

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

Regular Meeting of the Board of Directors  
Remote Public Meeting

May 19, 2020 – 5 p.m.

**AGENDA**

Instructions for joining the meeting:

[https://zoom.us/webinar/register/WN\\_2Wj6FR86QTupmycofuVDQQ](https://zoom.us/webinar/register/WN_2Wj6FR86QTupmycofuVDQQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

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

Flag Salute

**Consent Agenda**

1. Minutes
2. Accounts Payable

Comments from Board Members

Written Public Comment

Under the emergency provisions of Resolution 2020-02, public comment is welcome via email and should be submitted to [schoolboard@asd5.org](mailto:schoolboard@asd5.org) by 3:30 p.m. Tuesday, May 19, for the School Board to review prior to the meeting.

Old Business

1. [Continuous Learning Plan](#)

Superintendent's Report

1. Budget Update
2. COVID-19 Response
3. Fall Scenarios for School
4. Employee Relations

Financial Services

1. [Fiscal Status Report](#)

Athletics and Activities

1. Athletic Director's Report

Board Meeting Agenda  
May 19, 2020

New Business

1. [Policy 2410 Graduation Requirements](#)
2. [Yearbook Contract](#)
3. Personal Leave Adjustment
4. [Surplus Equipment](#)
5. Next Meeting

Executive Session

[Personnel Matters](#)

1. Personnel Report
  - a. Certificated
  - b. Classified
2. 2020-2021 Certificated Salary Schedule
3. 2020-2021 Building Administrator Staffing List
4. 2020-2021 Building Administrator Salary Schedule
5. 2020-2021 District Administrative Staffing List
6. 2020-2021 District Administration Salary Schedule
7. 2020-2021 Superintendent Salary Adjustment

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5  
BOARD INFORMATION AND BACKGROUND

May 19, 2020, 5 p.m.

Instructions for joining the meeting:

[https://zoom.us/webinar/register/WN\\_2Wj6FR86QTupmycofuVDQQ](https://zoom.us/webinar/register/WN_2Wj6FR86QTupmycofuVDQQ)

After registering, you will receive a confirmation email containing information about joining the webinar.

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 May 5, 2020, are enclosed for your review and approval.
2. Accounts Payable and Financial Matters – The payroll and accounts payable for April are enclosed for your review and approval.

Comments from Board Members

Comments from the Audience

1. Under the emergency provisions of Resolution 2020-02, public comment is welcome via email and should be submitted to [schoolboard@asd5.org](mailto:schoolboard@asd5.org) before 3:30 p.m. Tuesday, May 19.

Old Business

1. Continuous Learning Plan – Resolution 2020-07 directed the superintendent to document the district’s Continuous Learning Plan that has been implemented during the COVID-19 crisis. It is presented for your review and approval. [Enclosure 2](#)

Superintendent’s Report

1. Budget Update – Superintendent Henderson will update the Board on preparations for the 2020-2021 budget.
2. COVID-19 Response – Superintendent Henderson will provide an update on the ongoing response to the COVID-19 crisis by the various departments.
3. Fall Scenarios for School – Superintendent Henderson will share information about the main options for instruction in the fall.
4. Employee Relations – Superintendent Henderson will discuss the ongoing efforts of the leadership teams from employee bargaining groups and the administration to maintain communication during the COVID-19 pandemic.

Board Information  
May 19, 2020

#### Financial Services

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

#### Athletics and Activities

1. Athletic Director's Report – Athletic Director Aaron Roiko will share information about various options for fall sports that are under discussion by the WIAA.

#### New Business

1. Policy 2410 Graduation Requirements – A required update to Policy 2410 Graduation Requirements and the accompanying procedures has been prepared for first reading. No action is required. [Enclosure 4](#)
2. Yearbook Contract – Renewal of the contract with Herff Jones for publication of the 2021 Quinault yearbook at a cost of \$25,500 is enclosed for your review. Board approval is requested. [Enclosure 5](#)
3. Personal Leave Adjustment – Superintendent Henderson will discuss a one-time carryover of two additional personal leave days into the 2020-2021 school year for district employees. Board approval is requested.
4. Surplus Equipment – The Maintenance Department is requesting that the items on the enclosed inventory be declared surplus as they are no longer needed by the district due to age or condition. [Enclosure 6](#)
5. Next Meeting – The next regular meeting of the Board is scheduled for 5 p.m. Tuesday, June 2, 2020, to be conducted remotely with notice and access provided under the emergency provisions of the Open Public Meetings Act.

#### Executive Session

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

1. Personnel Matters [Enclosure 7](#)
  - a. Certificated
  - b. Classified
2. 2020-2021 Certificated Salary Schedule
3. Building Administrator Staffing List
4. 2020-2021 Building Administrator Salary Schedule
5. 2020-2021 District Administrative Staffing List
6. 2020-2021 District Administration Salary Schedule
7. 2020-2021 Superintendent Salary Adjustment

ADJOURN

## ABERDEEN SCHOOL DISTRICT NO. 5

### Minutes of the Regular Meeting of the Board of Directors – May 5, 2020

President Sandra Bielski convened the regular meeting of the Aberdeen School District Board of Directors at 5:00 p.m. Tuesday, May 5, 2020, 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 54 patrons and staff watching remotely.

The meeting began with the Flag salute.

On a motion by Bill Dyer and seconded by Jennifer Durney, the Board approved the Consent Agenda, which included the minutes from the regular meeting on April 21, 2020.

Director Jessica Jurasin said she wanted to thank teachers for their efforts to continue education in a non-traditional way, thank the superintendent for managing a complicated transition to a distance learning environment, and parents and students for staying involved with their schools while the pieces are put into place. She also expressed that she is grateful the FFA is able to continue with the annual plant sale and that she remains hopeful that positive, creative delivery models are the result of the statewide school closure. Her comments were echoed by the other directors.

President Bielski share the sad news that Lamont Shillinger, a retired teacher at Aberdeen High School, passed away. She also thanked staff and principals for the innovative ways they are connecting and engaging with students online, and thanked Superintendent Henderson for the increased efforts to keep students, parents and community informed during the closure.

Director Bill Dyer offered a shout-out to seniors who are finding ways to meet the challenge and complete their work in order to graduate.

An opportunity was provided to the public to submit comment via email prior to the meeting. There was no public comment.

Superintendent Henderson commented that Teacher Appreciation Week has seldom been more meaningful and that thanks to the partnerships and working relationships among certificated staff, Aberdeen is at the forefront in developing a professional, innovative distance learning model in response to the pandemic.

Superintendent Henderson noted that it was School Recognition Week in the State of Washington and that both A.J. West and McDermoth elementary schools have been recognized for “closing gaps” in student achievement.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM  
BOARD MEMBERS

COMMENTS FROM  
THE AUDIENCE

TEACHER  
APPRECIATION  
WEEK

SCHOOL  
RECOGNITION  
WEEK

Superintendent Henderson provided an update on the distance learning and food service programs in response to the COVID-19 crisis and informed the Board that the district will be closing the child care offering at the Rotary Log Pavilion as no local first responders requested the service. She also noted that the district is fine-tuning its distance learning program and has identified Zoom as the preferred option for classroom instruction and Canvas as the platform for distance learning next year. In addition, she commended Aberdeen High School staff for pivoting in response to new state guidance on grading for credit this spring.

COVID-19  
RESPONSE

Superintendent Henderson discussed the reduced educational program for 2020-2021. She said there is no new information that changes the budget assumptions for next year other than districts are advised the impacts will be felt for years. She also noted that the reduced education program shifts Harbor High School to a “school within a school” model because there are teachers who will be assigned to both schools.

BUDGET UPDATE

Superintendent Henderson shared information on plans for the graduating Class of 2020. She noted that she and AHS Principal Sherri Northington participated in an online meeting with the senior parents and that additional meetings are planned to help keep parents informed.

GRADUATION  
UPDATE

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board adopted Policy 2418 to formally recognize the two-credit waiver of the new graduation requirements under House Bill 1599, which passed in 2019. The policy is required in support of that decision.

POLICY 2418  
WAIVER OF HIGH  
SCHOOL CREDIT

On a motion by Bill Dyer and seconded by Suzy Ritter, the board adopted Resolution 2020-05 Emergency Waiver of Credit formalizing the board’s decision of April 21 applying to the State Board of Education for an emergency waiver of credit-based graduation requirements due to the unique circumstances created by the COVID-19 pandemic.

RESOLUTION  
2020-05  
EMERGENCY  
CREDIT WAIVER

On a motion by Jennifer Durney and seconded by Bill Dyer, the board adopted Resolution 2020-06, a resolution regarding the district’s implementation of the Continuous Learning Plan during the emergency closure of schools and requesting an emergency waiver of instructional hours.

RESOLUTION  
2020-06  
CONTINUOUS  
LEARNING PLAN

On a motion by Bill Dyer and seconded by Suzy Ritter, the board extended the deadline for the \$2,000 retirement incentive offered to any certificated instructional staff who provide notice before June 10 that they will be retiring prior to the 2020-2021 school year.

RETIREMENT  
INCENTIVES

On a motion by Bill Dyer and seconded by Jennifer Durney, the board authorized a \$2,000 retirement incentive for any classified employee eligible for retirement who submits notice prior to May 15 that they will be retiring by May 31.

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board declared technology items surplus as they are no longer needed in the district due to age or condition as presented by the Technology Department.

TECHNOLOGY  
SURPLUS

The next meeting of the board is set for 5 p.m. Tuesday, May 19, 2020, to be conducted remotely with proper notice and access provided under the governor's emergency provisions of the Open Public Meetings Act with instructions for joining the meeting to be posted on the ASD5 website with the agenda.

NEXT MEETING

At 5:50 p.m., President Sandra Bielski recessed the meeting for an executive session expected to last 10 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. The regular meeting reconvened at 6 p.m.

EXECUTIVE  
SESSION

On a motion by Jennifer Durney and seconded by Jessica Jurasin, the Board approved the certificated matter on the Personnel Report, which included the resignation of Richard Stallo as the AVID coordinator at Aberdeen High School effective June 30.

PERSONNEL  
REPORT

CERTIFICATED

Under classified matters, on a motion by Jennifer Durney and seconded by Jessica Jurasin, the board approved the reinstatement of Dawn Borns as a para-educator for the district effective 2020-2021.

CLASSIFIED

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board approved the certificated staffing list for 2020-2021.

