh Farms, Inc.

Action:

Aberdeen School District No. 5
216 North G Street
Aberdeen, WA 98520
(360) 538-2012

Fuel Bid

Bids Opened: Friday, August 6, 2021, 2:00 p.m.

Bid award:

COMPANY NAME	Total Price Per Gallon (approx. 5,000 gallons E-10 Unleaded per year)	Total Price Per Gallon (approx. 38,000 gallons ULS Diesel per year)	Susp. & Debar. Y/N
PetroCard Aaron Reding 253-867-3233	\$2.8139/gal \$14,069.50	\$2.7091/gal \$102,945.80	Y
ACME Fuel Co. (Fast Fuel) Alison Dumas 360-943-1133	\$2.6768/gal \$13,384.00	\$2.6672/gal \$101,353.60	Y

Recommendation: Bids were reviewed by Elyssa Louderback, Ernie Lott, and Amber Diel. Though ACME's bid comes in slightly less, we were unable to get accurate pricing and statements during the 2020-2021 school year from ACME, due to a software issue on their end. The team's recommendation is to award the bid to PetroCard for the 2021-2022 school year.

Action:

Bidder	Price per Case	Other Considerations	Number of Cases Projected	Cost (less tax)	Additional Personnel Costs*	Total Projected Expenditure
KCDA - Orca Paper	\$40.95	District would store and deliver bi-monthly, archival quality	1100	\$45,045	\$7,527	\$56,617.04
Aberdeen Office Equipment	\$37.35	AOE would store and deliver weekly, price subject to change with market fluctuations, AOE would call prior to changing our cost, archival quality	1100	\$41,085	\$0	\$44,774.43
Office Depot	\$34.99	District would store and deliver bi-monthly, price subject to change (without notice) with market fluctuations, archival quality	1100	\$38,489	\$7,527	\$49,472.31

Due to potential humidity issues and a new fleet of district printers, the best value comes from Aberdeen Office Equipment, as they would receive, store and deliver paper to all locations on a weekly basis. This would constitute a personnel savings for the District. Personnel costs were calculated on 2020-2021 salaries and mileage rates. Rates will increase for 2021-2022. Projected cases is based on a normal school year. The District used 681 cases in 2019-2020, and 353 cases in 2020-2021. Buildings were closed for part of both school years.

Recommendation:

Quotes were reviewed by the Executive Director of Business & Operations, Elyssa Louderback, and the Purchasing Coordinator, Amber Diel, for consideration. The recommendation is that the Board award the bid to Aberdeen Office Equipment for the 2021-2022 school year.

**A CONTRACTUAL AGREEMENT FOR PARTICIPATION AND OPERATION
OF A
PUPIL TRANSPORTATION COOPERATIVE**

This agreement, by and between Hoquiam School District (hereinafter referred to as “Operator”) and Aberdeen School District, both of Grays Harbor County, Washington, (each hereinafter referred to as “Cooperative Districts”) provides for the establishment and implementation of a cooperative transportation program. Be it further provided, other local school districts (hereinafter referred to as “participating districts”) shall have access to the Cooperative for the purpose of contracting for transportation maintenance services with such districts. Specifically, this agreement provides the mechanism by which the Cooperative will furnish transportation services to both districts. Such transportation services shall include the following:

- Driver training
- Central purchasing
- Vehicle maintenance and repair
- Transportation Supervision

It is agreed by and between the cooperative parties hereto as follows:

1. **Establishment:** A Cooperative Transportation Program is established to provide safe, economical transportation of all public school pupils residing within the boundaries of each cooperative district and to facilitate improved services while avoiding unnecessary duplication of supervisory and technical staff. It is further desired to provide flexibility in operation, which will facilitate rapid program adjustments and meet emergency or special needs as they arise.
2. **Term:** The term of this agreement shall begin September 1, 2021, and be on a fiscal year basis beginning each September 1, to be renewed annually subject to the provisions for withdrawal herein contained. Parties may mutually agree to modify this agreement with 30 days notice.
3. **Location:** The Transportation Program will be conducted at the site currently staged. This facility is located at 3030 Bay Avenue, Hoquiam, Washington.
4. **Administration:** It is agreed that the administration of the program shall be vested in the district housing the cooperative districts party hereto. The building facilities shall be under the supervision of and be maintained by the Hoquiam School District.
5. **Council:** It is agreed that a Council will be comprised of the Superintendent/Designee from each district, the Business Manager from each district and the Transportation Director. The Council will meet on or before June 1 and upon completion of the reconciliation. Any decisions made by the council will be on simple majority. Notes will be taken and provided to members not in attendance. The following items will be discussed:
 - Quality of services provided
 - Budget
 - Costs for participating districts
 - The addition or deletion of services
 - Review of expenditures
 - Reconciliation
 - Any other matters pertaining to the cooperative that may arise
6. **Budget:** The cooperative districts shall prepare a preliminary budget covering revenues and expenditures that need to be built into the operator district (Hoquiam’s) budget priorities June 1, of each school year. The operator district (Hoquiam) shall prepare their budget covering the proposed operation and financing by

August 1 of each school year. The budget shall show details of estimated expenditures and revenues and shall show an estimate of the net cost to each cooperative district.

7. **Utilization:** Utilization of the transportation facilities shall be on a joint participation basis and shall be based upon a fair and equitable program as determined by the Council.
8. **Equipment and Capital Improvements:** Participating districts may, upon approval by the Council, provide approved equipment for the Transportation Program and be credited for that value to offset purchase services. Thereafter, and as it becomes necessary, equipment or capital improvements may be purchased to replace, supplement or add to the facilities after such expenditure is approved by the Council. Such purchase will be on a prorated cost basis as provided in Paragraph 10 of this agreement and shall become the property of the Transportation Program, managed by the Operator. No equipment will be removed from the transportation facilities without the consent of both cooperative districts. A complete capital facilities inventory will be updated at the close of each year's operation and made available to the Council at that time. It is further agreed that from time to time participating districts may loan or lease equipment to the program upon such terms and conditions as may be mutually agreed upon.
9. **Mediation:** It is mutually agreed hereby that whenever an issue arises between cooperative districts concerning the operation of the Transportation Program, it shall be resolved in accord with the following procedure:

The matter shall first be discussed with the Transportation Director, the administrator in charge of Transportation for cooperating districts and the administrator in charge of Transportation from the Hoquiam School District. . In the event of failure to agree at that level the matter will then be forwarded to the Council. If the issue is not resolved, the matter shall be submitted to the Boards of Directors of both school districts party to this agreement. In the event that there is still no agreement at this level, a conference committee shall be established to resolve the issue. This conference committee shall consist of one member appointed by each of the cooperative Boards and a member appointed by the Office of Superintendent of Public Instruction. The recommendations of this committee shall be binding upon both cooperative districts.

10. **Proration of Cost & Payment by Cooperative Districts:**

- A. Bus Driver wages and benefits, vehicle collision and liability insurance, L&I Insurance for bus drivers, and unemployment insurance for bus drivers are the sole responsibility of each Cooperative District.
- B. Fuel, mechanic labor and parts are directly charged to the Cooperative District benefiting directly by the purchase whenever possible.
- C. All costs of the Transportation Program shall be prorated among the cooperative districts in the following manner:

Category	Hoquiam	%	Aberdeen	%	Factor	Hoquiam	Aberdeen
Routes and Runs	29	32.6%	60	67.4%	X1	32.58	67.42
# Students Transported	1058	39.1%	1649	60.9%	X2	78017	121.83
# Drivers - Regular	10	37%	17	63.0%	X2	74.07	125.93
5 year State Mileage Reports	793,694	39.6%	1,211,936	60.4%	X3	118.72	181.28
Total						303.55	496.45
Total Percentage						37.94%	62.06%

1. Cost of Operations is defined to mean all direct and other costs of the Cooperative Transportation Program consistent with the budget approved those expenses that are directly charged to a cooperative or participating District. Included are expenditures related to supervision of the Cooperative Transportation Program, garage operation expenses (including parts not directly charged out to districts), utilities, mechanic labor (shop time) not directly charged out to districts,

fuel shortage, custodial, facility insurance, facility maintenance, equipment purchases under \$5,000 per item, and billing costs. Cost of Operations is further adjusted to reflect additional income derived from participating districts and other organizations in excess of actual costs in order to arrive at the amount to be prorated among cooperative districts at year-end reconciliation.

2. Allocation amounts shall be recalculated annually prior to November 15. Resulting percentage will be retroactive to September 1.
 - D. The Operator District shall bill Cooperative Districts on a monthly basis. Monthly billings will include the directly charged items identified in B above as well as the prorated share of Costs of Operations as spelled out in the allocation chart above. Monthly billings shall be in a format approved by the administration of each district.
 - E. Invoices received by Cooperative Districts before the 10th of the month shall be paid during that month. A late fee of 1 percent of the unpaid balance per month will be added for payments that are late.
 - F. A year-end reconciliation shall occur on or before November 30, unless mutually agreed to by both parties to extend this date to no later than December 31, that adjusts billed expenses to actual expenses. Additional income derived from Participating Districts or other organizations in excess of actual costs will be part of the reconciliation.
 - G. The Operator District shall maintain detailed backup on all revenues, purchases and other expenses for the number of years required by statute.
11. **Cost for Participating Districts:** Procedures for computing the rate charge for each participating district shall be adopted by the Council on an annual basis before June 1 of each school year.
 12. **Withdrawal:** In the event that a participating district desires to withdraw from the Cooperative the district desiring withdrawal shall give notice in writing to the Hoquiam School District no later than September 1 of the fiscal year preceding withdrawal. The withdrawal shall become effective on September 1 of the next succeeding fiscal year.

Reimbursements for withdrawal after 10 years will be based upon the rate in the chart above for all unopened supplies remaining in inventory at the date of dissolution. These reimbursements will be paid at the time of the final reconciliation. Land improvements and equipment purchased for the Transportation Program shall remain the property of the program and costs of such improvements and equipment shall not be included in the computation of reimbursements to a withdrawing district.
 13. **Gifts:** The Transportation Program may receive gifts of cash, equipment, or services from any source whatsoever as long as the donation falls under the Operator District Policy & Procedures.
 14. **Termination:** This agreement can be terminated with 30 days notice if either party fails to comply with the terms of the agreement and cannot resolve the issue discussed in the Mediation section of this agreement. If the agreement is terminated, the costs will be prorated according to section 10.C.1 of this agreement, minus costs required to continue based upon any agreements entered into for the remainder of the fiscal year or until the agreement expires, whichever comes sooner.
 13. **Requirement to Post:** This agreement must be posted on each cooperating district's webpage and/or filed with the County Auditor.
 14. **Amendment:** This agreement may be amended by mutual agreement of the Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

HOQUIAM SCHOOL DISTRICT NO. 28
of Grays Harbor County

ABERDEEN SCHOOL DISTRICT NO. 5
of Grays Harbor County

Mike Villarreal
Superintendent


Alicia Henderson
Superintendent

President, Board of Directors

President, Board of Directors

Date

Date

Bus Detail [Back to Bus search](#)

Bus Information

District : Aberdeen School District	Local Bus Number : 140
State Bus Number : 20961	Status : In Service
VIN : 1GBJG31F921222980	WSP Number : 0
License :	Bus Type : B2VC19
Brake Type : Hydraulic	Tire Size : 75R16
Rear Brakes : Drum	Front Brakes : Disk
Bus Year : 2004	Body Make : Blue Bird
Chasis Make : GM	Engine Make : GM
Engine Model : 6.5	Engine Placement : Front
Transmission : Automatic	Transmission Model Number : 4L80E
Alternator Capacity : 124	Fuel Type : Diesel
GVW Rating : 12000	Overall Length : 268
Body Width : 0	Wheel Base : 162
Front Axle Capacity : 4300	Rear Axle Capacity : 8600
Interior Length : 160	Interior Height : 0
Aisle Width : 0	Capacity : 14
Wheel Chair Lift : 1	Wheel Tie Down Number : 1
Windshield Wipers :	

August 2021

To: ASD5 Board of Directors

From: Ernie Lott, Transportation Director
 Elyssa Louderback, Executive Director Business and Operations

We are recommending that the Board declare surplus a small 2004 Bluebird School Bus.
VIN: 1GBJG31F921222980.

This bus has more than 180,000 miles, needs work, and is no longer needed in service.
 It is well past its eight-year depreciation schedule. Thank you.

Aberdeen School District No. 5
216 North G Street
Aberdeen, WA 98520
(360) 538-2007

AJ West Boiler Replacement

Bids Opened: Friday, August 6, 2021 - 2:30 p.m.

Bid Award:

COMPANY	Name	Phone	e-mail	Bid Price	Proposed Schedule
Northwest Thermal Hydronics 2915 Marvin Road NE Lacey, WA 98516	Sean Taal	(253) 863-1202	staal@nwthermal.com	\$118,000	
West Coast Mechanical Solutions P.O. Box 12828 Olympia, WA 98508- 2828	Ross McIsaac	(360) 789-0453	rmcisaac@westcoast-mech.com	Original Bid Scope: \$96,866 Alt. #1: \$114,565	
Apex Mechanical PO Box 1652 Battle Ground, WA	John Muonio	(360) 666-8735	john@apexmechanical.org	\$198,322	

Recommendation: Bid documents were reviewed by Michael Pauley and Amber Diel. The recommendation to the School Board is that the bid be awarded to West Coast Mechanical Solutions, using Alternate Option #1 at \$114,565, as it will be completed more quickly than the Original Bid Scope, and is still a lower price than the other two bids received.