CERTIFICATED  
STAFFING 2020-21

On a motion by Jennifer Durney and seconded by Suzy Ritter, the board approved the Building Administrators Staffing List for 2020-2021.

BUILDING  
ADMINISTRATORS  
2020-2021

There being no further business, the regular meeting was adjourned at xxx p.m.

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 May 19, 2020, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$672,854.26. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND  
Warrant Numbers 829485 through 829548, totaling \$672,854.26

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

Check Nbr	Vendor Name	Check Date	Check Amount
829485	1ST SECURITY BANK PAYROLL/PERS	05/20/2020	281.07
829486	Aberdeen School Dist-Cte Impre	05/20/2020	1,119.44
829487	Aberdeen Office Equipment Inc	05/20/2020	2,523.02
829488	Aberdeen Sanitation	05/20/2020	3,133.08
829489	Aberdeen Sd #5 Revolving Fund	05/20/2020	827.14
829490	Airgas Usa, Llc	05/20/2020	6.00
829491	Amazon Capital Services	05/20/2020	1,319.52
829492	Aps, Inc	05/20/2020	898.67
829493	Bhc Fairfax Hospital, Inc	05/20/2020	11,308.74
829494	Cascade Natural Gas	05/20/2020	20,804.57
829495	Consolidated Electrical Distri	05/20/2020	38.71
829496	Centurylink	05/20/2020	1,379.74
829497	Child Assessment Center LLC	05/20/2020	20,615.00
829498	Cintas Corporation	05/20/2020	2,620.47
829499	City Of Aberdeen	05/20/2020	4,692.65
829500	Comcast	05/20/2020	325.52
829501	Cts Language Link	05/20/2020	2.68
829502	Dairy Fresh Farms	05/20/2020	7,224.21
829503	Dennis Company	05/20/2020	700.00
829504	Denny, Sara	05/20/2020	10.00
829505	DocuSign Inc	05/20/2020	12,502.30
829506	Elma School District	05/20/2020	60,567.76
829507	ESD 113	05/20/2020	55,380.63
829508	Fastenal Company	05/20/2020	39.23
829509	Ferrellgas	05/20/2020	1,127.31
829510	Francotyp-Postalia, Inc	05/20/2020	206.16
829511	Franz Family Bakeries	05/20/2020	704.84
829512	Grays Harbor County Auditor	05/20/2020	24,894.94
829513	Grays Harbor Public Health	05/20/2020	20.00
829514	Harbor Auto & Truck Parts	05/20/2020	230.46
829515	Harbor Disposal Co Inc	05/20/2020	1,268.62
829516	Health Care Authority	05/20/2020	2,113.08
829517	Home Depot Pro Institutional	05/20/2020	324.85



Check Nbr	Vendor Name	Check Date	Check Amount
829518	Hoquiam School District #28	05/20/2020	126,905.23
829519	INSTRUCTURE	05/20/2020	4,636.20
829520	KCDA Purchasing Coop.	05/20/2020	1,811.56
829521	Leader Services	05/20/2020	663.60
829522	Lemay Mobile Shredding	05/20/2020	76.35
829523	NATUREBRIDGE	05/20/2020	180.00
829524	O'Reilly Auto Parts	05/20/2020	138.69
829525	Ocosta School Dst #172	05/20/2020	17,000.00
829526	Olympic Peninsula Consultants	05/20/2020	270.00
829527	OSPI	05/20/2020	12,072.26
829528	Overhead Door Co Of Olympic Pe	05/20/2020	29.80
829529	Parris, Trinity A	05/20/2020	916.66
829530	Perkins Coie Llp	05/20/2020	2,012.00
829531	Petrocard Inc	05/20/2020	747.41
829532	Pioneer Healthcare Services LL	05/20/2020	19,699.50
829533	Pud #1 Of Grays Harbor Co	05/20/2020	31,884.63
829534	Ricoh Usa Inc	05/20/2020	338.61
829535	Rosetta Stone, Ltd	05/20/2020	1,169.60
829536	Soliant Health	05/20/2020	8,515.00
829537	South Sound Parent To Parent	05/20/2020	31,204.24
829538	Staples Business Advantage	05/20/2020	2,404.23
829539	State Auditor's Office	05/20/2020	4,339.70
829540	Swanson's Food	05/20/2020	947.86
829541	The Hello Foundation	05/20/2020	110,576.00
829542	US Foods - Seattle	05/20/2020	40,670.32
829543	Us Postal Service (cmrs-Fp)	05/20/2020	1,000.00
829544	Valley Cleaners	05/20/2020	150.00
829545	Verizon Wireless	05/20/2020	3,094.00
829546	Wal Mart (pay To)	05/20/2020	96.45
829547	Wasbo	05/20/2020	525.00
829548	YMCA	05/20/2020	9,568.95
64	Computer	Check(s) For a Total of	672,854.26

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 May 19, 2020, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$10,508.12. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND  
Warrant Numbers 829480 through 829484, totaling \$10,508.12

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

Check Nbr	Vendor Name	Check Date	Check Amount
829480	Aberdeen S.D.#5	05/20/2020	9,694.04
829481	Aberdeen School District #5	05/20/2020	38.15
829482	NAPAVINE HIGH SCHOOL	05/20/2020	330.00
829483	PNW Printworks, Llc	05/20/2020	413.93
829484	WIAA	05/20/2020	32.00
5	Computer	Check(s) For a Total of	10,508.12

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 May 19, 2020, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,794,438.46. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 829449 through 829479, totaling \$1,794,438.46

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

Check Nbr	Vendor Name	Check Date	Check Amount
829449	1st Security Bank-Child Suppo	04/30/2020	1,261.42
829450	Aberdeen High School-AHS Schol	04/30/2020	100.00
829451	Aberdeen Sch Dist Kitchen Fund	04/30/2020	30.00
829452	Bank Of The Pacific	04/30/2020	583,792.54
829453	Chapter 13 Trustee	04/30/2020	540.00
829454	Cnty/city Mun Ees	04/30/2020	3,066.85
829455	Deferred Compensation Program	04/30/2020	22,605.15
829456	Dynamic Collectors	04/30/2020	500.00
829457	E.S.D.#113 Unemployment Coop	04/30/2020	4,151.03
829458	Ed.Serv.Dist.#113	04/30/2020	29,577.01
829459	Employment Security	04/30/2020	8,899.08
829460	HCA-SEBB BENEFITS-600D01	04/30/2020	531,696.00
829461	HCA-SEBB FLEX SPEND-600D01	04/30/2020	5,175.92
829462	HEALTH EQUITY HSA	04/30/2020	776.25
829463	Inspirus	04/30/2020	12,137.56
829464	Legal Shield	04/30/2020	97.70
829465	Pse Of Wa	04/30/2020	6,515.53
829466	Pse Of Washington	04/30/2020	57.00
829467	Public Employees Retirement	04/30/2020	1,115.60
829468	School Employees Retirement Sy	04/30/2020	144,536.77
829469	The Standard Insurance Company	04/30/2020	1,869.75
829470	Teacher Retirement System-Dc	04/30/2020	387,639.22
829471	Tsa Consulting Group Inc	04/30/2020	12,744.00
829472	Twin Star Credit Union	04/30/2020	220.00
829473	Twin Star Scholarship Acct	04/30/2020	84.00
829474	Twinstar Pse Local Dues	04/30/2020	84.00
829475	United Way	04/30/2020	582.38
829476	Veba Contributions-Y1286.001	04/30/2020	11,577.50
829477	Wa State School Ret Assn	04/30/2020	42.00
829478	Wea Chinook	04/30/2020	12.08
829479	Wea Payroll Deductions	04/30/2020	22,952.12

Check Nbr	Vendor Name	Check Date	Check Amount
31	Computer	Check(s) For a Total of	1,794,438.46

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 May 19, 2020, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,691,863.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 829447 through 829448, totaling \$1,691,863.85

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

Check Nbr	Vendor Name	Check Date	Check Amount
829447	Helland, Tamara	04/30/2020	1,823.90
829448	1ST SECURITY BANK PAYROLL/PERS	04/30/2020	1,690,039.95
1	Computer	Check(s) For a Total of	1,691,863.85



## Aberdeen School District Continuous Learning Plan

Following Superintendent Chris Reykdal’s direction on continuous learning and grading and the FAQ published on April 30, 2020, the Aberdeen School District Leadership Team drafted this plan.

“Continuous learning” means establishing and maintaining connections with students and their families to provide learning materials and supports using a variety of modalities (e.g., email, telephone, printed learning materials, or available online platforms) taking into account recommendations provided by the Office of Superintendent of Public Instruction in its published guidance.

The plan is focused on :

- Keeping students at the center of plans and doing no harm
- Designing learning for equity and access
- Assessing student learning

<b>Continuous Learning Plan Components*</b>	<b>Aberdeen SD Plan</b>
Educational Engagement, planned by staff, as directed by the administration and governing board for all enrolled students.	Engagement planned by all teachers and delivered via internet, using online programming, beginning on March 17, 2020. Hard copy instructional packets became available beginning April 13, 2020. Approximately 40% of families connected to the internet prior to March 31, 2020. Engagement is directed by administration in conformance with Board policies.

<p>School year calendar, weekly schedule of staff and student engagement following March 17, 2020</p>	<p>Aberdeen retained the adopted calendar with the addition of the snow make-up days, May 21 and 22 and extended school-year days, June 18 and 19. Total maximum instructional hours with these additions and using OSPI maximum engagement hours, three hours per day, generate a waiver need of 130 hours for the secondary level. Staff will be engaged for the equivalent total of 180 days. There were no days of instruction lost to the COVID-19 closure.</p>
<p>Provide a process for the district to determine which learning standards are most essential</p>	<p>The teachers at each grade level and subject area are responsible for collaborating to identify essential learning standards for focus. These are drawn from course maps and pacing guides developed prior to the school closure.</p>
<p>Establish a district- or school-based system of collecting student engagement information</p>	<p>Beginning with OSPI’s direction to collect student engagement information, Aberdeen has a school-based system of collecting student engagement information that includes health and welfare, as well as weekly engagement data. Each week, teachers reach out to students/families not engaged via email and/or phone to encourage and assist in breaking down barriers.</p>
<p>Award academic grading as specified in WAC 392-901-030(4) and OSPI’s guidance on grading during the COVID-19 pandemic</p>	<p>Students enrolled in non-credit bearing courses (grades K - 8) will be graded only on previously taught standards. Any new learning, since March 17, will be practice and will not be graded or counted towards any final grade. For credit bearing courses, an A-C will be given. In very limited cases, an INC (incomplete) will be recorded. Opportunities to complete these courses will be provided until the end of the first trimester of fall 2020.</p>

\* ”School Days and Instructional Hours Emergency Waivers and District Reporting Requirements: Frequently Asked Questions” (p. 3 Q-6)



Our Children,  
Our Schools,  
Our Future

TO: Dr. Alicia Henderson, Superintendent  
 FROM: Elyssa Louderback, Executive Director of Business & Operations  
 SUBJECT: Monthly Budget Report for April 2020  
 DATE: May 19, 2020

**GENERAL FUND SUMMARY:**

Revenue--Receipts were \$ 6,269,222.71.