Action:

2021-2022 Aberdeen School District Calendar

Additional information to be added when dates are set

August 2021				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17*	18	19	20
23	24	25	26	27
30	31			
September 2021				
M	T	W	TH	F
		1	2	3
6	7*	8	9	10
13	14	15	16	17
20	21*	22	23	24
27	28	29	30	
21/180				
October 2021				
M	T	W	TH	F
				1
4	5*	6	7	8
11	12	13	14	15
18	19*	20	21	22
25	26	27	28	29
42/180				
November 2021				
M	T	W	TH	F
1	2*	3	4	5
8	9	10	11	12
15	16*	17	18	19
22	23	24	25	26
29	30			
60/180				
December 2021				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14*	15	16	17
20	21	22	23	24
27	28	29	30	31
73/180				
January 2022				
M	T	W	TH	F
3	4*	5	6	7
10	11	12	13	14
17	18*	19	20	21
24	25	26	27	28
31				
93/180				

August 2021
30 Professional Development
31 Professional Development

September 2021
01 First Day of School
06 Labor Day-No School

October 2021

November 2021
11 Veterans Day-No School
24-26 Thanksgiving Holiday

December 2021
17 Early Release
20-31 Winter Break

January 2022
17 Martin Luther King, Jr
 Holiday-No School

February 2022
21 Presidents Day Holiday-No
 School
22 Professional Development, No
 School

March 2022

April 2022
4-8 Spring Break

May 2022
06 Possible Weather Makeup
 Day
30 Memorial Day Holiday-No
 School

June 2022
14 Last Day of School / Early
 Release

09/22 Collaboration-Early Release
10/27 Collaboration- Early Release
12/08 Collaboration-Early Release
01/12 Collaboration-Early Release
02/09 Collaboration-Early Release
03/09 Collaboration- Early Release
04/13 Collaboration-Early Release
05/11 Collaboration-Early Release

* Denotes Board meeting

February 2022				
M	T	W	TH	F
	1*	2	3	4
7	8	9	10	11
14	15*	16	17	18
21	22	23	24	25
28				
111/180				
March 2022				
M	T	W	TH	F
	1*	2	3	4
7	8	9	10	11
14	15*	16	17	18
21	22	23	24	25
28	29	30	31	
134/180				
April 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19*	20	21	22
25	26	27	28	29
150/180				
May 2022				
M	T	W	TH	F
2	3*	4	5	6
9	10	11	12	13
16	17*	18	19	20
23	24	25	26	27
30	31			
170/180				
June 2022				
M	T	W	TH	F
		1	2	3
6	7*	8	9	10
13	14	15	16	17
20	21*	22	23	24
27	28	29	30	
180/180				
July 2022				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19*	20	21	22
25	26	27	28	29



Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

STUDENT TEACHING LETTER OF AGREEMENT

Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Aberdeen School District ("District"), and is effective as of the date of the signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

A. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort.

B. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a District employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement of 12 weeks (16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.

C. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Holds a teaching credential or license for the subject area and/or grade level being taught;
- Has a minimum of three years of teaching experience, five years preferred, with two or more years teaching in the placement school and/or District, and have strong evaluations;
- Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective when a state, district, or school provides such ratings;
- Successfully and with positive impact mentored student teachers, colleagues, and/or other adults;
- Competently uses technology for communicating via email and completing online evaluation forms; and
- Consistently models the dispositions and ethical considerations expected of WGU Teacher Candidates:
 - Caring and considerate
 - Affirming of diversity and cross-culturally competent
 - Reflective practitioner
 - Equitable and fair
 - Committed to the belief that all students can learn
 - Collaborative
 - Technologically proficient
 - Professional leadership

D. WGU Responsibilities

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experience.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to have completed a background check acceptable to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.
- Facilitate a cohort seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

E. District Responsibilities

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.

- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Encourage Cooperating Teachers to participate in WGU’s training, held for each cohort (Fall or Spring) when a new Teacher Candidate is assigned, to understand WGU’s policies, processes, procedures, and how to mentor adult learners.
- Encourage administrators and Cooperating Teachers to participate in WGU’s Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

F. Additional Terms

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
 - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a “school official” with a legitimate educational interest in such records.
 - WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student’s parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

- **Video Recordings.**

During Student Teaching, Teacher Candidates complete a teacher performance assessment, which measures Teacher Candidate readiness to teach. A teacher performance assessment is designed for Teacher Candidates to submit real artifacts—lesson plans, video, and student work samples—to show the authenticity of the local teaching context and the way the Teacher Candidates respond to students when teaching in a real setting. In order to collect artifacts required for a teacher performance assessment, Teacher Candidates may be required to submit video recordings of themselves teaching in the classroom.

Additionally, recordings provide WGU an avenue to evaluate the performance of Teacher Candidates, and the Teacher Candidates with opportunities to evaluate themselves, reflect, and improve their instruction.

WGU provides the following guidelines to Teacher Candidates. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of the District's students should be agreed directly between the District and Teacher Candidates.

Teacher Candidate Guidelines

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
 - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
 - You must follow appropriate protocol to submit recordings to WGU.
 - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
 - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
 - You must destroy all video recordings once the evaluation is complete.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
 - **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.
 - **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with minimum limits of either: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, or (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
 - **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner.
 - **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, veteran status, or any other basis protected by law.
 - **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of, or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

WGU

By: Stacey Ludwig Johnson

Title: VP, Academic Operations, Teachers College

DISTRICT

By: _____

Title: _____

Date: _____

Point of Contact:

Email: fieldplacement@wgu.edu

Phone: 866-889-0132 (Option 1)

For notice purposes:

General Counsel

Western Governors University

4001 South 700 East, Suite 700

Salt Lake City, UT 84107-2533

Point of Contact:

Email:

Phone:

For notice purposes:

ASD5 Technology Department Surplus Recommendation
August 17, 2021

CNBCD6P083	HP LaserJet 500		G78X7B2	Dell Chromebook 11 (3120)
CNB0200960	HP CP 1518		7PSGB52	Dell Chromebook 11 (3120)
S40636C6603MTN	LexMark MS810N		59LFB52	Dell Chromebook 11 (3120)
U61946C9J400040	Brother HL 2170		6RDHB52	Dell Chromebook 11 (3120)
12101	LexMark		CHRDKD2	Dell Chromebook 11 (3120)
VNB3C23125	HP P2035n		FXV81D2	Dell Chromebook 11 (3120)
CNGSC36829	HP LaserJet CP2025		CJKHB52	Dell Chromebook 11 (3120)
U63478K3J268291	Brother HL31C		GDDKB52	Dell Chromebook 11 (3120)
U61325K0N614922	Brother Fax-2820		18W81D2	Dell Chromebook 11 (3120)
UV026030HZT	Mac iBook		GDK71D2	Dell Chromebook 11 (3120)
W643KOAR01756	Boxlight projector		22QHB52	Dell Chromebook 11 (3120)
(01)07898362232633	Cisco Switch		C8VGB52	Dell Chromebook 11 (3120)
FDO1638P00J	Cisco Switch		4NYHB52	Dell Chromebook 11 (3120)
FDO1634R26P	Cisco Switch		2X34B52	Dell Chromebook 11 (3120)
FDO1638Y01D	Cisco Switch		D6LFB52	Dell Chromebook 11 (3120)
FDO1636R1VG	Cisco Switch		BF718B2	Dell Chromebook 11 (3120)
3318XV1	Dell Optiplex 990		8C3RJ42	Dell Chromebook 11 (3120)
6674	i Mac		G7W81D2	Dell Chromebook 11 (3120)
CNC003PD5S	HP Compaq		B0LHB52	Dell Chromebook 11 (3120)
hb14vz1	Dell Latitude 5540		97LFB52	Dell Chromebook 11 (3120)
39n6zw1	Dell Latitude 5540		FKDHB52	Dell Chromebook 11 (3120)
9cd6nx1	Dell Latitude 5540		5QDHB52	Dell Chromebook 11 (3120)
b5c6nx1	Dell Latitude 5540		HHQHB52	Dell Chromebook 11 (3120)
j75lh12	Dell Latitude 5540		7Z34B52	Dell Chromebook 11 (3120)
j7ccf12	Dell Latitude 5540		BJQHB52	Dell Chromebook 11 (3120)
bb14vz1	Dell Latitude 5540		7ZZHB52	Dell Chromebook 11 (3120)
1bv3vz1	Dell Latitude 5540		5V8JB52	Dell Chromebook 11 (3120)
5zzfyz1	Dell Latitude 5540		3H8X7B2	Dell Chromebook 11 (3120)
4qn1vz1	Dell Latitude 5540		2BLFB52	Dell Chromebook 11 (3120)
bcy1vz1	Dell Latitude 5540		BNDHB52	Dell Chromebook 11 (3120)
7nhcf12	Dell Latitude 5540		71BX7B2	Dell Chromebook 11 (3120)
8fz1vz1	Dell Latitude 5540		GJKZ7B2	Dell Chromebook 11 (3120)
7pq1vz1	Dell Latitude 5540		JGCHB52	Dell Chromebook 11 (3120)
5qt3vz1	Dell Latitude 5540		6FWDKD2	Dell Chromebook 11 (3120)
9k22vz1	Dell Latitude 5540		6LX3B52	Dell Chromebook 11 (3120)
2648CY0SM880800329	UPS Triplite		14W81D2	Dell Chromebook 11 (3120)
BCPX4G1	Dell Optiplex		64WDKD2	Dell Chromebook 11 (3120)
CND019092L	HP EliteBook		98CHB52	Dell Chromebook 11 (3120)
11410	Aver DotCam		7RJ71D2	Dell Chromebook 11 (3120)
12814	Macbook Pro 2011		6B7JB52	Dell Chromebook 11 (3120)
52814 13020P	AverCP 135		178X7B2	Dell Chromebook 11 (3120)
56247 08060P	AverCP 135		26LHB52	Dell Chromebook 11 (3120)
5yn1vz1	Dell Latitude 5540		58K71D2	Dell Chromebook 11 (3120)

d7gcf12	Dell Latitude 5540		CC2X7B2	Dell Chromebook 11 (3120)
7104	Cisco 3160		D5LHB52	Dell Chromebook 11 (3120)
11948	Cisco 3160		H6GX7B2	Dell Chromebook 11 (3120)
7103	Cisco 3160		23K71D2	Dell Chromebook 11 (3120)
7106	Cisco 3160		HWQ71D2	Dell Chromebook 11 (3120)
11961	Cisco 3160		7BLFB52	Dell Chromebook 11 (3120)
11958	Cisco 3160		DY481D2	Dell Chromebook 11 (3120)
11959	Cisco 3160		8Q8FB52	Dell Chromebook 11 (3120)
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D0FZ3D1	Dell DCSM		6LQHB52	Dell Chromebook 11 (3120)
4VW7J91	Dell DCSM		73CHB52	Dell Chromebook 11 (3120)
CN0CC352641806261F2L	Dell Monitor 1707FPc		JF5XK82	Dell Chromebook 11 (3120)
CN0DY8404663375M9MVU	Dell Monitor 1908FPb		36DKB52	Dell Chromebook 11 (3120)
2ZJXYQ2	Dell D10U		9W618B2	Dell Chromebook 11 (3120)
MX08R339476053BDASH4	Dell Monitor		FB2X7B2	Dell Chromebook 11 (3120)
43B00G1	Dell DCSM		70NZ7B2	Dell Chromebook 11 (3120)
CN0PM372728727893HNS	Dell Monitor		8HQHB52	Dell Chromebook 11 (3120)
C8B7GQ1	Dell Optiplex 780		5B8X7B2	Dell Chromebook 11 (3120)
DC5807282	Lumens Ladybug		CS8HB52	Dell Chromebook 11 (3120)
5306130300158	Avervision F15		246JB52	Dell Chromebook 11 (3120)
31101 5080	Avervision 300i		9V34B52	Dell Chromebook 11 (3120)
39n6zw1	Dell Latitude E6530		4HHX7B2	Dell Chromebook 11 (3120)
8ZVGYF1	Dell Optiplex 755		C9CHB52	Dell Chromebook 11 (3120)
DPSL9Y1	Vostro 270s		9FTKB52	Dell Chromebook 11 (3120)
W8019A815PC	iMac 1311		6J3RJ42	Dell Chromebook 11 (3120)
W802228H5PC	iMac 1311		3BK71D2	Dell Chromebook 11 (3120)
W8021EM45PC	iMac 1311		HHTKB52	Dell Chromebook 11 (3120)
W8016YPJSPC	iMac 1311		DRFX7B2	Dell Chromebook 11 (3120)
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W80211D4P5PC	iMac 1311		JW618B2	Dell Chromebook 11 (3120)
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W8020BJW5PC	iMac 1311		H0FKB52	Dell Chromebook 11 (3120)
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W8019A935PC	iMac 1311		GXV81D2	Dell Chromebook 11 (3120)
W895341U5PC	iMac 1311		5CRGB52	Dell Chromebook 11 (3120)
W8020MVE5PC	iMac 1311		8QDHB52	Dell Chromebook 11 (3120)
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MMLXKAA004431098B64208	Acer Monitor		GHQHB52	Dell Chromebook 11 (3120)
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CP-X253UF	Hitachi CPX253		GNHX7B2	Dell Chromebook 11 (3120)
58942 09050P	Aver Doc cam 300AF		C22JB52	Dell Chromebook 11 (3120)
5487	ibook g4		JBLFB52	Dell Chromebook 11 (3120)
11889	macbook		FJQHB52	Dell Chromebook 11 (3120)
10819	macbook		9FK71D2	Dell Chromebook 11 (3120)
5035	ibook g4f		G46JB52	Dell Chromebook 11 (3120)
887899109805	Acer monitor		5Q8GB52	Dell Chromebook 11 (3120)
D19D11582	Lumens Ladybug		J8K71D2	Dell Chromebook 11 (3120)
DC5807279	Lumens Ladybug		B4PHB52	Dell Chromebook 11 (3120)
DC5807280	Lumens Ladybug		B2LHB52	Dell Chromebook 11 (3120)
DC5807280	Lumens Ladybug		6CRGB52	Dell Chromebook 11 (3120)
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8676	ipod		46LHB52	Dell Chromebook 11 (3120)
10970	ipod		CLRQ9B2	Dell Chromebook 11 (3120)
8674	ipod		1FLFB52	Dell Chromebook 11 (3120)
15670	ipod		90QHB52	Dell Chromebook 11 (3120)
8686	ipod		F6CFB52	Dell Chromebook 11 (3120)
8671	ipod		6GK71D2	Dell Chromebook 11 (3120)
10969	ipod		2G2X7B2	Dell Chromebook 11 (3120)
8673	ipod		676JB52	Dell Chromebook 11 (3120)
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10966	ipod		5YJ71D2	Dell Chromebook 11 (3120)
8677	ipod		8VMZ7B2	Dell Chromebook 11 (3120)
10971	ipod		GBWDKD2	Dell Chromebook 11 (3120)
8681	ipod		J4Z69B2	Dell Chromebook 11 (3120)
8684	ipod		FBVQ9B2	Dell Chromebook 11 (3120)
8655	ipod		7HVGB52	Dell Chromebook 11 (3120)
12806	kodak Zi8		H71Y962	Dell Chromebook 11 (3120)
1S114155UR9EWF5	Lenovo E420		80QHB52	Dell Chromebook 11 (3120)
1S114155UR9EWEKH	Lenovo E420		6DVGB52	Dell Chromebook 11 (3120)
1S114155UR9EWG8C	Lenovo E420		GV8HB52	Dell Chromebook 11 (3120)