Expenditures – Expenditures and transfers totaled \$ 4,205,569.61. Expenditures for teaching and instructional support activities account for 81.62% of all expenditures to date. Salaries and benefits accounted for 82.84% of the month’s total expenditures.

Fund Balance—Current month ending fund balance is \$ 2,831,753.91. We had a **positive** cash flow of \$ 2,063,653.10 for the month. We will continue to monitor cash flow. As the state continues to develop guidance, we will be analyzing the information for implications of the changes to our district.

**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	\$ 2,465,299	\$ 2,409,854	97.75%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 823,390	\$ 385,170	46.78%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 31,863,724	\$ 21,373,559	67.08%	Apportionment and LEA
State, Special	\$ 11,325,966	\$ 7,351,209	64.91%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 25,000	\$ 40,269	161.07%	Federal Forest; deducted from apportionment
Federal, Special	\$ 6,097,608	\$ 3,203,187	52.53%	Food Service, Fed Grants (Title I, Title 2,etc)
Other Districts	\$ 77,292	\$ 78,598	101.69%	Non high payments from Cosmopolis SD
Other Agencies	\$ 78,200	\$ 26,789	34.26%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
<b>Totals</b>	<b>\$ 52,756,479</b>	<b>\$ 34,868,635</b>	<b>66.09%</b>	
			<b>66.67%</b>	<b>% of fiscal year elapsed</b>



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

<u>Activity</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>Actual %</u>	<u>District payroll and/or:</u>
Board of Directors	\$ 133,093	\$ 75,161	56.47%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 363,544	\$ 234,137	64.40%	General Admin/ Supt Office
Business Office	\$ 509,613	\$ 305,797	60.01%	Fiscal operations
Human Resources	\$ 422,082	\$ 270,615	64.11%	Personnel & recruitment, labor relations
Public Relations	\$ 40,000	\$ 35,519	88.80%	Educational/admin info to public
Supervision of Instruction	\$ 972,460	\$ 639,285	65.74%	includes secretarial support
Learning Resources	\$ 310,084	\$ 216,247	69.74%	Library resources & staffing
Principal's Office	\$ 2,464,455	\$ 1,665,402	67.58%	includes Secretarial support
Guidance/Counseling	\$ 1,183,107	\$ 712,330	60.21%	Counselors/support services
Pupil Management	\$ 22,500	\$ 13,037	57.94%	Bus & playground aides, etc
Health Services	\$ 1,628,053	\$ 1,251,809	76.89%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 33,434,172	\$ 20,496,153	61.30%	classroom teachers/para support/other district
Extra-curricular	\$ 1,076,352	\$ 649,828	60.37%	Coaching, advising, ASB supervision
Instructional Prof Dev	\$ 337,444	\$ 438,681	130.00%	Prof development; State funded PD
Instructional Technology	\$ 326,315	\$ 313,897	96.19%	classroom technology
Curriculum	\$ 560,285	\$ 681,947	121.71%	District materials adoptions/purchases; staff
Food Services	\$ 2,426,344	\$ 1,580,867	65.15%	Mgmt of food service for district
Transportation	\$ 1,320,441	\$ 846,732	64.12%	Co-op payments, fuel, insurance
Maint & Operations	\$ 3,977,254	\$ 2,302,714	57.90%	SRO, custodial/maint/grounds
Other Services	\$ 1,938,876	\$ 1,630,597	84.10%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (295,616)	\$ (140,588)	47.56%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 300,000	\$ 285,429	95.14%	Transfers (to Cap Proj/ Debt Service)
<b>Totals</b>	<b>\$ 53,150,858</b>	<b>\$ 34,505,596</b>	<b>64.92%</b>	
			66.67%	% of fiscal year elapsed

**CAPITAL PROJECTS FUND SUMMARY:**

Revenue--Total receipts were \$ 4,905.61 and consist of interest payments and rental fees.

Expenditures—Expenditures for the month totaled \$5,143.30.

Fund Balance—Current monthly ending fund balance is \$ 309,592.31.

**DEBT SERVICE FUND SUMMARY:**

Revenue--Total receipts were \$ 909,903.99 and consists of interest/tax payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 2,182,554.49. Funds in this account are held for bond principal and interest payments.

The next payments are due in June. We are working with the County Treasurer’s Office to prepare for the possibility that tax revenues for our Bond payments will likely be impacted due to the current economic issues.

**ASSOCIATED STUDENT BODY FUND SUMMARY:**

Revenue--Total receipts for the month were \$ 490.25 and consist of fundraising and interest payments.

Expenditures-- Expenditures totaled 48.73% of the budgeted expenditures for this fiscal year.

Fund Balance—Current month ending fund balance is \$ 292,598.28.

**TRANSPORTATION VEHICLE FUND SUMMARY:**

Revenue--Total receipts were \$ 282.19, and consist of interest payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 133,209.82.

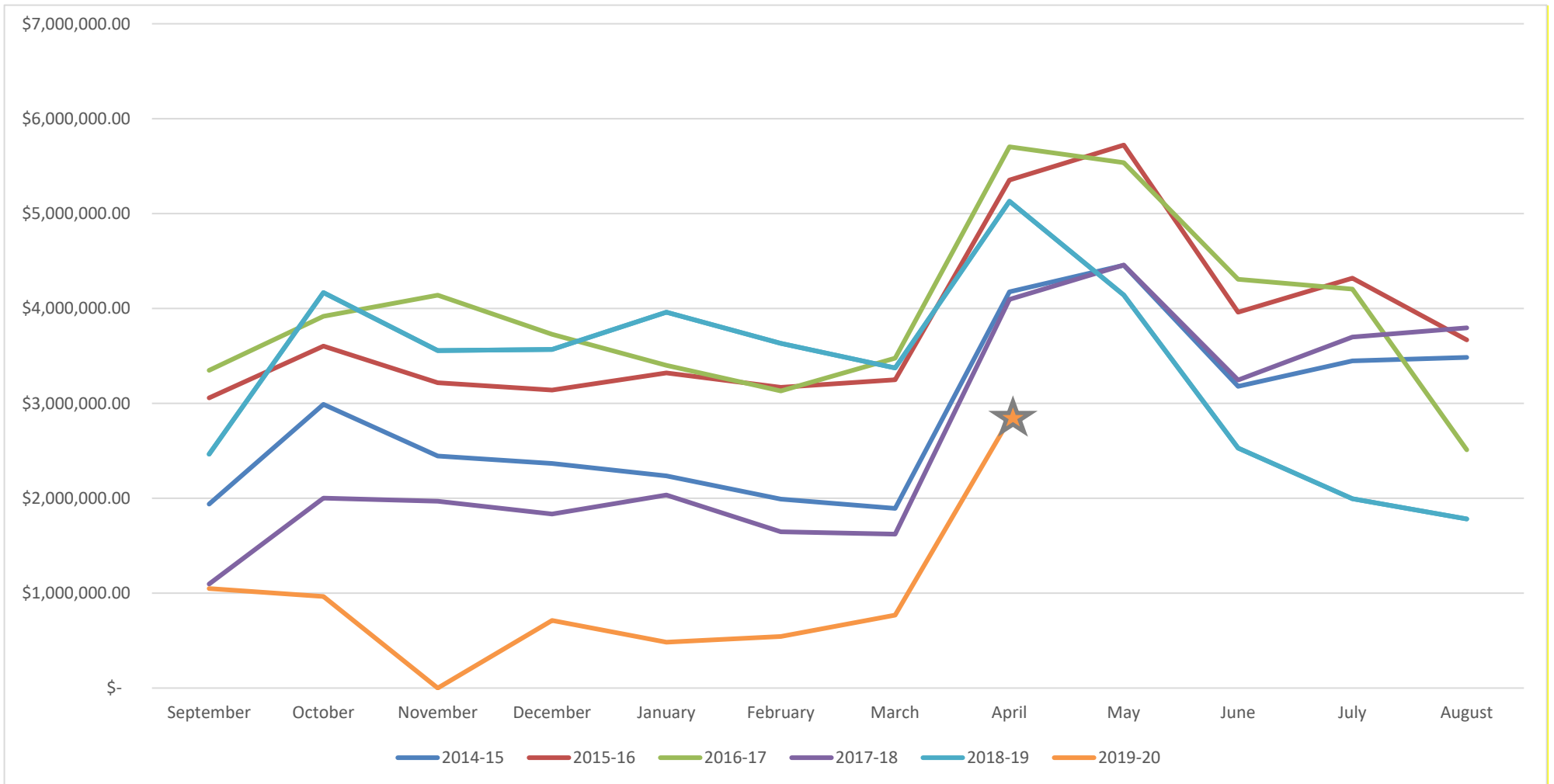
***SUMMARY OF BUDGET EXPENDITURE CAPACITY***

**Budget Capacity as of April, 2020:**

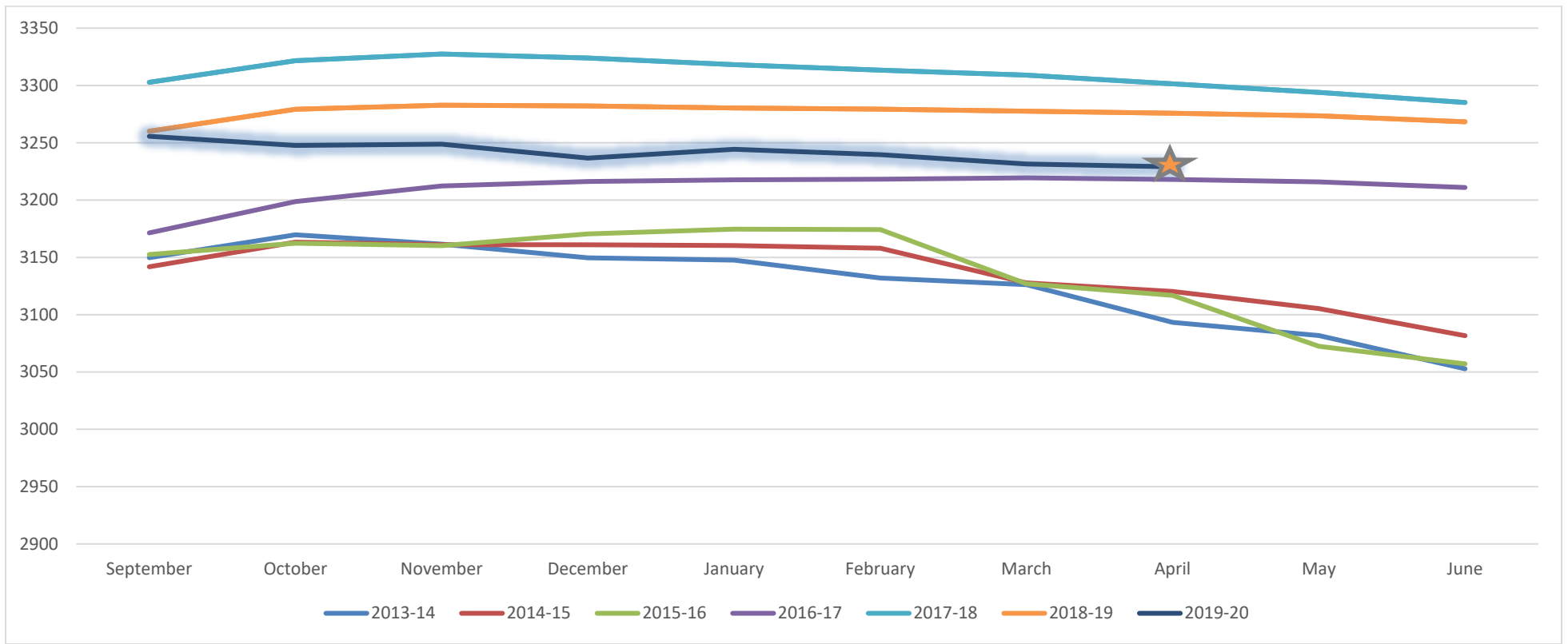
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General Fund	\$ 53,150,858	\$ 34,505,596	\$ 18,645,262	64.92%	35.08%
Capital Projects	\$ 1,015,087	\$ 949,437	\$ 65,650	93.53%	6.47%
Debt Service	\$ 2,948,583	\$ 2,822,822	\$ 125,761	95.73%	4.27%
ASB	\$ 458,085	\$ 223,424	\$ 234,661	48.77%	51.23%
Trans Vehicle	\$ 300,000	\$ 217,112	\$ 82,888	72.37%	27.63%

# GENERAL FUND FUND BALANCE TRENDS

End of April, 2020



## ENROLLMENT TRENDS as of March, 2020



AAFTE	Grades K - 5	Grade 6 – 8	HS	Subtotal	Run Start/ Open Door	+/- (Budget) **
<b>2019-20 Budget</b>	<b>1,453</b>	<b>817</b>	<b>955</b>	<b>3,225</b>	<b>65</b>	<b>3,290</b>
2019-20 Actual	1,445.31	804.67	967.77	3,231.49	100.33	<b>+ 41.49 (3,290)</b>
2018-19 Actual	1,778.50	496.06	979.05	3,229.02	82.30	<b>+ 60.54 (3,290)</b>
2017-18 Actual	1,800.62	484.33	1,000.19	3,285.13	47.83	<b>+ 120.13 (3,165)</b>
2016-17 Actual	1,775.14	478.49	957.34	3,210.97	62.58	<b>+ 100.97 (3,110)</b>
2015-16 Actual	1,726.24	457.17	937.05	3,118.86	62.25	<b>+32.86 (3,086)</b>
2014-15 Actual	1,724.11	442.34	969.95	3,136.40	33.64	<b>+ 50.40 (3,086)</b>

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

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	2,465,299	1,225,348.30	2,409,854.03		55,444.97	97.75
2000 LOCAL SUPPORT NONTAX	823,390	71,740.10	385,170.45		438,219.55	46.78
3000 STATE, GENERAL PURPOSE	31,863,724	3,506,242.10	21,373,558.94		10,490,165.06	67.08
4000 STATE, SPECIAL PURPOSE	11,325,966	1,009,356.32	7,351,208.91		3,974,757.09	64.91
5000 FEDERAL, GENERAL PURPOSE	25,000	40,268.74	40,268.74		15,268.74-	161.07
6000 FEDERAL, SPECIAL PURPOSE	6,097,608	417,899.76	3,203,186.89		2,894,421.11	52.53
7000 REVENUES FR OTH SCH DIST	77,292	896.75	78,598.10		1,306.10-	101.69
8000 OTHER AGENCIES AND ASSOCIATES	78,200	2,529.36-	26,788.61		51,411.39	34.26
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	52,756,479	6,269,222.71	34,868,634.67		17,887,844.33	66.09
<b>B. EXPENDITURES</b>						
00 Regular Instruction	23,221,348	1,966,534.59	15,355,554.06	21,403.00	7,844,390.94	66.22
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	7,482,314	629,912.63	4,920,372.63	1,376.95	2,560,564.42	65.78
30 Voc. Ed Instruction	2,480,293	179,637.03	1,553,478.45	5,278.58	921,535.97	62.85
40 Skills Center Instruction	366,112	40,685.42	243,635.61	0.00	122,476.39	66.55
50+60 Compensatory Ed Instruct.	6,568,974	424,507.39	3,545,815.78	11,350.51	3,011,807.71	54.15
70 Other Instructional Pgms	416,964	24,471.24	305,145.16	3,335.53	108,483.31	73.98
80 Community Services	1,758,767	193,314.10	1,146,024.57	1,007.80	611,734.63	65.22
90 Support Services	10,856,130	746,507.21	7,150,141.06	120,110.15	3,585,878.79	66.97
<u>Total EXPENDITURES</u>	53,150,902	4,205,569.61	34,220,167.32	163,862.52	18,766,872.16	64.69
C. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	300,000	.00	285,429.17			
D. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	694,423-	2,063,653.10	363,038.18		1,057,461.18	152.28-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	3,368,014		2,468,715.73			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE</u> <u>(E+F + OR - G)</u>	2,673,591		2,831,753.91			

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	540,750	984,165.17
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	935,960.74
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	710,775-	1,679,741.63-
G/L 891 Unassigned Min Fnd Bal Policy	2,580,246	2,577,299.63
<u>TOTAL</u>	2,673,591	2,831,753.91

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2020

	ANNUAL	ACTUAL	ACTUAL			
	BUDGET	FOR MONTH	FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	38,500	4,905.61	36,905.78		1,594.22	95.86
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>	38,500	4,905.61	36,905.78		1,594.22	95.86
<b>B. EXPENDITURES</b>						
10 Sites	1,015,087	.00	770,052.18	0.00	245,034.82	75.86
20 Buildings	0	.00	99,315.05	0.00	99,315.05-	0.00
30 Equipment	0	5,143.30	80,069.30	0.00	80,069.30-	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>	1,015,087	5,143.30	949,436.53	0.00	65,650.47	93.53
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</b>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	976,587-	237.69-	912,530.75-		64,056.25	6.56-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	1,931,916		1,222,123.06			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE</b>						
<u>(E+F + OR - G)</u>	955,329		309,592.31			

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	32,250	.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	108,048	113,625.06
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	815,031	195,967.25
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	955,329	309,592.31



30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	2,608,022	908,823.84	2,308,570.13		299,451.87	88.52
2000 Local Support Nontax	41,000	1,080.15	23,403.51		17,596.49	57.08
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	300,000	.00	285,429.17		14,570.83	95.14
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,949,022</u>	<u>909,903.99</u>	<u>2,617,402.81</u>		<u>331,619.19</u>	<u>88.75</u>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	2,527,000	.00	2,585,000.00	0.00	58,000.00-	102.30
Interest On Bonds	420,683	.00	236,417.92	0.00	184,265.08	56.20
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	.00	1,404.07	0.00	504.07-	156.01
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>2,948,583</u>	<u>.00</u>	<u>2,822,821.99</u>	<u>0.00</u>	<u>125,761.01</u>	<u>95.73</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			
<b>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>						
	439	909,903.99	205,419.18-		205,858.18-	< 1000-
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	2,328,739		2,387,973.67			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	2,329,178		2,182,554.49			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,329,178		2,182,554.49			
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>2,329,178</u>		<u>2,182,554.49</u>			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2020

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	99,745	886.29	56,101.90		43,643.10	56.25
2000 Athletics	98,160	.00	71,857.38		26,302.62	73.20
3000 Classes	2,500	.00	.00		2,500.00	0.00
4000 Clubs	173,535	396.04-	73,270.83		100,264.17	42.22
6000 Private Moneys	85,150	.00	86,535.37		1,385.37-	101.63
<u>Total REVENUES</u>	459,090	490.25	287,765.48		171,324.52	62.68
<b>B. EXPENDITURES</b>						
1000 General Student Body	70,720	689.41	19,808.97	0.00	50,911.03	28.01
2000 Athletics	132,240	8,010.09	73,510.27	0.00	58,729.73	55.59
3000 Classes	3,000	.00	.00	0.00	3,000.00	0.00
4000 Clubs	167,265	3,264.47	44,094.96	0.00	123,170.04	26.36
6000 Private Moneys	85,260	.00	86,009.97	0.00	749.97-	100.88
<u>Total EXPENDITURES</u>	458,485	11,963.97	223,424.17	0.00	235,060.83	48.73
<b>C. EXCESS OF REVENUES</b>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	605	11,473.72-	64,341.31		63,736.31	> 1000
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	172,603		228,256.97			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE</b>						
<u>C+D + OR - E)</u>	173,208		292,598.28			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	7,500		7,500.00			
G/L 819 Restricted for Fund Purposes	165,708		285,098.28			
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>	173,208		292,598.28			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2019 (September 1, 2019 - August 31, 2020)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2020