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1S114155UR9EWE79	Lenovo E420		D3QHB52	Dell Chromebook 11 (3120)
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1s114155UR9HHEBW	Lenovo E420		GWZHB52	Dell Chromebook 11 (3120)
123J3080	JVC VCR		DDK71D2	Dell Chromebook 11 (3120)
123J3118	JVC VCR		JDPHB52	Dell Chromebook 11 (3120)
123J3070	JVC VCR		4ZZHB52	Dell Chromebook 11 (3120)
021692M	Mitsubishi VCR		FB6JB52	Dell Chromebook 11 (3120)
123J3078	JVC VCR		D46JB52	Dell Chromebook 11 (3120)
123J3055	JVC VCR		CC481D2	Dell Chromebook 11 (3120)
50552229	Sanyo VCR		B8RQ9B2	Dell Chromebook 11 (3120)
123J3071	JVC VCR		3WKHB52	Dell Chromebook 11 (3120)
D205NF1	Dell Latitude D630		6P8JB52	Dell Chromebook 11 (3120)
MXL3101Z0T	HP desktop		BGK71D2	Dell Chromebook 11 (3120)
MXL3101Z13	HP desktop		50QHB52	Dell Chromebook 11 (3120)
MXL4350YPZ	HP desktop		70LHB52	Dell Chromebook 11 (3120)
MXL4512LQ0	HP desktop		2M481D2	Dell Chromebook 11 (3120)
MXL3101Z1D	HP desktop		9HQHB52	Dell Chromebook 11 (3120)
MXL4512LNM	HP desktop		2GLFB52	Dell Chromebook 11 (3120)
2UA3390CXB	HP desktop		B92X7B2	Dell Chromebook 11 (3120)
CP-X253UF	Hitachi Projector		7TJ71D2	Dell Chromebook 11 (3120)
2UA749196S	HP desktop		G8W81D2	Dell Chromebook 11 (3120)
UV0271T4HZT	HP desktop		9DW81D2	Dell Chromebook 11 (3120)
MXL4512LM5	HP desktop		25LHB52	Dell Chromebook 11 (3120)
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CNC009QNFT	HP monitor		18LFB52	Dell Chromebook 11 (3120)
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DMQJ2H87DFHW	IPad		2QDHB52	Dell Chromebook 11 (3120)
DLXN43VTTK10	IPad		8MNZ7B2	Dell Chromebook 11 (3120)
DMQJ8SUDFHW	IPad		1DCHB52	Dell Chromebook 11 (3120)
DMQJ8TJDFHW	IPad		9JDKB52	Dell Chromebook 11 (3120)
DMPJCF18DFHW	IPad		CC8X7B2	Dell Chromebook 11 (3120)
DMPGC51NDFHW	IPad		8P5XK82	Dell Chromebook 11 (3120)
DMQJ83JDFHW	IPad		3FTGB52	Dell Chromebook 11 (3120)
DMQJ8SGDFHW	IPad		9KDHB52	Dell Chromebook 11 (3120)
DMQJ2MKDFHW	IPad		B8K71D2	Dell Chromebook 11 (3120)
DMQJ2K9GDFHW	IPad		2B718B2	Dell Chromebook 11 (3120)
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DN6H6RLTDFHW	IPad		CGWDKD2	Dell Chromebook 11 (3120)
DMRGG7F9DFHW	IPad		6N8JB52	Dell Chromebook 11 (3120)
DMQJ8U0DFHW	IPad		BC2X7B2	Dell Chromebook 11 (3120)
DMQJ8RGDFHW	IPad		4VV81D2	Dell Chromebook 11 (3120)
DMPHXA2DFHW	IPad		D96JB52	Dell Chromebook 11 (3120)
DMQHX70TDFHW	IPad		4VMZ7B2	Dell Chromebook 11 (3120)
F7TLV4JUFP84	ipad mini		J09HB52	Dell Chromebook 11 (3120)
DMPHXZEPDFHW	IPad		17LHB52	Dell Chromebook 11 (3120)

DMQHX8U3DFHW	IPad		68PHB52	Dell Chromebook 11 (3120)
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DMQHX4EYDFHW	IPad		G8VGB52	Dell Chromebook 11 (3120)
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DMPJJ9JGDFHW	IPad		F71Y962	Dell Chromebook 11 (3120)
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DMQHX11KDFHW	IPad		392X7B2	Dell Chromebook 11 (3120)
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DMQHX7RCDFHW	IPad		1B2X7B2	Dell Chromebook 11 (3120)
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13723	IPad		60RQ9B2	Dell Chromebook 11 (3120)
13722	IPad		GY9X7B2	Dell Chromebook 11 (3120)
13721	IPad		B6WDKD2	Dell Chromebook 11 (3120)
13727	IPad		9N7JB52	Dell Chromebook 11 (3120)
13716	IPad		86LHB52	Dell Chromebook 11 (3120)
13712	IPad		G9GCB62	Dell Chromebook 11 (3120)
13718	IPad		8LQHB52	Dell Chromebook 11 (3120)

13730	IPad		CY9X7B2	Dell Chromebook 11 (3120)
12597	IPad		JMV81D2	Dell Chromebook 11 (3120)
13724	IPad		G27KLF2	Dell Chromebook 11 (3120)
13543	IPad		2C718B2	Dell Chromebook 11 (3120)
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13514	IPad		J0XDKD2	Dell Chromebook 11 (3120)
13729	IPad		GFLFB52	Dell Chromebook 11 (3120)
13720	IPad		CZDHB52	Dell Chromebook 11 (3120)
13719	IPad		DCK71D2	Dell Chromebook 11 (3120)
13725	IPad		3KQHB52	Dell Chromebook 11 (3120)
11858	IPad		6BCHB52	Dell Chromebook 11 (3120)
11854	IPad		54LHB52	Dell Chromebook 11 (3120)
13713	IPad		GY34B52	Dell Chromebook 11 (3120)
13728	IPad		CX34B52	Dell Chromebook 11 (3120)
13717	IPad		8Q8HB52	Dell Chromebook 11 (3120)
13714	IPad		8Q3X7B2	Dell Chromebook 11 (3120)
11856	IPad		CZ481D2	Dell Chromebook 11 (3120)
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11855	IPad		4SV81D2	Dell Chromebook 11 (3120)
11186	IPad		JYVDKD2	Dell Chromebook 11 (3120)
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11861	IPad		3Y34B52	Dell Chromebook 11 (3120)
11860	IPad		GQ618B2	Dell Chromebook 11 (3120)
16598	IPad		9D2X7B2	Dell Chromebook 11 (3120)
16603	IPad		J86JB52	Dell Chromebook 11 (3120)
16589	IPad		J36GB52	Dell Chromebook 11 (3120)
16607	IPad		DGDKB52	Dell Chromebook 11 (3120)
16608	IPad		D36JB52	Dell Chromebook 11 (3120)
16602	IPad		H8481D2	Dell Chromebook 11 (3120)
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16611	IPad		1GVGB52	Dell Chromebook 11 (3120)
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16594	IPad		8YPHB52	Dell Chromebook 11 (3120)
16592	IPad		16LFB52	Dell Chromebook 11 (3120)
16590	IPad		B9NZ7B2	Dell Chromebook 11 (3120)
16600	IPad		HPDHB52	Dell Chromebook 11 (3120)
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16599	IPad		GLQHB52	Dell Chromebook 11 (3120)
16591	IPad		JY9X7B2	Dell Chromebook 11 (3120)
16593	IPad		58FKB52	Dell Chromebook 11 (3120)
16618	IPad		6CLFB52	Dell Chromebook 11 (3120)
16617	IPad		8X618B2	Dell Chromebook 11 (3120)
16613	IPad		356JB52	Dell Chromebook 11 (3120)
16616	HP 3125		52W81D2	Dell Chromebook 11 (3120)
2PYBTL1	Dell E6500		8BLFB52	Dell Chromebook 11 (3120)
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5786	Macbook Pro		DZ34B52	Dell Chromebook 11 (3120)
OUG99FAG307246B	Samsung XE303		H704B52	Dell Chromebook 11 (3120)
5509	iBook GE4		CCV81D2	Dell Chromebook 11 (3120)
11995	Macbook Pro		94LHB52	Dell Chromebook 11 (3120)
11303	Macbook		G6WDKD2	Dell Chromebook 11 (3120)
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DV9GW9FADFHW	IPad		H0QHB52	Dell Chromebook 11 (3120)
W8809RC50P1	Macbook pro 2014		3R8X7B2	Dell Chromebook 11 (3120)
W891519Z4R2	Macbook pro 2014		2GK71D2	Dell Chromebook 11 (3120)
W88410BP0P5	Macbook pro 2014		29BHB52	Dell Chromebook 11 (3120)
HY3A91BF208781Z	Samsung Chromebook		386JB52	Dell Chromebook 11 (3120)
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HY3A91BF209013T	Samsung Chromebook		7C718B2	Dell Chromebook 11 (3120)
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8886	sony dvd player		CXPHB52	Dell Chromebook 11 (3120)
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KY344072GPA3D	Apple Keyboard 2003		B9LFB52	Dell Chromebook 11 (3120)
18948501431	VHS Player		5M8X7B2	Dell Chromebook 11 (3120)
15801	Hitachi cp 3150		34WDKD2	Dell Chromebook 11 (3120)
KD305	Koss DVD		F2LHB52	Dell Chromebook 11 (3120)
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8129	Aver 300Af		H0QTKD2	Dell Chromebook 11 (3120)
6996	Dell otiplex gx 270		6C718B2	Dell Chromebook 11 (3120)
8112	interwrite		2C8X7B2	Dell Chromebook 11 (3120)
8389	Hitachi cp-c253		HRDHB52	Dell Chromebook 11 (3120)
SG2B0530022533	Philips VCR		8NMZ7B2	Dell Chromebook 11 (3120)
16056	Hitachi cp-x2015		J2581D2	Dell Chromebook 11 (3120)
8390	Hitachi cp-c253		3044B52	Dell Chromebook 11 (3120)
8036	Dell 15 in monitor		C7LFB52	Dell Chromebook 11 (3120)
8127	Aver 300		J0QHB52	Dell Chromebook 11 (3120)
8131	Aver 300		GBLFB52	Dell Chromebook 11 (3120)
16193	Aver 300		HXZHB52	Dell Chromebook 11 (3120)
10376	Aver 300		H82X7B2	Dell Chromebook 11 (3120)
33961012716191	Aver 300		5K481D2	Dell Chromebook 11 (3120)
12049	Hitachi 2011		FFVGB52	Dell Chromebook 11 (3120)
13096	IPad 2		72QHB52	Dell Chromebook 11 (3120)
14066	IPad 2		7DMZ7B2	Dell Chromebook 11 (3120)
8195	MacBook		G66JB52	Dell Chromebook 11 (3120)
C8H7GQ1	Dell otiplex gx 270		278X7B2	Dell Chromebook 11 (3120)
8352	Htachi 2011		99CHB52	Dell Chromebook 11 (3120)
15808	Hitachi 2015		4JQQ9B2	Dell Chromebook 11 (3120)
8589	MacBook		79WDKD2	Dell Chromebook 11 (3120)
19073	Aver F15		3PKZ7B2	Dell Chromebook 11 (3120)