	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	3,800	282.19	3,554.22		245.78	93.53
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	155,027	.00	.00		155,027.00	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	20,000	.00	.00		20,000.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	<u>178,827</u>	<u>282.19</u>	<u>3,554.22</u>		<u>175,272.78</u>	<u>1.99</u>
<u>B. 9900 TRANSFERS IN FROM GF</u>	<u>0</u>	<u>.00</u>	<u>.00</u>		<u>.00</u>	<u>0.00</u>
<u>C. Total REV./OTHER FIN. SOURCES</u>	<u>178,827</u>	<u>282.19</u>	<u>3,554.22</u>		<u>175,272.78</u>	<u>1.99</u>
<u>D. EXPENDITURES</u>						
Type 30 Equipment	300,000	.00	217,111.97	0.00	82,888.03	72.37
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>	<u>300,000</u>	<u>.00</u>	<u>217,111.97</u>	<u>0.00</u>	<u>82,888.03</u>	<u>72.37</u>
<u>E. OTHER FIN. USES TRANS. OUT (GL 536)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>F. OTHER FINANCING USES (GL 535)</u>	<u>0</u>	<u>.00</u>	<u>.00</u>			
<u>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	<u>121,173-</u>	<u>282.19</u>	<u>213,557.75-</u>		<u>92,384.75-</u>	<u>76.24</u>
<u>H. TOTAL BEGINNING FUND BALANCE</u>	<u>346,449</u>		<u>346,767.57</u>			
<u>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</u>	<u>XXXXXXXXXX</u>		<u>.00</u>			
<u>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</u>	<u>225,276</u>		<u>133,209.82</u>			
<u>K. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	225,276		133,209.82			
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>	<u>225,276</u>		<u>133,209.82</u>			

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

## HIGH SCHOOL GRADUATION REQUIREMENTS

The board has established graduation requirements which, at a minimum, satisfy those established by the State Board of Education. The board will approve additional graduation requirements as recommended by the superintendent. Graduation requirements in effect when a student first enrolls in high school will remain in effect until that student graduates. The board will award a regular high school diploma to every student enrolled in the district who meets the requirements established by the district. Only one diploma will be awarded with no distinctions being made between the various programs of instruction which may be pursued.

### CREDIT REQUIREMENTS

<b>Class of:</b>	<b>2014 2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021 and beyond</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	<i>2010 2011</i>	<i>2012</i>	<i>2013</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>
English	4	4	4	4	4	4	4
Mathematics	3	3	3	3	3	3	3
Science	2	2	2	2	2	2	3
Social Studies	2.5	3	3	3	3	3	3
Arts	1	1	1	1	1	1	2*
Health and Fitness	2.5	2.5	2.5	2.5	2.5	2.5	2
Career and Tech Ed							1.5
Occupational Education	1.5	1.5	1.5	1.5	1.5	1.5	
World Language							2*
Electives	5.5	5	5	5	5	5	5.5
<b>Total Required Credits:</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>26</b>

<b>Class of:</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024 and beyond</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>2020</i>
English	4	4	4	4	4	4
Mathematics	3	3	3	3	3	3
Science	2	2	3	3	3	3
Social Studies	3	3	3	3	3	3
Arts	1	1	2*	2*	2*	2*
Health and Fitness	2.5	2.5	2	2	2	2
Career and Tech Ed			1.5	1.5	1.5	1.5
Occupational Education	1.5	1.5				
World Language			2*	2*	2*	2*
Electives	5	5	5.5	3.5	5.5	3.5
<b>Total Required Credits:</b>	<b>22</b>	<b>22</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>24</b>

**Math credit information****~~2014-2017 Math (3 credits required)~~**

~~Math credits are required as follows: Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a 3<sup>rd</sup> credit of math, other than Algebra 2 or Integrated Math 3, if the elective is based on a career-oriented program of study identified in the student's High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067(2)(b).~~

**2018-2020 Math (3 credits required)**

The following courses are required: Algebra 1 or Integrated Math 1; Geometry or Integrated Math 2; Algebra 2 or Integrated Math 3, or a third credit of math, if the elective is based on a career-oriented program of study identified in the student's High School and Beyond Plan and the student, parent/guardian and a school representative meet, discuss the plan and sign a form pursuant to WAC 180-51-067.

**2021 Math (3 credits required)**

The following courses are required: Algebra 1 or integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

**Science credit information****~~2014~~ 2018-2020 Science (2 credits required)**

At least one lab is required.

**2021 and Beyond Science (3 credits required)**

At least two (2) labs are required and a third credit of Science chosen by the student based on the student's interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

**Social Studies credit information**

The Washington State history and government requirement may be met in grades 7 through 12. If the course is taken in the 7<sup>th</sup> or 8<sup>th</sup> grade, it fulfills the requirement, but high school credit will only be awarded if the academic level of the course exceeds the requirements for 8<sup>th</sup> grade. Students who meet the requirement but do not earn credit must still take the required number of social studies credits in high school.

**~~Social Studies (2.5 credits required for Class of 2014 and 2015, 3 credits required for Classes of 2016-2017)~~**

~~For the Classes of 2014 and 2015, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, and .5 credits of Washington State History.~~

~~For the Classes of 2016 and 2017, the following courses are required: 1 credit of U.S. History and Government, 1 credit of Contemporary World History, Geography and Problems, .5 credits of Civics (content may be embedded in another social studies course)~~

~~and .5 Social Studies elective.~~

**2018 and Beyond Social Studies (3 credits required)**

The following are required: U.S. History and Government; Contemporary World History, Geography and Problems; .5 credits of Civics (content may be embedded in another social studies course); .5 credits of Social Studies elective.

**Health & Fitness credit information**

**~~2014~~ 2018-2020 Health and Fitness (2.5 credits required)**

The following are required: .5 credits of Health (must include instruction in CPR and appropriate use of an automated external defibrillator (AED)); 2.0 credits of Fitness. Students must earn credit for physical education unless excused pursuant to RCW 28A.230.050.

**2021 and Beyond Health and Fitness (2.0 credits required)**

The following are required: .5 credits of Health (must include instruction in CPR and appropriate use of an automated external defibrillator (AED)); 1.5 credits of fitness. Students must earn credit for physical education unless excused pursuant to RCW 28A.230.050.

**Arts credit information**

**~~2014~~ 2018-2020 Arts (1 credit required)**

Performing or visual arts is required.

**2021 and Beyond Arts (2 credits required)**

Performing or visual arts is required. One (1) credit may be a Personalized Pathway Requirement,\* defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**Occupational / Career & Technical Education credit information**

**~~2014~~ 2018-2020 Occupational Education (1.5 credits required)**

Must earn a 0.5 credit of "Digitools" as part of the required 1.5 credits.

**2021 and Beyond Career and Technical Education (1.5 credits required)**

Must earn 0.5 credit class that incorporates Washington State Financial Education Standards as part of the required 1.5 credits. This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.

**World Language credit information**

**2021 and Beyond World Language (2 credits required)**

Both credits may be a **Personalized Pathway Requirement\***. If the student has chosen a four-year degree pathway in their High School and Beyond Plan, the student will be advised to earn 2 credits in world language.

**Additional credit information for Class of 2021 and beyond**

Credit requirements conform to Career & College-Ready Graduation requirements.

**ASSESSMENTS**

<b>Class of:</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	2011	2012	2013	2014	2015
	Reading and Writing HSPE, <b>or</b> ELA SBAC		ELA SBAC	ELA SBAC	ELA SBAC
	Algebra I/Integrated math 1 EOC Exam <b>or</b> Geometry/Integrated Math 2 EOC <b>or</b> Math SBAC			EOC Exam in Algebra-1/Integrated Math 1 <b>or</b> Geometry/Integrated Math 2 <b>or</b> Math SBAC	Math SBAC
	CLASS OF 2017 ONLY: Biology EOC Exam			Biology EOC Exam	Biology EOC Exam

**Additional assessment information**

SBAC refers to the Common Core State Standard assessments developed by the multi-state consortium, the Smarter Balanced Assessment Consortium. ELA SBAC refers to the English Language Arts assessment that will be administered to students in the 11th grade.

Next Generation Science Standards (NGSS) may be required for graduation for students graduating after 2017.

**NON-CREDIT REQUIREMENTS**

<b>Class of:</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<i>Entering 9<sup>th</sup> grade after July 1 of:</i>	2010	2011	2012	2013	2014	2015
	Culminating Project					
	High School and Beyond Plan					
	Certificate of Academic Achievement <b>or</b> Individual Achievement awarded to student who pass the required assessments					
	Washington State history and government					



<u>High School and Beyond Plan</u>
------------------------------------

<u>Washington State history and government (non-credit requirement)</u>
---

### **High School and Beyond Plan**

~~Within the first year of high school enrollment, each student will develop a High School and Beyond Plan. The plan will be developed in collaboration with the student, parents/guardians and district staff and include, at a minimum: 1) a career goal; 2) an educational goal; 3) a four-year course plan for high school; and 4) identification of required assessments. Each student plan should be reviewed annually at the beginning of the school year to assess student progress, to adjust the plan if necessary and to advise the student on steps for successful completion of the plan. Whether the student has met requirements for the High School and Beyond Plan is determined by the district.~~

~~A student receiving special education services who has developed a transition plan as part of their Individualized Education Plan (IEP) may be considered by the district to have developed a High School and Beyond Plan.~~

Each student must have a high school and beyond plan to guide the student's high school experience and inform course taking that is aligned with the student's goals for education or training and career after high school.

High school and beyond plans must be initiated for students during the seventh or eighth grade to guide their high school experience and prepare them for postsecondary education or training and their careers. In preparation for initiating a high school and beyond plan, each student must first be administered a career interest and skills inventory.

The district will encourage parents and guardians to be involved in the process of developing and updating students' high school and beyond plans. Students' plans will be provided to students' parents or guardians in their native language if that language is one of the two most frequently spoken non-English languages of students in the district.

### **Certificate of Academic Achievement**

~~A student will receive a certificate of academic achievement (CAA) if they earn the appropriate number of credits required by the district, complete the High School and Beyond plan, complete the Culminating Project and meet the reading, writing and math standards on the high school statewide assessment or an appropriate state approved alternative ("CAA option").~~

### **Certificate of Individual Achievement**

~~A student qualifying for special education services may earn a Certificate of Individual Achievement after passing assessments determined by the student's Individualized Education Plan (IEP) team to be appropriate for the student based on their learner characteristics, post-secondary goals and previous testing history.~~

### Awarding of High School Credit

High school credit will be awarded for successful completion of a specified unit of study. In this district, successful completion of a specified unit of study means:

1. Earning a passing grade according to the district's grading policy and/or
2. Demonstrating proficiency/mastery of content standards as determined by the district; and/or
3. Successfully completing an established number of hours of planned instructional activities to be determined by the district.
4. The district will establish a process for determining proficiency/mastery for credit-bearing courses of study.