11607	Hitachi 2010		5D3RJ42	Dell Chromebook 11 (3120)
8329	Aver 300		300JB52	Dell Chromebook 11 (3120)
9027	Aver 300		3C8X7B2	Dell Chromebook 11 (3120)
12041	Aver 300		9CDKB52	Dell Chromebook 11 (3120)
12036	Aver 300		27LFB52	Dell Chromebook 11 (3120)
8299	Aver cp150		4T34B52	Dell Chromebook 11 (3120)
62131831520567	DVD Player		3ZKHB52	Dell Chromebook 11 (3120)
14059	Ipad		BXV81D2	Dell Chromebook 11 (3120)
14370	Ipad		HYNHB52	Dell Chromebook 11 (3120)
14980	Ipad		8GNHB52	Dell Chromebook 11 (3120)
14051	Ipad		DRTJB52	Dell Chromebook 11 (3120)
5122	HP 35A		8R8GB52	Dell Chromebook 11 (3120)
4368	inspiron 5100		JH481D2	Dell Chromebook 11 (3120)
4577	Dell 4600		7FQHB52	Dell Chromebook 11 (3120)
CNC009QNFD	HP Monitor		95GHB52	Dell Chromebook 11 (3120)
5845	brother intel fax 2820		7FTKB52	Dell Chromebook 11 (3120)
18135839	3M Overhead Projector		BB3RJ42	Dell Chromebook 11 (3120)
BCADD0014	sx-50 lcd console		D8CHB52	Dell Chromebook 11 (3120)
15776	HP 3115m		J36JB52	Dell Chromebook 11 (3120)
15765	HP 3115m		DJRDKD2	Dell Chromebook 11 (3120)
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15775	HP 3115m		9WNZ7B2	Dell Chromebook 11 (3120)
15758	HP 3115m		HKDHB52	Dell Chromebook 11 (3120)
15757	HP 3115m		GKX3B52	Dell Chromebook 11 (3120)
15764	HP 3115m		DGSGB52	Dell Chromebook 11 (3120)
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15750	HP 3115m		4J481D2	Dell Chromebook 11 (3120)
15748	HP 3115m		J20JB52	Dell Chromebook 11 (3120)
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15754	HP 3115m		DNQHB52	Dell Chromebook 11 (3120)
15773	HP 3115m		598X7B2	Dell Chromebook 11 (3120)
15752	HP 3115m		C3LHB52	Dell Chromebook 11 (3120)
15763	HP 3115m		BPDHB52	Dell Chromebook 11 (3120)
19053	HP laserjet 400		3SJ71D2	Dell Chromebook 11 (3120)
3916	Macbook 2002		FQ8JB52	Dell Chromebook 11 (3120)

10242	Boxlight Projector		32CX7B2	Dell Chromebook 11 (3120)
17053	Windows Surface		74581D2	Dell Chromebook 11 (3120)
2588	Ibook G3		JZPHB52	Dell Chromebook 11 (3120)
5410	ActivSlate		J7718B2	Dell Chromebook 11 (3120)
POE4	Avermedia Projector		C3C18B2	Dell Chromebook 11 (3120)
5406	Cisco Catalyst 20950		41581D2	Dell Chromebook 11 (3120)
1901	Ibook G3		3S8HB52	Dell Chromebook 11 (3120)
11983	Exilim Camera		6TQ71D2	Dell Chromebook 11 (3120)
U63274A6J209085	brother intel fax 2820		4FWDKD2	Dell Chromebook 11 (3120)
19247	Box light Projector		FYDHB52	Dell Chromebook 11 (3120)
2542	Goldstar RAJM		4LQHB52	Dell Chromebook 11 (3120)
16221	Hitachi CP		GZ481D2	Dell Chromebook 11 (3120)
13094	Ipad		35K71D2	Dell Chromebook 11 (3120)
2022	Hitachi M281		GW8HB52	Dell Chromebook 11 (3120)
	Magnavox DVd		2DTKB52	Dell Chromebook 11 (3120)
12460	Dell optiplex 780		85LHB52	Dell Chromebook 11 (3120)
12456	Dell optiplex 780		HWNZ7B2	Dell Chromebook 11 (3120)
12473	Dell optiplex 780		3WLZ7B2	Dell Chromebook 11 (3120)
12463	Dell optiplex 780		JKPHB52	Dell Chromebook 11 (3120)
12462	Dell optiplex 780		42581D2	Dell Chromebook 11 (3120)
12461	Dell optiplex 780		9ZPHB52	Dell Chromebook 11 (3120)
12459	Dell optiplex 780		DP4X7B2	Dell Chromebook 11 (3120)
12472	Dell optiplex 780		8WGX7B2	Dell Chromebook 11 (3120)
12455	Dell optiplex 780		2JCHB52	Dell Chromebook 11 (3120)
12454	Dell optiplex 780		BBLFB52	Dell Chromebook 11 (3120)
12453	Dell optiplex 780		3D718B2	Dell Chromebook 11 (3120)
12452	Dell optiplex 780		6SQ71D2	Dell Chromebook 11 (3120)
12470	Dell optiplex 780		4GLFB52	Dell Chromebook 11 (3120)
12469	Dell optiplex 780		83581D2	Dell Chromebook 11 (3120)
12471	Dell optiplex 780		1RK71D2	Dell Chromebook 11 (3120)
12464	Dell optiplex 780		122JB52	Dell Chromebook 11 (3120)
12465	Dell optiplex 780		1ZMQ9B2	Dell Chromebook 11 (3120)
12466	Dell optiplex 780		939HB52	Dell Chromebook 11 (3120)
12468	Dell optiplex 780		1C6FB52	Dell Chromebook 11 (3120)
BGTKPN1	Dell optiplex 780		8H481D2	Dell Chromebook 11 (3120)
8056	Dell Monitor 15"		2V8HB52	Dell Chromebook 11 (3120)
8012	Dell Monitor 15"		D96FB52	Dell Chromebook 11 (3120)
8043	Dell Monitor 15"		9NDHB52	Dell Chromebook 11 (3120)
8024	Dell Monitor 15"		JHFKB52	Dell Chromebook 11 (3120)
8009	Dell Monitor 15"		GYZHB52	Dell Chromebook 11 (3120)
8048	Dell Monitor 15"		16LHB52	Dell Chromebook 11 (3120)
8053	Dell Monitor 15"		2T34B52	Dell Chromebook 11 (3120)
8000	Dell Monitor 15"		D2W81D2	Dell Chromebook 11 (3120)

8017	Dell Monitor 15"		FRKHB52	Dell Chromebook 11 (3120)
8016	Dell Monitor 15"		BGGXK82	Dell Chromebook 11 (3120)
8018	Dell Monitor 15"		GS34B52	Dell Chromebook 11 (3120)
8019	Dell Monitor 15"		8F2X7B2	Dell Chromebook 11 (3120)
8041	Dell Monitor 15"		7ZBX7B2	Dell Chromebook 11 (3120)
8014	Dell Monitor 15"		BBGX7B2	Dell Chromebook 11 (3120)
8011	Dell Monitor 15"		CDQHB52	Dell Chromebook 11 (3120)
8028	Dell Monitor 15"		9S8GB52	Dell Chromebook 11 (3120)
8022	Dell Monitor 15"		288X7B2	Dell Chromebook 11 (3120)
8045	Dell Monitor 15"		65LFB52	Dell Chromebook 11 (3120)
8055	Dell Monitor 15"		HDTKB52	Dell Chromebook 11 (3120)
8021	Dell Monitor 15"		HT8HB52	Dell Chromebook 11 (3120)
1259	InFocus LP340B		89WDKD2	Dell Chromebook 11 (3120)
12445	Dell optiplex 780		8GTKB52	Dell Chromebook 11 (3120)
8037	Dell Monitor 15"		HD481D2	Dell Chromebook 11 (3120)
6259	Apple PowerBook 5300cs		46CKB52	Dell Chromebook 11 (3120)
6274	Apple PowerBook 5300cs		BB8X7B2	Dell Chromebook 11 (3120)
61K2MD1	Dell Latitude D620		56LHB52	Dell Chromebook 11 (3120)
13854	Lenovo Thinkpad edge e420		JLDHB52	Dell Chromebook 11 (3120)
13883	Lenovo Thinkpad edge e420		DGGX7B2	Dell Chromebook 11 (3120)
13820	Lenovo Thinkpad edge e420		6YQ71D2	Dell Chromebook 11 (3120)
10997	Apple Macbook		998X7B2	Dell Chromebook 11 (3120)
10998	Apple Macbook		4W618B2	Dell Chromebook 11 (3120)
8132	Aver 300		JVV81D2	Dell Chromebook 11 (3120)
15163	Apple iPad 2		F3LHB52	Dell Chromebook 11 (3120)
13845	Lenovo Thinkpad edge e420		10QHB52	Dell Chromebook 11 (3120)
13960	Lenovo Thinkpad edge e420		5FFKB52	Dell Chromebook 11 (3120)
13831	Lenovo Thinkpad edge e420		76CFB52	Dell Chromebook 11 (3120)
13825	Lenovo Thinkpad edge e420		4QDHB52	Dell Chromebook 11 (3120)
13816	Lenovo Thinkpad edge e420		4R8JB52	Dell Chromebook 11 (3120)
13842	Lenovo Thinkpad edge e420		846JB52	Dell Chromebook 11 (3120)
13836	Lenovo Thinkpad edge e420		9Y9X7B2	Dell Chromebook 11 (3120)
13843	Lenovo Thinkpad edge e420		BJNZ7B2	Dell Chromebook 11 (3120)
13850	Lenovo Thinkpad edge e420		B7LHB52	Dell Chromebook 11 (3120)
13848	Lenovo Thinkpad edge e420		B6LFB52	Dell Chromebook 11 (3120)
13800	Lenovo Thinkpad edge e420		54DKB52	Dell Chromebook 11 (3120)
13835	Lenovo Thinkpad edge e420		7V34B52	Dell Chromebook 11 (3120)
13853	Lenovo Thinkpad edge e420		HDK71D2	Dell Chromebook 11 (3120)
13966	Lenovo Thinkpad edge e420		FD718B2	Dell Chromebook 11 (3120)
13958	Lenovo Thinkpad edge e420		60LHB52	Dell Chromebook 11 (3120)
13839	Lenovo Thinkpad edge e420		DY8HB52	Dell Chromebook 11 (3120)
13910	Lenovo Thinkpad edge e420		3Z5JB52	Dell Chromebook 11 (3120)
13852	Lenovo Thinkpad edge e420		GC8X7B2	Dell Chromebook 11 (3120)

13821	Lenovo Thinkpad edge e420		63LHB52	Dell Chromebook 11 (3120)
13869	Lenovo Thinkpad edge e420		DH481D2	Dell Chromebook 11 (3120)
JH41MD1	Dell Latitude D620		1C718B2	Dell Chromebook 11 (3120)
92DPND1	Dell Latitude D620		772X7B2	Dell Chromebook 11 (3120)
601XLD1	Dell Latitude D620		3W8HB52	Dell Chromebook 11 (3120)
6MV3MD1	Dell Latitude D620		G2CX7B2	Dell Chromebook 11 (3120)
7BV6MD1	Dell Latitude D620		J0NZ7B2	Dell Chromebook 11 (3120)
13822	Lenovo Thinkpad edge e420		9R618B2	Dell Chromebook 11 (3120)
CK0318699	Aruba		96CFB52	Dell Chromebook 11 (3120)
CK0319130	Aruba		3TXHB52	Dell Chromebook 11 (3120)
CK0318941	Aruba		176JB52	Dell Chromebook 11 (3120)
CK0318702	Aruba		76LHB52	Dell Chromebook 11 (3120)
CK0318703	Aruba		J9LFB52	Dell Chromebook 11 (3120)
CK0318701	Aruba		1MQHB52	Dell Chromebook 11 (3120)
CK0318796	Aruba		29LFB52	Dell Chromebook 11 (3120)
CK0319016	Aruba		H3LHB52	Dell Chromebook 11 (3120)
CK0318771	Aruba		F2HXK82	Dell Chromebook 11 (3120)
CK0319017	Aruba		2DVGB52	Dell Chromebook 11 (3120)
CK0318793	Aruba		1B8X7B2	Dell Chromebook 11 (3120)
CK0318652	Aruba		J1581D2	Dell Chromebook 11 (3120)
CK0318519	Aruba		84LHB52	Dell Chromebook 11 (3120)
CK0318712	Aruba		HFWDKD2	Dell Chromebook 11 (3120)
CK0201233	Aruba		HYJ71D2	Dell Chromebook 11 (3120)
CK0318705	Aruba		1BRQ9B2	Dell Chromebook 11 (3120)
CK0318784	Aruba		1YPHB52	Dell Chromebook 11 (3120)
CK0319119	Aruba		7FVGB52	Dell Chromebook 11 (3120)
CK0318794	Aruba		1DRDKD2	Dell Chromebook 11 (3120)
CK0319009	Aruba		J7W81D2	Dell Chromebook 11 (3120)
CK0319019	Aruba		7PPHB52	Dell Chromebook 11 (3120)
CK0318786	Aruba		18DKB52	Dell Chromebook 11 (3120)
CK0318790	Aruba		236JB52	Dell Chromebook 11 (3120)
CK0318998	Aruba		16W81D2	Dell Chromebook 11 (3120)
CK0319066	Aruba		8J481D2	Dell Chromebook 11 (3120)
CK0319012	Aruba		JXZHB52	Dell Chromebook 11 (3120)
CK0319020	Aruba		BZG XK82	Dell Chromebook 11 (3120)
CK0318648	Aruba		5KKZ7B2	Dell Chromebook 11 (3120)
CK0201287	Aruba		47LFB52	Dell Chromebook 11 (3120)
CK0319108	Aruba		J9CHB52	Dell Chromebook 11 (3120)
CK0318651	Aruba		DC718B2	Dell Chromebook 11 (3120)
CK0318642	Aruba		DS1HB52	Dell Chromebook 11 (3120)
CK0318700	Aruba		JX481D2	Dell Chromebook 11 (3120)
CK0318649	Aruba		7XDKB52	Dell Chromebook 11 (3120)
CK0318521	Aruba		6WDKB52	Dell Chromebook 11 (3120)