### Implementation

~~The superintendent will develop procedures for implementing this policy which include:~~

- ~~1. Determination of the education plan process for identifying competencies;~~
- ~~2. Establishing the process for completion of the High School and Beyond Plan;~~
- ~~3. Recommending course and credit requirements which satisfy the State Board of Education requirements and recognize the expectations of the citizens of the district;~~
- ~~4. Determining which courses satisfy particular subject area requirements and whether a particular course may satisfy more than one subject area requirement, including a process for determining the credits the district will recognize for courses taken through another program recognized by the state (e.g. another public school district or an approved private school) or those courses taken by students moving into the state from another state or country. Decisions regarding the recognition of credits earned before enrolling in the district will be based on the professional judgment of the high school principal or designee based on an evaluation of the student's former program and demonstrated knowledge and skills in the discipline for which credit is sought. The decision of the principal may be appealed to the superintendent within fifteen school days;~~
- ~~5. Making graduation requirements available in writing to students, parents and members of the public;~~
- ~~6. Providing for a waiver of graduation requirements for an individual student when permitted. All state graduation requirements must be satisfied unless a waiver is permitted by law;~~
- ~~7. Granting credit for learning experiences conducted away from school, including National Guard high school career training;~~

~~Granting credit for correspondence, vocational technical institutes and/or college courses for college or university course work the district has agreed to accept for high school credit. State law requires that the district award one high school credit for every five-quarter hour credit or three semester hour credit successfully earned through a college or university, except for community college high school completion programs where the district awards the diploma. Tenth and eleventh grade students and their parents will be~~

- ~~notified annually of the Running Start Program;~~
- ~~8. Granting credit for work experience~~
  - ~~9. Granting credit based upon competence testing, in lieu of enrollment;~~
  - ~~10. Granting credit for high school courses completed before a student attended high school, to the extent that the course work exceeded the requirements for seventh or eighth grade;~~
  - ~~11. Counseling of students to know what is expected of them in order to graduate;~~
  - ~~12. Preparing a list of all graduating students for the information of the board and release to the public;~~
  - ~~13. Preparing suitable diplomas and final transcripts for graduating seniors;~~
  - ~~14. Planning and executing graduation ceremonies; and~~
  - ~~15. Developing student learning plans for students who are not successful on one or more components of the statewide assessment.~~

~~In the event minimum test requirements are adopted by the board, a student who possesses a disability will satisfy those competency requirements which are incorporated into the Individualized Education Plan (IEP). Satisfactory completion of the objectives incorporated into the IEP will serve as the basis for determining completion of a course.~~

The superintendent or designee will develop procedures for implementing this policy according to applicable state law.

### **Seal of Biliteracy**

The district will award the Washington Seal of Biliteracy to students who have attained a high level of proficiency in speaking, reading and writing in one or more world languages in addition to English. Students who meet the criteria as established in WAC 392-410-350 will be awarded the seal on their high school diploma and transcript. The superintendent will implement procedures to determine eligibility.

### **Awarding of a Diploma**

~~A student will be issued a diploma after completing the district's requirements for graduation. In lieu of the certificate of academic achievement, special education students may earn a certificate of individual achievement. A student will also be advised that he/she may receive a final transcript.~~

### **Withholding of a Diploma**

A student's diploma or transcript may be withheld until the student pays for any school property that has been lost or willfully damaged. Upon payment for damages, or the equivalency through voluntary work, the diploma or transcript will be released. When the damages or fines do not exceed \$100, the student or his/her parents will have the right to an appeal using the same process as used for short-term suspension as defined in Policy 3200, Rights and Responsibilities. When damages are in excess of \$100, the appeal process for long term suspension as defined in Policy 3200 Rights and Responsibilities will apply. The district may, in its discretion, choose to offer in-school suspension in these circumstances.

**Graduation Ceremonies** If students fulfill graduation requirements by the end of the last term of their senior year, they may participate in graduation ceremonies. Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will be notified of this opportunity at least one month prior to the close of the school term.

In the event that other forms of corrective actions are imposed for violations of school rules, the student may be denied participation in graduation ceremonies. Such exclusion will be regarded as a school suspension. In such instances, the diploma will be granted.

Cross References:	Policy 2418	Waiver of High School Graduation Credits
	3412	<del>Automated External Defibrillators</del>
	3520	Student Fees, Fines, or Charges
	3200	<u>Rights and Responsibilities</u>
	3110	Qualification of Attendance and Placement

Legal References:	<u>Laws of 2019, ch. 252, § 201 Graduation pathway options for the graduating class of 2020 and subsequent classes RCW 28A.155.045 Certificate of individual achievement</u>	
	RCW 28A.230.090	High school graduation requirements or equivalencies — <u>High school and beyond plans — Career and college ready graduation requirements and waivers</u> — Reevaluation of graduation requirements — <del>Review and authorization of proposed changes</del> <u>Language requirements</u> — Credit for courses taken before attending high school — Postsecondary credit equivalencies
	<del>RCW 28A.230.093</del>	<del>Social studies course credits — Civics coursework</del>
	RCW 28A.230.097	Career and technical high school course equivalencies
	RCW 28A.230.120	High school diplomas — Issuance — Option to receive final transcripts — Notice
	RCW 28A.230.122	International baccalaureate diplomas
	RCW 28A.600.300-400	Running start program - Definition
	RCW 28A.635.060	Defacing or injuring school property — Liability of pupil, parent or guardian — Withholding grades, diploma, or transcripts — Suspension and restitution — Voluntary work program as alternative — Rights protected
	WAC 180-51	High school graduation requirements
	WAC 392-121-182	Alternative learning experience requirements
	WAC 392-169	Special service programs - Running start program
	WAC 392-348	Secondary education
	WAC 392-410	Courses of study and equivalencies

---

WAC 392-410-350 Seal of Biliteracy  
WAC 392-415-070 Mandatory high school transcript contents – Items –  
Timelines

Adoption Date: 10/07/97  
Revised: 06/15/04; 09/07/10; 10/16/12; 10/15/13; 12/20/16; \_\_\_\_\_

## High School Graduation Requirements

### Publication of Graduation Requirements

Prior to registering in high school, and each year thereafter each student and his/her parents or guardians will be provided with a copy of the graduation requirements in effect for that student (those in effect when the student enrolled in ninth grade). Graduation requirements will also be included in the student handbook.

### CREDIT REQUIREMENTS

#### Period of Eligibility to Earn Credits

Generally, credit towards high school graduation will be earned in grades nine through twelve. However, ~~upon request, unless requested otherwise by the student and the student's family, the district will award a student who has completed high school courses while in seventh or eighth grade will be given~~ high school credit towards fulfilling graduation requirements to a student who has completed high school courses while in seventh or eighth grade if one of the following applies:

- A. The course was taken with high school students and the student successfully passed the same course requirements and examinations as the high school students enrolled in the class; or
- B. The course taught at the middle school level has been determined by the district to be similar or equivalent to a course taught at the high school level.

Students who have taken and successfully completed high school courses under the above circumstances shall not be required to take an additional competency examination or perform any other additional assignment to receive credit.

#### Total Number of Credits Required

Students will be expected to earn a total of 22 credits for the classes of ~~2014~~2018-2020, and 26 credits for the ~~classes~~ of 2021-2023, and 24 credits for the classes of 2024 and beyond to meet district graduation requirements. Students will have access to a broad variety of academic and exploratory courses to achieve the goals of their Personalized Pathway.

#### Subject Area Requirements (Classes of ~~2014~~2018 to 2020)

The following courses are approved for satisfying the subject area requirements as established by the State Board of Education [See Policy 2410] and shall be required of each candidate for graduation:

	Class of <del>2014</del> to 2015	Class of <del>2016</del> <u>2018</u> to 2020
--	-------------------------------------	---

English (reading, writing and communications)	<del>4.0 credits</del>	4.0 credits
Geometry and <u>Third Year Math Option</u> <del>Algebra II (or approved alternative*)</del>	<del>3.0 credits*</del>	3.0 credits

Science (Including at least one laboratory credit)	<del>2.0 credits</del>	2.0 credits
Social Studies **	<del>2.5 credits</del>	3.0 credits
Health and Fitness ***	<del>2.5 credits</del>	2.5 credits
Arts	<del>1.0 credit</del>	1.0 credit
Occupations	<del>1.0 credit</del>	1.0 credit
Digital Communication	<del>0.5 credit</del>	0.5 credit
Electives	<del>5.5 credit</del>	5.0 credit
<b>TOTAL:</b>	<b><del>22.0 credits</del></b>	<b>22.0 credits</b>

*\* A student may elect to pursue a third credit of math other than Algebra II if the elective choice is based on a career oriented High School and Beyond Plan, and the student, parent/guardian and school representative meet and sign an option form.*

*\*\* Class of 2013 and beyond must include one credit Contemporary World Problems, one credit U.S. History. Class of 2013-2015 must earn 0.5 credit in Washington State History (which includes civics, history and geography). Class of 2016~~8~~ and beyond must pass a Washington State History and Government course or state-approved alternative; must also earn a 0.5 credit in Civics and an additional 0.5 credit in a Social Studies elective course.*

*\*\*\* Must earn 0.5 credit of Health*

**CREDIT REQUIREMENTS**

Class of:	<del>2021 and beyond- 2023</del>	<u>2024 and beyond</u>
Entering 9 <sup>th</sup> grade after July 1 of:	2017	<u>2020</u>
English	4	<u>4</u>

Aberdeen School District No. 5

Mathematics	3	<u>3</u>
Science	3	<u>3</u>
Social Studies	3	<u>3</u>
Arts	2*	<u>2*</u>
Health and Fitness	2	<u>2</u>
Career and Tech Ed	1.5	<u>1.5</u>
Occupational Education		
World Language	2*	<u>2*</u>
Electives	5.5	<u>3.5</u>
<b>Total Required Credits:</b>	<b>26</b>	<b><u>24</u></b>

**Math credit information**

**2021 and Beyond Math (3 credits required)**

The following courses are required: Algebra 1 or integrated Math 1, Geometry or Integrated Math 2 and a third credit of math chosen by the student based on the student’s interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

**Science credit information**

**2021 and Beyond Science (3 credits required)**

At least two (2) labs are required and a third credit of Science chosen by the student based on the student’s interest and High School and Beyond Plan and approved by the parent or guardian. If the parent or guardian is unavailable or does not indicate a preference, the school counselor or principal will approve the course.