CK0200901	Aruba		9B3RJ42	Dell Chromebook 11 (3120)
CK0318707	Aruba		BXLZ7B2	Dell Chromebook 11 (3120)
CK0318694	Aruba		1N1JB52	Dell Chromebook 11 (3120)
ck0319134	Aruba		99LFB52	Dell Chromebook 11 (3120)
ck0319026	Aruba		CKMZ7B2	Dell Chromebook 11 (3120)
6558	brother HL5250DN		HH481D2	Dell Chromebook 11 (3120)
16700	anthro ipad cart		39QQ9B2	Dell Chromebook 11 (3120)
11799	starboard		JB2X7B2	Dell Chromebook 11 (3120)
8134	Avervision 300 aF		8ZKHB52	Dell Chromebook 11 (3120)
8391	HITACHI PROJECTOR		F6BHB52	Dell Chromebook 11 (3120)
11921	HITACHI CP-A100		2ZPHB52	Dell Chromebook 11 (3120)
13073	IPAD		9MDHB52	Dell Chromebook 11 (3120)
13075	IPAD		H93RJ42	Dell Chromebook 11 (3120)
16143	IPAD		F22JB52	Dell Chromebook 11 (3120)
14401	IPAD		7WZHB52	Dell Chromebook 11 (3120)
13070	IPAD		69CHB52	Dell Chromebook 11 (3120)
13122	IPAD		BBWDKD2	Dell Chromebook 11 (3120)
16144	IPAD		BC718B2	Dell Chromebook 11 (3120)
13071	IPAD		8C718B2	Dell Chromebook 11 (3120)
13074	IPAD		4CTKB52	Dell Chromebook 11 (3120)
13072	IPAD		2XDHB52	Dell Chromebook 11 (3120)
14479	IPAD		1B6JB52	Dell Chromebook 11 (3120)
14924	IPAD		5Y9X7B2	Dell Chromebook 11 (3120)
13076	IPAD		29CHB52	Dell Chromebook 11 (3120)
15005	IPAD		1P618B2	Dell Chromebook 11 (3120)
10731	BOXLIGHT CD-7276		F4W81D2	Dell Chromebook 11 (3120)
10595	BOXLIGHT CD-7277		6FMZ7B2	Dell Chromebook 11 (3120)
10749	BOXLIGHT CD-7278		FSPHB52	Dell Chromebook 11 (3120)
10345	BOXLIGHT CD-7279		968X7B2	Dell Chromebook 11 (3120)
3478	APPLE CLAMSHELL		BD3RJ42	Dell Chromebook 11 (3120)
5065	SWITCH FS708		BBVGB52	Dell Chromebook 11 (3120)
3817	SWITCH FS709		1JBHB52	Dell Chromebook 11 (3120)
3816	SWITCH FS710		624X7B2	Dell Chromebook 11 (3120)
1019484	SMART UF70W		CWMZ7B2	Dell Chromebook 11 (3120)
19969	AVER F17		50FKB52	Dell Chromebook 11 (3120)
w643koar01765	BOXLIGHT		28LFB52	Dell Chromebook 11 (3120)
19954	AVER F17		D8VGB52	Dell Chromebook 11 (3120)
16242	HP 3125		2BJJB52	Dell Chromebook 11 (3120)
16253	HP 3126		35W81D2	Dell Chromebook 11 (3120)
16245	HP 3127		BK481D2	Dell Chromebook 11 (3120)
16249	HP 3128		D26JB52	Dell Chromebook 11 (3120)
16241	HP 3129		1D718B2	Dell Chromebook 11 (3120)
14184	DELL 2120		D1W81D2	Dell Chromebook 11 (3120)

jf48tn1	DELL 2121		6V34B52	Dell Chromebook 11 (3120)
8g48tn1	DELL 2122		G00JB52	Dell Chromebook 11 (3120)
bg48tn1	DELL 2123		55LFB52	Dell Chromebook 11 (3120)
bj9b7p1	DELL 2124		7ZV81D2	Dell Chromebook 11 (3120)
5g48tn1	DELL 2125		DD2X7B2	Dell Chromebook 11 (3120)
df48tn1	DELL 2126		JYJ71D2	Dell Chromebook 11 (3120)
cf48tn1	DELL 2127		9N3X7B2	Dell Chromebook 11 (3120)
gj9b7p1	DELL 2128		GYDHB52	Dell Chromebook 11 (3120)
10289	SMART BOARD		D4LHB52	Dell Chromebook 11 (3120)
b012dg09j0249	SMART SHORT THROW		GYJ71D2	Dell Chromebook 11 (3120)
6538	HITACHI CPX253UF		BR618B2	Dell Chromebook 11 (3120)
8126	AVERVISIO 300AF		9ZKHB52	Dell Chromebook 11 (3120)
8128	AVERVISIO 300AF		6Y8X7B2	Dell Chromebook 11 (3120)
4WGX7B2	Dell Chromebook 11 (3120)		B1QHB52	Dell Chromebook 11 (3120)
D2CX7B2	Dell Chromebook 11 (3120)		866JB52	Dell Chromebook 11 (3120)
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FFMZ7B2	Dell Chromebook 11 (3120)		JCQQ9B2	Dell Chromebook 11 (3120)
8BWDKD2	Dell Chromebook 11 (3120)		11CX7B2	Dell Chromebook 11 (3120)
B1581D2	Dell Chromebook 11 (3120)		JZZHB52	Dell Chromebook 11 (3120)
JF2X7B2	Dell Chromebook 11 (3120)		5SDHB52	Dell Chromebook 11 (3120)
G6K71D2	Dell Chromebook 11 (3120)		GDGXK82	Dell Chromebook 11 (3120)
6DMZ7B2	Dell Chromebook 11 (3120)		JQDHB52	Dell Chromebook 11 (3120)
76DKB52	Dell Chromebook 11 (3120)		DF2X7B2	Dell Chromebook 11 (3120)
5C7JB52	Dell Chromebook 11 (3120)		GLGX7B2	Dell Chromebook 11 (3120)
9Y481D2	Dell Chromebook 11 (3120)		7SDHB52	Dell Chromebook 11 (3120)
1HVGB52	Dell Chromebook 11 (3120)		38LFB52	Dell Chromebook 11 (3120)
H9LFB52	Dell Chromebook 11 (3120)		63718B2	Dell Chromebook 11 (3120)
BDTKB52	Dell Chromebook 11 (3120)		BLV1B52	Dell Chromebook 11 (3120)
CHTQ9B2	Dell Chromebook 11 (3120)		4R8HB52	Dell Chromebook 11 (3120)
2GVGB52	Dell Chromebook 11 (3120)		6QKZ7B2	Dell Chromebook 11 (3120)
79RQ9B2	Dell Chromebook 11 (3120)		7JGCB62	Dell Chromebook 11 (3120)
5FVGB52	Dell Chromebook 11 (3120)		87GX7B2	Dell Chromebook 11 (3120)
19LFB52	Dell Chromebook 11 (3120)		FDTKB52	Dell Chromebook 11 (3120)
17CFB52	Dell Chromebook 11 (3120)		FVNZ7B2	Dell Chromebook 11 (3120)
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39LFB52	Dell Chromebook 11 (3120)		8C2X7B2	Dell Chromebook 11 (3120)
362X7B2	Dell Chromebook 11 (3120)		7D481D2	Dell Chromebook 11 (3120)
6CTKB52	Dell Chromebook 11 (3120)		B4WDKD2	Dell Chromebook 11 (3120)
69QHB52	Dell Chromebook 11 (3120)		8PDHB52	Dell Chromebook 11 (3120)
FFNZ7B2	Dell Chromebook 11 (3120)		5VV81D2	Dell Chromebook 11 (3120)
32QHB52	Dell Chromebook 11 (3120)		5C718B2	Dell Chromebook 11 (3120)
8VPQ9B2	Dell Chromebook 11 (3120)		5C8X7B2	Dell Chromebook 11 (3120)
7ZKHB52	Dell Chromebook 11 (3120)		90BX7B2	Dell Chromebook 11 (3120)

593X7B2	Dell Chromebook 11 (3120)		GT8FB52	Dell Chromebook 11 (3120)
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5D481D2	Dell Chromebook 11 (3120)		86CFB52	Dell Chromebook 11 (3120)
75LFB52	Dell Chromebook 11 (3120)		992X7B2	Dell Chromebook 11 (3120)
4804B52	Dell Chromebook 11 (3120)		GC718B2	Dell Chromebook 11 (3120)
GKQHB52	Dell Chromebook 11 (3120)		BYK81D2	Dell Chromebook 11 (3120)
30QHB52	Dell Chromebook 11 (3120)		7LPHB52	Dell Chromebook 11 (3120)
3XQ71D2	Dell Chromebook 11 (3120)		40QHB52	Dell Chromebook 11 (3120)
DC2X7B2	Dell Chromebook 11 (3120)		B2W81D2	Dell Chromebook 11 (3120)
JXDHB52	Dell Chromebook 11 (3120)		HBS59B2	Dell Chromebook 11 (3120)
FTQ71D2	Dell Chromebook 11 (3120)		42CX7B2	Dell Chromebook 11 (3120)
93LHB52	Dell Chromebook 11 (3120)		J7CFB52	Dell Chromebook 11 (3120)
6J0RJ42	Dell Chromebook 11 (3120)		C28JB52	Dell Chromebook 11 (3120)
HGK71D2	Dell Chromebook 11 (3120)		G1QHB52	Dell Chromebook 11 (3120)
7L4X7B2	Dell Chromebook 11 (3120)		58481D2	Dell Chromebook 11 (3120)
9TQ71D2	Dell Chromebook 11 (3120)		9QRGB52	Dell Chromebook 11 (3120)
32HX7B2	Dell Chromebook 11 (3120)		J29HB52	Dell Chromebook 11 (3120)
FFK71D2	Dell Chromebook 11 (3120)		HY481D2	Dell Chromebook 11 (3120)
986JB52	Dell Chromebook 11 (3120)		B7W81D2	Dell Chromebook 11 (3120)
9RQ71D2	Dell Chromebook 11 (3120)		J4LHB52	Dell Chromebook 11 (3120)
BRQ71D2	Dell Chromebook 11 (3120)		820JB52	Dell Chromebook 11 (3120)
BFTKB52	Dell Chromebook 11 (3120)		1LDHB52	Dell Chromebook 11 (3120)
FHRQ9B2	Dell Chromebook 11 (3120)		H6TQ9B2	Dell Chromebook 11 (3120)
GZKHB52	Dell Chromebook 11 (3120)		5CQHB52	Dell Chromebook 11 (3120)
8B2X7B2	Dell Chromebook 11 (3120)		8WDHB52	Dell Chromebook 11 (3120)
94HXK82	Dell Chromebook 11 (3120)		4HVGB52	Dell Chromebook 11 (3120)
9YPHB52	Dell Chromebook 11 (3120)		BH481D2	Dell Chromebook 11 (3120)
GH718B2	Dell Chromebook 11 (3120)		7S8GB52	Dell Chromebook 11 (3120)
5CTKB52	Dell Chromebook 11 (3120)		DCPHB52	Dell Chromebook 11 (3120)
7GTKB52	Dell Chromebook 11 (3120)		GDQHB52	Dell Chromebook 11 (3120)
HTZHB52	Dell Chromebook 11 (3120)		5FLFB52	Dell Chromebook 11 (3120)
6PQ71D2	Dell Chromebook 11 (3120)		8V618B2	Dell Chromebook 11 (3120)
GOLHB52	Dell Chromebook 11 (3120)		41W81D2	Dell Chromebook 11 (3120)
37W81D2	Dell Chromebook 11 (3120)		3C6FB52	Dell Chromebook 11 (3120)
JRGXK82	Dell Chromebook 11 (3120)		6QQQ9B2	Dell Chromebook 11 (3120)
20581D2	Dell Chromebook 11 (3120)		8TQHB52	Dell Chromebook 11 (3120)
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2HVGB52	Dell Chromebook 11 (3120)		CW8HB52	Dell Chromebook 11 (3120)
FTCKB52	Dell Chromebook 11 (3120)		35MTKD2	Dell Chromebook 11 (3120)
59VGB52	Dell Chromebook 11 (3120)		GGLFB52	Dell Chromebook 11 (3120)
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FF718B2	Dell Chromebook 11 (3120)		2CTGB52	Dell Chromebook 11 (3120)
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7KX3B52	Dell Chromebook 11 (3120)		7R8X7B2	Dell Chromebook 11 (3120)
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JNDHB52	Dell Chromebook 11 (3120)		74WDKD2	Dell Chromebook 11 (3120)
58LFB52	Dell Chromebook 11 (3120)		G98X7B2	Dell Chromebook 11 (3120)
JCVGB52	Dell Chromebook 11 (3120)		5N618B2	Dell Chromebook 11 (3120)
2W618B2	Dell Chromebook 11 (3120)		DDQHB52	Dell Chromebook 11 (3120)
B7LFB52	Dell Chromebook 11 (3120)		2S8FB52	Dell Chromebook 11 (3120)
JYPHB52	Dell Chromebook 11 (3120)		CL481D2	Dell Chromebook 11 (3120)
4XGFB52	Dell Chromebook 11 (3120)		BFRQ9B2	Dell Chromebook 11 (3120)
C7W81D2	Dell Chromebook 11 (3120)		295JB52	Dell Chromebook 11 (3120)
8W34B52	Dell Chromebook 11 (3120)		716JB52	Dell Chromebook 11 (3120)
H69HB52	Dell Chromebook 11 (3120)		JC718B2	Dell Chromebook 11 (3120)
GB3RJ42	Dell Chromebook 11 (3120)		3D2X7B2	Dell Chromebook 11 (3120)
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JSZGB52	Dell Chromebook 11 (3120)		3J481D2	Dell Chromebook 11 (3120)
G1WQ9B2	Dell Chromebook 11 (3120)		1W481D2	Dell Chromebook 11 (3120)
BKDHB52	Dell Chromebook 11 (3120)		7JV81D2	Dell Chromebook 11 (3120)
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G7WDKD2	Dell Chromebook 11 (3120)		DMQHB52	Dell Chromebook 11 (3120)
5JTKB52	Dell Chromebook 11 (3120)		48VGB52	Dell Chromebook 11 (3120)
76W81D2	Dell Chromebook 11 (3120)		994JB52	Dell Chromebook 11 (3120)
27LHB52	Dell Chromebook 11 (3120)		FCTKB52	Dell Chromebook 11 (3120)
7CVGB52	Dell Chromebook 11 (3120)		D4K71D2	Dell Chromebook 11 (3120)
BYJ71D2	Dell Chromebook 11 (3120)		GMV81D2	Dell Chromebook 11 (3120)
2K481D2	Dell Chromebook 11 (3120)		2D2X7B2	Dell Chromebook 11 (3120)
16FKB52	Dell Chromebook 11 (3120)		95LHB52	Dell Chromebook 11 (3120)
CL3X7B2	Dell Chromebook 11 (3120)		CKDHB52	Dell Chromebook 11 (3120)
2GQHB52	Dell Chromebook 11 (3120)		BR8GB52	Dell Chromebook 11 (3120)
9DC18B2	Dell Chromebook 11 (3120)		GGQHB52	Dell Chromebook 11 (3120)

2TZGB52	Dell Chromebook 11 (3120)		DYJ71D2	Dell Chromebook 11 (3120)
8CVGB52	Dell Chromebook 11 (3120)		7JBHB52	Dell Chromebook 11 (3120)
DB8X7B2	Dell Chromebook 11 (3120)		492X7B2	Dell Chromebook 11 (3120)
2Z9X7B2	Dell Chromebook 11 (3120)		FB8X7B2	Dell Chromebook 11 (3120)
586JB52	Dell Chromebook 11 (3120)		3WPHB52	Dell Chromebook 11 (3120)
9Z618B2	Dell Chromebook 11 (3120)		2C2X7B2	Dell Chromebook 11 (3120)
52LHB52	Dell Chromebook 11 (3120)		CYV81D2	Dell Chromebook 11 (3120)
972X7B2	Dell Chromebook 11 (3120)		1T8HB52	Dell Chromebook 11 (3120)
3VZHB52	Dell Chromebook 11 (3120)		GZ1JB52	Dell Chromebook 11 (3120)
1HV81D2	Dell Chromebook 11 (3120)		97WDKD2	Dell Chromebook 11 (3120)
6S8GB52	Dell Chromebook 11 (3120)		4B718B2	Dell Chromebook 11 (3120)
5D718B2	Dell Chromebook 11 (3120)		C58JB52	Dell Chromebook 11 (3120)
662X7B2	Dell Chromebook 11 (3120)		HP8FB52	Dell Chromebook 11 (3120)
H7CFB52	Dell Chromebook 11 (3120)		B96JB52	Dell Chromebook 11 (3120)
J6LFB52	Dell Chromebook 11 (3120)		CLH6MF2	Dell Chromebook 11 (3120)
1D2X7B2	Dell Chromebook 11 (3120)		7DLFB52	Dell Chromebook 11 (3120)
373RJ42	Dell Chromebook 11 (3120)		D0DKB52	Dell Chromebook 11 (3120)
6044B52	Dell Chromebook 11 (3120)		FC2X7B2	Dell Chromebook 11 (3120)
BMDHB52	Dell Chromebook 11 (3120)		8TZHB52	Dell Chromebook 11 (3120)
F0CX7B2	Dell Chromebook 11 (3120)		829HB52	Dell Chromebook 11 (3120)
F7LFB52	Dell Chromebook 11 (3120)		2DQHB52	Dell Chromebook 11 (3120)
8RQHB52	Dell Chromebook 11 (3120)		BGNZ7B2	Dell Chromebook 11 (3120)
498X7B2	Dell Chromebook 11 (3120)		1FQHB52	Dell Chromebook 11 (3120)
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H0581D2	Dell Chromebook 11 (3120)		6YPHB52	Dell Chromebook 11 (3120)
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FSDHB52	Dell Chromebook 11 (3120)		99MZ7B2	Dell Chromebook 11 (3120)
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JVNZ7B2	Dell Chromebook 11 (3120)		G6LHB52	Dell Chromebook 11 (3120)
BMMZ7B2	Dell Chromebook 11 (3120)		5M481D2	Dell Chromebook 11 (3120)
F9K71D2	Dell Chromebook 11 (3120)		BQ618B2	Dell Chromebook 11 (3120)
876JB52	Dell Chromebook 11 (3120)		DF718B2	Dell Chromebook 11 (3120)
FJ618B2	Dell Chromebook 11 (3120)		9X481D2	Dell Chromebook 11 (3120)
17RGB52	Dell Chromebook 11 (3120)		JDK71D2	Dell Chromebook 11 (3120)
C9LFB52	Dell Chromebook 11 (3120)		5N5FB52	Dell Chromebook 11 (3120)
BLQ71D2	Dell Chromebook 11 (3120)		1V481D2	Dell Chromebook 11 (3120)
7B718B2	Dell Chromebook 11 (3120)		FDQHB52	Dell Chromebook 11 (3120)
J6LHB52	Dell Chromebook 11 (3120)		BWNZ7B2	Dell Chromebook 11 (3120)
FXPHB52	Dell Chromebook 11 (3120)		1X481D2	Dell Chromebook 11 (3120)
2CVQ9B2	Dell Chromebook 11 (3120)		41FKB52	Dell Chromebook 11 (3120)
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9LDHB52	Dell Chromebook 11 (3120)		HFQHB52	Dell Chromebook 11 (3120)	
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CZZHB52	Dell Chromebook 11 (3120)		FCH2023GFGK	cp 3905	
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67RQ9B2	Dell Chromebook 11 (3120)		FCH2002941N	cp 3905	
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GG481D2	Dell Chromebook 11 (3120)		FCH200288UJ	cp 3905	
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HF718B2	Dell Chromebook 11 (3120)		FCH2023GFVV	cp 3905	
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9C2X7B2	Dell Chromebook 11 (3120)		FCH2023FNPX	cp 3905	
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HM481D2	Dell Chromebook 11 (3120)		FCH2023FMXB	cp 3905	
HN8FB52	Dell Chromebook 11 (3120)		FCH2023FNMM	cp 3905	
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862X7B2	Dell Chromebook 11 (3120)		FCH20028905	cp 3905	
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58CHB52	Dell Chromebook 11 (3120)		FCH2023FMP7	cp 3905	
7SSGB52	Dell Chromebook 11 (3120)		FCH2023GG44	cp 3905	
G5LFB52	Dell Chromebook 11 (3120)		FCH2023FN76	cp 3905	
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DY618B2	Dell Chromebook 11 (3120)		FCH2023FNJC	cp 3905	
H76JB52	Dell Chromebook 11 (3120)		FCH2023GF9H	cp 3905	
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C2W81D2	Dell Chromebook 11 (3120)		FCH2023FNKW	cp 3905	
589HB52	Dell Chromebook 11 (3120)		FCH200293QF	cp 3905	
HP8X7B2	Dell Chromebook 11 (3120)		FCH2023GFEU	cp 3905	
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C86JB52	Dell Chromebook 11 (3120)		FCH2023GFF1	cp 3905	
J2W81D2	Dell Chromebook 11 (3120)		FCH200293FF	cp 3905	
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CYFHB52	Dell Chromebook 11 (3120)		WZP20011GRK	cp 7841	
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CKQHB52	Dell Chromebook 11 (3120)		WZP20011EUP	cp 7841	
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CFVGB52	Dell Chromebook 11 (3120)		WZP20011FG1	cp 7841	
GS8GB52	Dell Chromebook 11 (3120)		WZP22350M0G	cp 7841	
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HT34B52	Dell Chromebook 11 (3120)		WZP20011GO9	cp 7841	
GCPHB52	Dell Chromebook 11 (3120)		WZP22301ARB	cp 7841	
DJWXJ42	Dell Chromebook 11 (3120)		WZP20011GKY	cp 7841	
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JHTKB52	Dell Chromebook 11 (3120)		WZP20011HF2	cp 7841	
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DGBHB52	Dell Chromebook 11 (3120)		WZP20011GMA	cp 7841	
CZPHB52	Dell Chromebook 11 (3120)		WZP20011GM5	cp 7841	
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DZ0FB52	Dell Chromebook 11 (3120)		WZP20180R7U	cp 7841	
GXLZ7B2	Dell Chromebook 11 (3120)		WZP2236004Z	cp 7841	
FFL81D2	Dell Chromebook 11 (3120)		WZP20011GJO	cp 7841	
CW1XK82	Dell Chromebook 11 (3120)		WZP19290OTL	cp 7841	
JX34B52	Dell Chromebook 11 (3120)		WZP20011GNA	cp 7841	
2WZHB52	Dell Chromebook 11 (3120)		WZP20011GOB	cp 7841	
1TZGB52	Dell Chromebook 11 (3120)		WZP20180R7Y	cp 7841	
2Y8HB52	Dell Chromebook 11 (3120)		WZP192813AH	cp 7841	
739HB52	Dell Chromebook 11 (3120)		WZP20011GNZ	cp 7841	

CD2X7B2	Dell Chromebook 11 (3120)		WZP201804ZT	cp 7841	
H00JB52	Dell Chromebook 11 (3120)		WZP20011GND	cp 7841	
GR7JB52	Dell Chromebook 11 (3120)		WZP201805A7	cp 7841	
6BLFB52	Dell Chromebook 11 (3120)		WZP20011H0P	cp 7841	
CG718B2	Dell Chromebook 11 (3120)		WZP20011GQE	cp 7841	
BWLZ7B2	Dell Chromebook 11 (3120)		WZP20011GQ6	cp 7841	
4RQ71D2	Dell Chromebook 11 (3120)		WZP20011HKH	cp 7841	
3F8X7B2	Dell Chromebook 11 (3120)		WZP18240OHB	cp 7841	
736JB52	Dell Chromebook 11 (3120)		WZP20011GRM	cp 7841	
FC1KB52	Dell Chromebook 11 (3120)		WZP20011GGS	cp 7841	
4D718B2	Dell Chromebook 11 (3120)		WZP20011GWK	cp 7841	
C1QHB52	Dell Chromebook 11 (3120)		WZP20011H4I	cp 7841	
1RDHB52	Dell Chromebook 11 (3120)		WZP20180TPB	cp 7841	
5JHX7B2	Dell Chromebook 11 (3120)		WZP20011GOS	cp 7841	
HS34B52	Dell Chromebook 11 (3120)		WZP20180TQY	cp 7841	
6VRDKD2	Dell Chromebook 11 (3120)		WZP20180TMK	cp 7841	
HBQHB52	Dell Chromebook 11 (3120)		WZP20180TMH	cp 7841	
48DKB52	Dell Chromebook 11 (3120)		WZP20180TO7	cp 7841	
H2LHB52	Dell Chromebook 11 (3120)		WZP20180TPB	cp 7841	
5W8HB52	Dell Chromebook 11 (3120)		WZP20011GMB	cp 7841	
BXDHB52	Dell Chromebook 11 (3120)		WZP20180TMQ	cp 7841	
279HB52	Dell Chromebook 11 (3120)		WZP20180TOY	cp 7841	
FS8X7B2	Dell Chromebook 11 (3120)		WZP20011GQ7	cp 7841	
4HQHB52	Dell Chromebook 11 (3120)		WZP20011GHV	cp 7841	
28CHB52	Dell Chromebook 11 (3120)		WZP20011GJT	cp 7841	
H4WDKD2	Dell Chromebook 11 (3120)		WZP20011GLB	cp 7841	
9DQHB52	Dell Chromebook 11 (3120)		WZP20180TNE	cp 7841	
3C718B2	Dell Chromebook 11 (3120)		WZP20180TNL	cp 7841	
4JHX7B2	Dell Chromebook 11 (3120)		WZP20011HEE	cp 7841	
DQ8GB52	Dell Chromebook 11 (3120)		WZP20011GN7	cp 7841	
4XZHB52	Dell Chromebook 11 (3120)		WZP20011GIR	cp 7841	
D1WQ9B2	Dell Chromebook 11 (3120)		WZP20011GN6	cp 7841	
8DWDKD2	Dell Chromebook 11 (3120)		WZP20180RGQ	cp 7841	
H7LFB52	Dell Chromebook 11 (3120)		WZP20180RGD	cp 7841	
7YV81D2	Dell Chromebook 11 (3120)		WZP20180RGS	cp 7841	
2FMZ7B2	Dell Chromebook 11 (3120)		WZP20011GM8	cp 7841	
65LHB52	Dell Chromebook 11 (3120)		WZP20011GPI	cp 7841	
8WZHB52	Dell Chromebook 11 (3120)		WZP20011HFM	cp 7841	
68WDKD2	Dell Chromebook 11 (3120)		WZP20180RGH	cp 7841	
5NQ71D2	Dell Chromebook 11 (3120)		WZP20180RFX	cp 7841	
H1QHB52	Dell Chromebook 11 (3120)		WZP2002021R	cp 7841	
77TQ9B2	Dell Chromebook 11 (3120)		WZP20011GHS	cp 7841	
BMQHB52	Dell Chromebook 11 (3120)		WZP20011HY8	cp 7841	