**Social Studies credit information**

The Washington State history and government requirement may be met in grades 7 through 12. If the course is taken in the 7<sup>th</sup> or 8<sup>th</sup> grade, it fulfills the requirement, but high school credit will only be awarded if the academic level of the course exceeds the requirements for 8<sup>th</sup> grade. Students who meet the requirement but do not earn credit must still take the required number of social studies credits in high school.

**2018 and Beyond Social Studies (3 credits required)**

The following are required: U.S. History and Government; Contemporary World History, Geography and Problems; .5 credits of Civics (content may be embedded in another social studies course); .5 credits of Social Studies elective.

**Health & Fitness credit information**

**2021 and Beyond Health and Fitness (2.0 credits required)**

The following are required: .5 credits of Health (must include instruction in CPR and appropriate use of an automated external defibrillator (AED)); 1.5 credits of Fitness. Students must earn credit for physical education unless excused pursuant to RCW 28A.230.050.



**Arts credit information****2021 and Beyond Arts (2 credits required)**

Performing or visual arts is required. One (1) credit may be a **Personalized Pathway Requirement\***, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

**Occupational / Career & Technical Education credit information****2021 and Beyond Career and Technical Education (1.5 credits required)**

Must earn 0.5 credit class that incorporates Washington State Financial Education Standards as part of the required 1.5 credits. This credit may be an Occupational Education course that meets the definition of an exploratory course as described in the CTE program standards.

**World Language credit information****2021 and Beyond World Language (2 credits required)**

Both credits may be a **Personalized Pathway Requirement\***. If the student has chosen a four-year degree pathway in their High School and Beyond Plan, the student will be advised to earn 2 credits in world language.

Per Chapter 28A.231, RCW, each school district must offer instruction in cardiopulmonary resuscitation (CPR) in at least one health class required for graduation. The instruction must have been developed by the American Heart of Association or the American Red Cross or be nationally recognized based on the most current national guidelines for CPR. The instruction must include use of automated external defibrillators (AED) which may be taught by video. The district may provide the CPR instruction directly or arrange it through community-based providers such as the local fire department. Students are not required to earn CPR certification to successfully complete the instruction.

Students shall be expected to earn a total of 22 credits (Class of ~~2014~~2018-2020), ~~and~~ 26 credits (Class of ~~2021-2023~~ ~~and beyond~~) and 24 credits (Class of 2024 and beyond) in order to complete graduation requirements. WAC 180-51-050 defines a high school credit to mean: (1) Grades nine through twelve or the equivalent of a four-year high school program, or as otherwise provided in RCW 28A.230.090(4): (a) Successful completion, as defined by written district policy, of courses taught to the state's essential academic learning requirements (learning standards). If there are no state-adopted learning standards for a subject, the local governing board, or its designee, shall determine learning standards for the successful completion of that subject; or (b) Satisfactory demonstration by a student of proficiency/competency, as defined by written district policy, of the state's essential academic learning requirements (learning standards).

A. Students who show competency by meeting the standard on the state exams or other assessment options such as the SAT, ACT or AP exams required for graduation may ***recover credit for previously failed courses*** in the following ways:

## 1. Math:

Class of ~~2014~~2018 and beyond may recover one-half (0.5) math credit for a previously

Aberdeen School District No. 5

Instruction

failed math course by meeting the standard on a state approved math assessment or other approved state alternative achievement option in math.

2. Science:

Class of ~~2014~~2018 and beyond may recover one-half (0.5) science credit for a previously failed science course by meeting the standard on a state approved science assessment or other approved state alternative achievement option in science.

3. Language Arts:

Class of ~~2014~~2018 and beyond may recover one-half (0.5) Language Arts credit for a previously failed Language Arts course by meeting the standard on a state approved ELA assessment or other approved state alternative achievement option in ELA.

B. In all of the situations outlined above, a unique course code will be created and will be reflected on the transcript and meet the graduation requirement reflecting the selected credit and course. The previously failed course will remain on the transcript.

### Credits from other programs

The principal or designee is responsible for determining which credits will be recognized by the district for students enrolling from another state approved learning program (public school, approved private school or home school), or from out-of-state, or out-of-country. Credits from another Washington public school or accredited state private school or accredited out-of-state public or private school will be accepted to the extent the credit matches a district graduation requirement, or may be counted as an elective credit. Credits from unaccredited programs or home schools will be evaluated as described below for home school students. Decisions of the principal or designee may be appealed to the superintendent within fifteen school days of the initial decision.

### ~~High School and Beyond Plan~~ HIGH SCHOOL AND BEYOND PLAN

Each student must have a high school and beyond plan to guide the student's high school experience and inform course taking that is aligned with the student's goals for education or training and career after high school.

High school and beyond plans must be initiated for students during the seventh or eighth grade to guide their high school experience and prepare them for postsecondary education or training and their careers. In preparation for initiating a high school and beyond plan, each student must first be administered a career interest and skills inventory.

The district encourages parents and guardians to be involved in the process of developing an updating students' high school and beyond plans. Students' plans will be provided to students' parents or guardians in their native language if that language is one of the two most frequently spoken non-English languages of students in the district.

School staff will update students' plans to reflect high school assessment results and revised as necessary for changing interests, goals, and needs. Each student's high school and beyond plan will be updated to inform junior year course taking.

Aberdeen School District No. 5

Instruction

For students with an individualized education program (IEP), the high school and beyond plan must be developed and updated in alignment with their IEP, but in a similar manner and with similar school personnel as for all other students.

All high school and beyond plans will, at a minimum, include the following:

- A. Identification of career goals, aided by a skills and interest assessment;
- B. Identification of educational goals;
- C. Identification of dual credit programs and the opportunities they create for students, including eligibility for automatic enrollment in advanced classes under RCW 28A.320.195, career and technical education programs, running start programs, AP courses, international baccalaureate programs, and college in the high school programs;
- D. Information about the college bound scholarship program established in chapter 28B.118 RCW;
- E. A four-year plan for course taking that does the following:
  1. Includes information about options for satisfying state and local graduation requirements;
  2. Satisfies state and local graduation requirements;
  3. Aligns with the student's secondary and postsecondary goals, which can include education, training, and career;
  4. Identifies course sequences to inform academic acceleration, as described in RCW 28A.320.195, that include dual credit courses or programs and are aligned with the student's goals;
  5. Includes information about the college bound scholarship program; and
  6. Evidence that the student has received the following information on federal and state financial aid programs that help pay for the costs of a postsecondary program:
    - i. Information about the documentation necessary for completing the applications; application timelines and submission deadlines; the importance of submitting applications early; information specific to student who are or have been in foster care; information specific to students who are, or are at risk of being, homeless; information specific to students whose family member or guardians will be required to provide financial and tax information necessary to complete the application; and
    - ii. Opportunities to participate in sessions that assist students and, when necessary, their family members or guardians, fill out financial aid applications.

- F. By the end of the twelfth grade, a current resume or activity log that provides a written compilation of the student's education, any work experience, and any community service and how the school district has recognized the community service.

~~As a requirement for graduation, each student will create a High School and Beyond Plan in cooperation with their parents/guardians and school staff. The plan will provide the student with an opportunity to explore their own skills and career options and to develop personalized pathway requirements to meet credit requirements for graduation. The plan will also serve as a means of tracking requirements for graduation and entry into postsecondary programs. It must include a plan for the year after high school as required by WAC 180-51-066 and WAC 180-51-067.~~

~~In assisting students with developing a High School and Beyond Plan the district should:~~

- ~~A. Provide internal and external resources to ensure successful development and implementation of the High School and Beyond Plan;~~
- ~~B. Provide the opportunity for student choice, voice and ownership of the High School and Beyond Plan;~~
- ~~C. Teach students a planning process that provides a capacity to create, review and revise the High School and Beyond Plan;~~
- ~~D. Prepare all students for post-secondary options;~~
- ~~E. Align the High School and Beyond Plan with high school graduation requirements as determined by the State Board of Education and district high school graduation requirements;~~
- ~~F. Collect and analyze data to evaluate and improve the effectiveness of the High School and Beyond Plan; and~~
- ~~G. Assure parental involvement in the planning process, including the student's development of the High School and Beyond Plan.~~

## Senior Boards

The district requires that students complete a Senior Board presentation as a requirement for high school graduation. In assisting students with developing the Senior Board presentation the district should:

- A. Advise the student and parents of the requirement to complete a Senior Board as a graduation requirement;
- B. Provide the student assistance and guidance annually on completing the presentation;
- C. The Senior Board may include:

1. A demonstration of the student's ability to communicate in writing by completing a reflection;
  2. A demonstration of the student's ability to communicate orally through a presentation to teachers and/or community members;
  3. Completion of a self-directed student project that demonstrates the student's academic and management skills; and
  4. The opportunity for the student to complete a community service project or a project working with a community member;
- D. Review each student's progress ~~annually~~;
- E. Provide opportunities within the curriculum for students to work on projects; and
- F. Ensure projects align with ~~goals three and four of the learning goals~~ the student's High School and Beyond Plan

### **GRADUATION PATHWAY OPTIONS**

A student may choose to pursue one or more of the pathway options described below to demonstrate career and college readiness as long as the option chosen is in alignment with the student's high school and beyond plan.

#### **Statewide High School Assessment**

A student may demonstrate career and college readiness by meeting or exceeding the graduation standard established by the State Board of Education on the statewide high school assessments in English language arts and mathematics.

#### **Dual Credit Courses**

A student may demonstrate career and college readiness by completing and qualifying for college credit in dual credit courses in English language arts and mathematics. A dual credit course is a course in which a student qualifies for college and high school credit upon successfully completing the course.

#### **High School Transition Courses**

A student may demonstrate career and college readiness by earning high school credit in a high school transition course in English language arts and mathematics. A high school transition course is a course offered in high school where successful completion by a high school student ensures the student college-level placement at participating institutions of higher education as defined in RCW 28B.10.016. High school transition courses must satisfy core or elective credit graduation requirements established by the State Board of Education.