8B8X7B2	Dell Chromebook 11 (3120)		WZP20011GOL	cp 7841	
378X7B2	Dell Chromebook 11 (3120)		WZP20011GJN	cp 7841	
36W81D2	Dell Chromebook 11 (3120)		WZP20011HHQ	cp 7841	
45W81D2	Dell Chromebook 11 (3120)		WZP20011GQP	cp 7841	
CCK71D2	Dell Chromebook 11 (3120)		WZP20011GIB	cp 7841	
C7GX7B2	Dell Chromebook 11 (3120)		WZP20011HN2	cp 7841	
5N8FB52	Dell Chromebook 11 (3120)		WZP20011HLF	cp 7841	
3HLFB52	Dell Chromebook 11 (3120)		WZP20180SRU	cp 7841	
JF718B2	Dell Chromebook 11 (3120)		WZP20011H9W	cp 7841	
F0581D2	Dell Chromebook 11 (3120)		WZP20180S00	cp 7841	
7VQ71D2	Dell Chromebook 11 (3120)		WZP20011GIM	cp 7841	
5QPHB52	Dell Chromebook 11 (3120)		WZP20011HPK	cp 7841	
4FTKB52	Dell Chromebook 11 (3120)		WZP223603UU	cp 7841	
4FLFB52	Dell Chromebook 11 (3120)		WZP20011HAO	cp 7841	
BJHX7B2	Dell Chromebook 11 (3120)		WZP223603Q5	cp 7841	
F8W81D2	Dell Chromebook 11 (3120)		WZP20180RRS	cp 7841	
BX481D2	Dell Chromebook 11 (3120)		WZP20011HT4	cp 7841	
H5LHB52	Dell Chromebook 11 (3120)		WZP20011HAO	cp 7841	
JGZGB52	Dell Chromebook 11 (3120)		WZP20011GQJ	cp 7841	
C96JB52	Dell Chromebook 11 (3120)		WZP20011HHG	cp 7841	
HYBX7B2	Dell Chromebook 11 (3120)		WZP20180RPW	cp 7841	
D2LHB52	Dell Chromebook 11 (3120)		WZP20011GJR	cp 7841	
59W81D2	Dell Chromebook 11 (3120)		WZP19490AX3	cp 7841	
88K71D2	Dell Chromebook 11 (3120)		WZP20011GNC	cp 7841	
97481D2	Dell Chromebook 11 (3120)		WZP20011GKV	cp 7841	
2Q8JB52	Dell Chromebook 11 (3120)		WZP20011GKS	cp 7841	
JTV81D2	Dell Chromebook 11 (3120)		WZP20011HYO	cp 7841	
4XDHB52	Dell Chromebook 11 (3120)		WZP20011HMY	cp 7841	
8H0RJ42	Dell Chromebook 11 (3120)		WZP20011GNK	cp 7841	
3TFVLF2	Dell Chromebook 11 (3120)		WZP19490AXG	cp 7841	
38CFB52	Dell Chromebook 11 (3120)		WZP20180RN8	cp 7841	
98V8LF2	Dell Chromebook 11 (3120)		WZP223603PA	cp 7841	
HV6JB52	Dell Chromebook 11 (3120)		WZP20011HJU	cp 7841	
HSZHB52	Dell Chromebook 11 (3120)		WZP20011GT4	cp 7841	
GYV81D2	Dell Chromebook 11 (3120)		WZP21150W5U	cp 7841	
9J0RJ42	Dell Chromebook 11 (3120)		WZP20011GIF	cp 7841	
5FTKB52	Dell Chromebook 11 (3120)		WZP2002020Z	cp 7841	
62LHB52	Dell Chromebook 11 (3120)		WZP201805ZD	cp 7841	
3FRDKD2	Dell Chromebook 11 (3120)		WZP20011GMP	cp 7841	
5CVGB52	Dell Chromebook 11 (3120)		WZP20011GHM	cp 7841	
65WDKD2	Dell Chromebook 11 (3120)		WZP20011HWO	cp 7841	
5K2KB52	Dell Chromebook 11 (3120)		WZP201804MT	cp 7841	
9WDHB52	Dell Chromebook 11 (3120)		WZP20180TRK	cp 7841	

1J9KLF2	Dell Chromebook 11 (3120)		WZP20011F9L	cp 7841	
5V6KLF2	Dell Chromebook 11 (3120)		WZP20180TSQ	cp 7841	
FH6GB52	Dell Chromebook 11 (3120)		WZP20180TSJ	cp 7841	
1044B52	Dell Chromebook 11 (3120)		WZP20011GL3	cp 7841	
90LHB52	Dell Chromebook 11 (3120)		WZP21381B9Z	cp 7841	
1BLFB52	Dell Chromebook 11 (3120)		WZP201804GR	cp 7841	
646JB52	Dell Chromebook 11 (3120)		WZP20011F5A	cp 7841	
B8CHB52	Dell Chromebook 11 (3120)		WZP20011HPT	cp 7841	
HGTKB52	Dell Chromebook 11 (3120)		WZP20180TR5	cp 7841	
GF718B2	Dell Chromebook 11 (3120)		WZP20011GL5	cp 7841	
F0W81D2	Dell Chromebook 11 (3120)		WZP20180TPU	cp 7841	
GDPHB52	Dell Chromebook 11 (3120)		WZP20011F4P	cp 7841	
6YMZ7B2	Dell Chromebook 11 (3120)		WZP20011GQQ	cp 7841	
GFTKB52	Dell Chromebook 11 (3120)		WZP20011F4G	cp 7841	
3F6FB52	Dell Chromebook 11 (3120)		WZP20180TS7	cp 7841	
6WZHB52	Dell Chromebook 11 (3120)		WZP20011F7U	cp 7841	
2KQHB52	Dell Chromebook 11 (3120)		WZP20011HWN	cp 7841	
8XPHB52	Dell Chromebook 11 (3120)		WZP20011GQR	cp 7841	
6FTGB52	Dell Chromebook 11 (3120)		WZP20180RH8	cp 7841	
C6LFB52	Dell Chromebook 11 (3120)		WZP20011GMR	cp 7841	
GMMZ7B2	Dell Chromebook 11 (3120)		WZP20011H9N	cp 7841	
BDCHB52	Dell Chromebook 11 (3120)		WZP20011GK4	cp 7841	
7BVB52	Dell Chromebook 11 (3120)		WZP200201S8	cp 7841	
JLPHB52	Dell Chromebook 11 (3120)		WZP20011GPE	cp 7841	
BW34B52	Dell Chromebook 11 (3120)		WZP20011GKQ	cp 7841	
J5LFB52	Dell Chromebook 11 (3120)		WZP20011GKA	cp 7841	
7KBHB52	Dell Chromebook 11 (3120)		WZP20011HX8	cp 7841	
DMGX7B2	Dell Chromebook 11 (3120)		WZP20011GK9	cp 7841	
DRDHB52	Dell Chromebook 11 (3120)		WZP20011GJ8	cp 7841	
DWDHB52	Dell Chromebook 11 (3120)		WZP19490AZF	cp 7841	
9L8GB52	Dell Chromebook 11 (3120)		WZP20011GM3	cp 7841	
8FTKB52	Dell Chromebook 11 (3120)		WZP20011GHH	cp 7841	
BFK71D2	Dell Chromebook 11 (3120)		WZP20011GR6	cp 7841	
BLKZ7B2	Dell Chromebook 11 (3120)		WZP20011GMU	cp 7841	
H5W81D2	Dell Chromebook 11 (3120)		WZP19490AYM	cp 7841	
68LFB52	Dell Chromebook 11 (3120)		WZP19490AYG	cp 7841	
C3581D2	Dell Chromebook 11 (3120)		WZP20011GS9	cp 7841	
6WNVZ7B2	Dell Chromebook 11 (3120)		WZP19390U6Q	cp 7841	
J7CHB52	Dell Chromebook 11 (3120)		WZP20011GIQ	cp 7841	
69RQ9B2	Dell Chromebook 11 (3120)		WZP20011HAC	cp 7841	
J8LFB52	Dell Chromebook 11 (3120)		WZP22300JS1	cp 7841	
JGLFB52	Dell Chromebook 11 (3120)		WZP20011HKE	cp 7841	
5V8GB52	Dell Chromebook 11 (3120)		WZP20011GNI	cp 7841	

F9HX7B2	Dell Chromebook 11 (3120)		WZP20011GJ5	cp 7841	
6PRQ9B2	Dell Chromebook 11 (3120)		WZP20011GO4	cp 7841	
9F3RJ42	Dell Chromebook 11 (3120)		WZP20011HN7	cp 7841	
HJQHB52	Dell Chromebook 11 (3120)		WZP20011H63	cp 7841	
3W618B2	Dell Chromebook 11 (3120)		WZP21150W8O	cp 7841	
5XDHB52	Dell Chromebook 11 (3120)		WZP201805YA	cp 7841	
FGQHB52	Dell Chromebook 11 (3120)		WZP19490AXF	cp 7841	
5R8X7B2	Dell Chromebook 11 (3120)		WZP20011HEI	cp 7841	
CGHX7B2	Dell Chromebook 11 (3120)		WZP20011HXK	cp 7841	
FY618B2	Dell Chromebook 11 (3120)		WZP20011GNW	cp 7841	
7YPHB52	Dell Chromebook 11 (3120)		WZP20020221	cp 7841	
6XGX7B2	Dell Chromebook 11 (3120)		WZP194907KT	cp 7841	
658JB52	Dell Chromebook 11 (3120)		WZP19490AYO	cp 7841	
4ZJ71D2	Dell Chromebook 11 (3120)		WZP20011GJQ	cp 7841	
9FQHB52	Dell Chromebook 11 (3120)		WZP20011GPQ	cp 7841	
CFWDKD2	Dell Chromebook 11 (3120)		WZP20180TSL	cp 7841	
JBTQ9B2	Dell Chromebook 11 (3120)		WZP202800NR	cp 7841	
7XDHB52	Dell Chromebook 11 (3120)		WZP20011GLE	cp 7841	
7HBHB52	Dell Chromebook 11 (3120)		WZP20011GKL	cp 7841	
GV34B52	Dell Chromebook 11 (3120)		WZP20180RN9	cp 7841	
9G718B2	Dell Chromebook 11 (3120)		WZP21150VE7	cp 7841	
6B8X7B2	Dell Chromebook 11 (3120)		WZP20180RRO	cp 7841	
JSKHB52	Dell Chromebook 11 (3120)		WZP20180RRV	cp 7841	
			WZP19300CAQ	cp 7841	
			WZP20011GPM	cp 7841	
			WZP21381BA5	cp 7841	
			WZP20011H9I	cp 7841	
			WZP20180RRY	cp 7841	
			WZP20011GM2	cp 7841	
			WZP20011HKP	cp 7841	
			WZP20110JTL	cp 7841	
			WZP20011GK5	cp 7841	
			WZP20011GK6	cp 7841	
			WZP20011GK7	cp 7841	
			WZP20011GK8	cp 7841	
			WZP20011GK9	cp 7841	
			WZP20011GK10	cp 7841	
			WZP20011GOA	cp 7841	
			WZP20250WA2	cp 7841	
			WZP21150VFU	cp 7841	

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Larry Fleming	Harbor High School	PE Teacher .6 FTE	09/01/21
Larry Fleming	Harbor High School	Art Teacher .4 FTE	09/01/21
Wendy Clevinger	Miller Junior High	PE Teacher - CYO	09/01/21
Janet Dayton	Miller Junior High	Revised: STEM/Science Teacher - CYO	09/01/21
Veronika Graham	Miller Junior High	ELA Teacher	09/01/21
Ariah Hayes	Miller Junior High	Science Teacher	09/01/21
Erik Holland	Miller Junior High	ELA Teacher	09/01/21
Gordon Shaw	Miller Junior High	Band Teacher – CYO	09/01/21
Jenna Weaver	Central Park Elementary	Teacher	09/01/21
Michelle Sturges	Robert Gray Elementary	Teacher	09/01/21

SUMMER SCHOOL HIRE: We recommend the Board approve the following certificated Summer School hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
William Rabung	Aberdeen High School	SpEd Teacher	07/09/21

SUPPLEMENTAL CONTRACTS: We recommend the Board approve the following supplemental contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Judith McBride	District	Psychologist (10 additional days)	2021-22
Shelbie Dickson	Aberdeen High School	Perform CTE related activities	2021-22
Shelbie Dickson	Aberdeen High School	School Store Operations	2021-22
Shelbie Dickson	Aberdeen High School	Catering Services	2021-22
Tracy Ecklund	Aberdeen High School	Perform CTE related activities	2021-22
Mikaela Gronseth	Aberdeen High School	Counselor (10 additional days)	2021-22
Andrew Gwinn	Aberdeen High School	Counselor (10 additional days)	2021-22
Molly Houk	Aberdeen High School	Perform CTE related activities	2021-22
Ashley Kohlmeier	Aberdeen High School	Perform CTE related activities	2021-22
Ashley Kohlmeier	Aberdeen High School	Business Procedures	2021-22
Tiffany Lessard	Aberdeen High School	Perform CTE related activities	2021-22
Mike Machowek	Aberdeen High School	Perform CTE related activities	2021-22
Jessica Madison	Aberdeen High School	Counselor (10 additional days)	2021-22
Matthew Mahon	Aberdeen High School	Perform CTE related activities	2021-22
Cory Martinsen	Aberdeen High School	Perform CTE related activities	2021-22
Cory Martinsen	Aberdeen High School	AHS Sign Shop	2021-22
Anne Ramsey	Aberdeen High School	Perform CTE related activities	2021-22
Cami Revel	Aberdeen High School	Perform CTE related activities	2021-22
Cami Revel	Aberdeen High School	Twin Star Credit Union	2021-22
Cami Revel	Aberdeen High School	AHS Almost Live	2021-22
Mark Sundstrom	Aberdeen High School	Perform CTE related activities	2021-22
Charles Veloni	Aberdeen High School	Perform CTE related activities	2021-22
Charles Veloni	Aberdeen High School	KAHS Radio Station	2021-22
Keelee Frost	Harbor High School	Perform CTE related activities	2021-22
Rebekah Fruh	Twin Harbors Skill Ctr	Perform CTE related activities	2021-22
Rebekah Fruh	Twin Harbors Skill Ctr	Nursing Clinicals	2021-22
Jan Gravely	Twin Harbors Skill Ctr	Perform CTE related activities	2021-22
Paige Pierog	Miller Junior High School	Perform CTE related activities	2021-22
Hailey Pfeifer	Miller Junior High School	Perform CTE related activities	2021-22
Catherine Trusty	Miller Junior High School	Counselor (10 additional days)	2021-22
Thaddeus Williams	Miller Junior High School	Counselor (10 additional days)	2021-22
Cynthia Mitby	Hopkins	Pre-school Coordinator (20 additional days)	2021-22

CERTIFICATED (cont'd)

CO-CURRICULAR CONTRACTS: We recommend the Board approve the following co-curricular contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Tracy Ecklund	Aberdeen High School	Distributive Education	2021-22
Tracy Ecklund	Aberdeen High School	Skills USA (.5 FTE)	2021-22
Mike Machowek	Aberdeen High School	F.F.A.	2021-22
Anne Ramsey	Aberdeen High School	Link Crew Coordinator (.5 FTE)	2021-22
Cami Revel	Aberdeen High School	FBLA	2021-22
Faith Taylor-Eldred	Aberdeen High School	Yearbook	2021-22
Charles Veloni	Aberdeen High School	Skills USA	2021-22

RELEASE FROM CONTRACT: We recommend the Board approve the following certificated release from contract:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Nancy Vazquez-Fuentes	Miller Junior High	EL Teacher	08/10/21

Substitute Certificated Resignation:

Charity Jolly, effective 08/15/21

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Misty Barlan	District	Indian Education Coordinator	08/30/21
Dylan Bumstead	District	MTSS Assistant	09/01/21
Shirley Dismuke	Aberdeen High School	Assistant Secretary	08/23/21
Kymm Wolfe	Stewart Building	State & Fedral Programs Secretary	08/11/21
Daniel Chennisi	Aberdeen High School	Multi-Media Technician	08/25/21
Desiree Glanz	Aberdeen High School	Behavior Support Specialist	09/01/21
Michele Smith	Harbor Learning Center	Paraeducator	09/01/21
Emma-Leigh Wimberley	Harbor Learning Center	MTSS Assistant	09/01/21
Eric Smith	Miller Junior High	Garden Steward	09/01/21
Jessica Fulleton	AJ West Elementary	Garden Steward	09/01/21
Kelli Shelton	AJ West Elementary	LRC Technician	09/01/21
Michelle Stallo	AJ West Elementary	Paraeducator	09/01/21
Shari VanBlaircom	AJ West Elementary	Paraeducator	09/01/21
Rebecca Zvono	AJ West Elementary	Paraeducator - SpEd ID	09/01/21
Joan Hoehn	Central Park Elementary	Garden Steward	09/01/21
Danayeli Juarez	Hopkins Preschool	Student/Family Support Assistant	09/01/21
Suzanne Black	McDermoth Elementary	Garden Steward	09/01/21
Kimberly Daniels	McDermoth Elementary	Food Service Worker	09/01/21
Carla White	Robert Gray Elementary	Garden Steward	09/01/21
Teresa Glasscock	Stevens Elementary	Food Service Worker	09/01/21
William Rattie	Stevens Elementary	Garden Steward	09/01/21

SUMMER SCHOOL HIRE: We recommend the Board approve the following classified Summer School hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Donna Cokeley	District	Food Service Worker/Transport	07/22/21

CLASSIFIED (cont'd)

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Danayeli Juarez	Aberdeen High School	Student Family Support Assistant	08/31/21
Tina Cook	AJ West Elementary	LRC Technician	07/01/21
Mariah Bailey	Stevens Elementary	MTSS Assistant	07/02/21
Guadalupe Arias-Morelia	Hopkins	Student Family Support Assistant	08/15/21

RETIREMENTS: We recommend the Board approve the following classified retirements:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Deborah Bergen	Stewart Building	Student Information Systems Specialist	06/30/22
Arthur Somers	Transportation	Bus Driver	08/31/21
Charlene Ancich	Food Service	Food Service Worker	08/31/21
Shirley Curtis	Hopkins	Family Service Worker	08/31/21

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Todd Bridge	Aberdeen High School	Football – Head Coach	08/18/21
Brandyn Brooks	Aberdeen High School	Football – Assistant Coach	08/18/21
John Bowers	Aberdeen High School	Football – Assistant Coach	08/18/21
Zachary Carpenter	Aberdeen High School	Football – Assistant Coach	08/18/21
Dillen Espana	Aberdeen High School	Football – Assistant Coach (.5 FTE)	08/18/21
Macy Gronseth	Aberdeen High School	Football – Assistant Coach (.5 FTE)	08/18/21
Kyle Melinkovich	Aberdeen High School	Football – Assistant Coach (.5 FTE)	08/18/21
David Terrence	Aberdeen High School	Football – Assistant Coach	08/18/21
Tamar Yakovich	Aberdeen High School	Girls' Volleyball – Head Coach	08/23/21
Desiree Glanz	Aberdeen High School	Girls' Volleyball – Assistant Coach	08/23/21
Rees Sturm	Aberdeen High School	Girls' Volleyball – Assistant Coach	08/23/21
David Bruncke	Aberdeen High School	Boys' Tennis – Head Coach	08/23/21
Theodore Wiseman	Aberdeen High School	Boys' Tennis – Assistant Coach	08/23/21
Steve Reed	Aberdeen High School	Head Cross Country Coach	08/23/21
Kimberly (Ivy) Lyles	Aberdeen High School	Cross Country – Assistant Coach	08/23/21
Larry Fleming	Aberdeen High School	Girls' Soccer – Head Coach	08/23/21
Lindsey Scott	Aberdeen High School	Girls' Soccer – Assistant Coach	08/23/21
Dan Sundstrom	Aberdeen High School	Boys' Golf – Head Coach	08/23/21
Brian King	Aberdeen High School	Boys' Golf – Assistant Coach	08/23/21

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ben Barene	Aberdeen High School	Girls' Assistant Soccer Coach	07/26/21

Substitute Classified Resignation:

Charity Jolly, effective 08/15/21

Aberdeen School District No. 5

Co-Curricular Stipends 2021-22

Years' Exp.	Column 1 Amount	Column 2 Amount	Column 3 Amount	Column 4 Amount	Column 5 Amount	Column 6 Amount	Column 7 Amount	Column 8 Amount
0	\$897	\$1,699	\$2,687	\$3,225	\$3,942	\$4,299	\$6,095	\$7,887
1	\$908	\$1,722	\$2,722	\$3,267	\$3,994	\$4,355	\$6,174	\$7,989
2	\$920	\$1,744	\$2,758	\$3,310	\$4,046	\$4,414	\$6,256	\$8,094
3	\$931	\$1,767	\$2,794	\$3,354	\$4,099	\$4,471	\$6,337	\$8,201
4	\$945	\$1,791	\$2,832	\$3,398	\$4,153	\$4,530	\$6,420	\$8,307
5	\$957	\$1,814	\$2,867	\$3,443	\$4,208	\$4,589	\$6,504	\$8,416
6	\$969	\$1,838	\$2,906	\$3,487	\$4,263	\$4,649	\$6,589	\$8,527
7	\$981	\$1,863	\$2,943	\$3,533	\$4,319	\$4,710	\$6,676	\$8,638
8	\$993	\$1,887	\$2,982	\$3,579	\$4,376	\$4,772	\$6,763	\$8,752
9	\$1,008	\$1,913	\$3,021	\$3,626	\$4,432	\$4,835	\$6,851	\$8,866
10	\$1,020	\$1,937	\$3,060	\$3,674	\$4,490	\$4,898	\$6,941	\$8,982
11	\$1,033	\$1,962	\$3,101	\$3,722	\$4,549	\$4,962	\$7,033	\$9,100
12	\$1,047	\$1,989	\$3,142	\$3,770	\$4,608	\$5,027	\$7,125	\$9,219
13	\$1,060	\$2,015	\$3,182	\$3,820	\$4,670	\$5,093	\$7,218	\$9,340
14	\$1,075	\$2,042	\$3,224	\$3,870	\$4,731	\$5,159	\$7,312	\$9,463
15+	\$1,088	\$2,069	\$3,266	\$3,921	\$4,793	\$5,228	\$7,407	\$9,586
	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>
	Work Based Learn	K. Bowl	Newspaper	Orchestra	Drama	Choral	Band	Events Mgr.
	Nursing Coordinator (GHC)		Asst. Band	Yearbook	Musical	AVID		
	<u>Jr. High/Elem</u>	<u>Jr. High</u>	FBLA	DECA		ASB		
	Orchestra	Choral	*Skills USA	Renaissance				
		K. Bowl	Hosp/Pro Start	Link Crew				
	<u>Elem</u>	Yearbook	FFA					
	Band		Robotics					
	Jazz		Outdoor School					
	Vocal		<i>*Addt'l \$200 stipend for taking Skills USA to Nat'ls</i>					
			<u>Jr. High</u>					
			Band					
			World Rhythms					

For Board Adoption: August 17, 2021

Effective: September 1, 2021



To: Aberdeen School District Board Members
From: Dr. Alicia Henderson, Superintendent
Re: **Request for Assignment Exception
WAC 181-82-110**
Date: August 17, 2021

Assignment Exception Requested:

Assign Katina Gamleah to AP Environmental Science at Aberdeen High School.

Katina Gamleah has a Washington State Teaching Certificate with a Science endorsement. She has a Bachelor of Science from Hardin-Simmons University and a Masters from the University of New Mexico.

Plan of Assistance:

1. Aaron Roiko, Interim Principal at Aberdeen High will act as a mentor and provide the following support:
 - a. Monitoring of lesson plans and curriculum to ensure alignment with required district and state standards
 - b. Classroom observations and feedback.
 - c. Provide opportunities for collegial discussions and participation with other staff.
 - d. Ensure collaboration opportunities with other staff throughout the district.
 - e. Provide other support as needed.

I, Katina Gamleah, agree to the proposed plan of assistance:

Katina Gamleah Date
Certificate #521123J

I, Dr. Alicia Henderson, give my assurance that the assignment of Katina Gamleah was made in compliance with WAC 181-82-110:

Dr. Alicia Henderson Date
Superintendent

Approved by the Aberdeen School District Board of Directors:

Sandra Bielski Date
Board President