Aberdeen School District No. 5

**AP Courses and International Baccalaureate Programs**

A student may demonstrate career and college readiness by earning high school credit, with a C+ grade, or receiving a three or higher on the AP exam, or equivalent, in AP, international baccalaureate, or Cambridge international courses in English language arts and mathematics; or receiving a four or higher on international baccalaureate exams.

For English language arts, successfully completing any of the following courses meets the standard: AP microeconomics, AP psychology, AP United States history, AP world history, AP United States government and politics, AP comparative government and politics, and any of the international baccalaureate individuals and societies courses.

For mathematics, successfully completing any of the following courses meets the standard: AP statistics, AP computer science, AP computer science principals, AP calculus, and any of the international baccalaureate mathematics courses.

**SAT or ACT Scores**

A student may demonstrate career and college readiness by meeting or exceeding the scores established by the state board of education for the mathematics portion and the reading, English, or writing portion of the SAT or ACT.

**Combination of Options**

A student may demonstrate career and college readiness by meeting any combination of at least one English language arts option and at least one mathematics option described above.

**Armed Services Vocational Aptitude Battery**

A student may demonstrate career and college readiness by meeting standard in the armed services vocational aptitude battery.

**Career and Technical Education Courses**

A student may demonstrate career and college readiness by completing a sequence of career and technical education courses that are relevant to a student's postsecondary pathway that meet either the curriculum requirements of core plus programs for aerospace, maritime, health care, information technology, or construction and manufacturing; or the minimum criteria identified in RCW 28A.700.030.

**Expedited Appeal Process for Waiving Student Assessment Requirements**

For the graduating classes of 2014, 2015, 2016, 2017, 2018, 2019, and 2020, an expedited appeal process for waiving specific requirements in RCW 28A.655.061 pertaining to the certificate of academic achievement and the certificate of individual achievement is available for eligible students who have not met the state standard on the English language arts statewide student assessment, the mathematics high school statewide student assessment, or both. The student or the student's parent, guardian, or principal may initiate an appeal with the district and the district has

Aberdeen School District No. 5

Instruction

the authority to determine which appeals to submit to the superintendent of public instruction for review and approval.

A student in the class of 2014, 2015, 2016, or 2017 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district.

A student in the class of 2018 is eligible for the expedited appeal process if he or she has met all other graduation requirements established by the state and district and has attempted at least one alternative assessment option as established in RCW 28A.655.065.

This expedited appeal process will no longer be available after August 31, 2022.

### **STUDENT'S WITH AN INDIVIDUALIZED EDUCATION PROGRAM (IEP)**

A student's IEP team must determine whether the graduation pathway options described above are appropriate for the student. If the IEP team determines that those options are not appropriate, then the student must earn a certificate of individual achievement to graduate. A certificate of individual achievement may be earned by using multiple measures to demonstrate skills and abilities commensurate with the students IEP.

The following process will be followed to help a student with an IEP graduate:

- 
- A. By the age of 14, the student will participate with the IEP Team (including a special education teacher, general education teacher, parents, student, and other school personnel and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student's course of study.
- 
- B. As an outcome of the discussion, the IEP will include appropriate graduation requirements based on the student's individual needs and abilities consistent with the student's transition plan. Modifications to the district's standard graduation requirements may include:
  - 
  - 1. Attainable alternate classwork or individualized activities substituted for standard requirements;
  - 
  - 2. A statement of waiver for any waived standard graduation requirements; or
  - 
  - 3. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.
  -
- C. The student will, in cooperation with his or her parent or guardian and the IEP team, determine:
  - 
  - 1. The projected date by which all graduation requirements will be met; and
  -
-

2. The projected date and conditions under which the student will participate in the graduation ceremony.
- D. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decision that modifies the district's standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed or revised to accommodate the student's progress and development.

### **Seal of Biliteracy**

To be awarded the Washington Seal of Biliteracy, graduating high school students must meet the following criteria:

- A. Demonstrate proficiency in English by 1) meeting statewide minimum graduation requirements in English as established by the Washington State Board of Education and 2) meeting state standards on the reading and writing or English language arts assessment.
- B. Demonstrate proficiency in one or more world language. For purposes of this section, "world language" is defined as a language other than English, including American sign language, Latin and Native American or other indigenous languages or dialects. Proficiency may be demonstrated by:
  1. Passing a foreign language Advanced Placement exam with a score of 3 or higher;
  2. Passing an International Baccalaureate exam with a score of 4 or higher;
  3. Demonstrating intermediate-mid level or higher proficiency on the American Council on Teaching of Foreign Languages (ACTFL) guidelines using assessments approved by OSPI for competency-based credits; and demonstrating proficiency using reading assessments approved by OSPI (when developed);
  4. Qualifying for four competency-based credits by demonstrating proficiency in speaking, writing, and reading the world language at intermediate-mid level or higher on the ACTFL proficiency guidelines according to Policy 2409, Credit for Competency-Proficiency; or
  5. Demonstrating proficiency in speaking, writing and reading the world language through other national or international assessments approved by OSPI.

### **Waiver of Graduation Requirements**

~~All state requirements must be satisfied except that Washington history and government may be waived for students who have completed and passed a state history and government course of study in another state may have the Washington state history and government requirement waived by their principal, pursuant to WAC 180-51-075 (2)(b).~~



Aberdeen School District No. 5

Instruction

~~Additionally, physical education, pursuant to RCW 28A.230.050, may be waived upon written request of a parent or guardian on account of physical disability, employment or religious belief or because of participation in directed athletics or military science and tactics. This will not alter the credit requirements established by the board.~~

~~The following procedure will be followed in graduation waiver requests:~~

- ~~A. The principal is responsible for evaluating educational experiences of individual students and recommending graduation to the superintendent when requirements have been met.~~

~~An individual student may be granted an exemption from any requirement in this policy if such requirement impedes the progress toward graduation provided there is a direct relationship between the failure to meet the requirement and the student's ability. When a 12th grade student transfers from another high school, the student may be permitted to graduate with a lesser number of credits provided that minimum state course and credit requirements are satisfied and the student successfully passes a full schedule of classes during his/her 12th year of school.~~

- ~~B. Waiver of graduation requirements is determined by the principal. The procedure for processing requests for waiver will be as follows:~~

- ~~1. Request will be initiated by the parent or the eligible student;~~
- ~~2. The principal will investigate the request for waiver of graduation requirements;~~
- ~~3. The principal will make a determination in writing based upon appropriate data and upon conclusions of the investigation;~~
- ~~4. The principal will develop appropriate record keeping procedures for storage of all pertinent data relating to each waiver request; and~~
- ~~5. The parent or eligible student will be notified that an appeal to the decision on waiver requests may be made in writing to the superintendent no later than 30 days prior to the anticipated graduation date.~~

### **Alternative Programs**

Credit toward graduation requirements may be granted for planned learning experiences primarily conducted away from the facilities owned, operated or supervised by a district.

A proposal for approval of out-of-school learning activities will be submitted prior to the experience, will be at no additional cost to the district, and will include at least the following information:

- A. The name of the program or planned learning experience;
- B. The length of time for which approval is desired;

Aberdeen School District No. 5

- C. The objective(s) of the program or planned learning experience;
- D. The state learning goals and related essential academic learning requirements are part of the program or planned learning experience~~The teaching component(s) of the program, including where and when teaching activities will be conducted by school district certificated staff;~~
- E. ~~A schedule of the duration of the program, including beginning and ending dates within the school year~~ A description of how credits will be determined in accord with WAC 180-51-050(1);
- F. The content outline of the program and/or major learning activities and instructional materials to be used~~A description of how student performance will be supervised, evaluated, and recorded by the certificated staff or by qualified school district employees under the direct supervision of the certificated staff;~~  
  
~~A description of intervention techniques and criteria for their use;~~
- G. Description of how student performance will be assessed;
- H. Qualifications of instructional personnel; ~~and~~
- I. Plans for evaluation of program, and
- J. How and by whom the student will be supervised.

A list of approved programs will be kept on file in the superintendent's office. Reasons for approval or disapproval will be communicated to those making the request.

### **Running Start**

The Running Start program allows high school juniors and seniors to attend community college classes (100 level or above) for part or all of their schedule. Students must be of junior standing or above to be eligible for the program. Students earn college credit which is also converted and applied to their high school transcript.

In order to enroll in the Running Start program, students will be advised to:

- A. Contact the college they are interested in attending and make arrangements to take the ASSET or COMPASS placement test. The test is offered at various times and results are often available the following day. Minimum scores in reading and writing are required.
- B. Speak with their counselor to assess credits needed for graduation, then decide which courses they would like to take at the college. Note that part-time Running Start students will need to coordinate college classes so that they do not interfere with their high school classes. Full-time Running Start students will not be enrolled in courses at the high school, even when the community college they attend is not in session.

- C. Obtain a Running Start authorization form from the college or their high school counselor. The counselor will sign the form after the student completes their portion. A parent signature is required if the student is under 18 years old.
- D. Take the authorization form to the college and register for classes. Once the classes are completed, the college will notify the high school and credits will be added to the student's transcript.

### **Credit for Career and Technical Work-Based Learning**

The use of work experience as a part of the educational program of students should be regarded as part of the secondary school curriculum rather than just a device to relieve a staffing shortage. The following are the bases upon which credit may be granted for work experience:

- A. The work program will be supervised by the school.
- B. The work experience will be specifically related to the school program of the student.
- C. Credit given for work experience will represent growth in the student, and the type of work done should have definite educational value.
- D. The job in which experience is gained will provide a varied experience.
- A work experience program will be supplemented by an adequate program of guidance, placement, follow-up and coordination between job and school by the career placement counselor.
- E. Work experience as a planned part of a school subject may be included in the credit given for that subject (e.g., sales training class).
- F. One credit may be granted for not less than one hundred eighty hours for instructional work based learning experience, and not less than three hundred sixty hours of cooperative work based learning experience related to a student's school program.
- G. A student participating will be legally employed and must have passed his/her sixteenth birthday.
- H. An employer's report of the student's work record, indicating satisfactory progress on the job, will be filed with the school.
- I. The regular state apprenticeship program, where the training is worked out cooperatively with the school and meets the standards for graduation requirements, is acceptable.
- J. Program standards and procedures will be followed and aligned with the state career and technical work based learning standards.

### **National Guard High School Career Training**

Credit may be granted for National Guard high school career training in lieu of either required or elective high school credits. Approval by the district will be obtained prior to a student's

Aberdeen School District No. 5

participation in a National Guard training program as follows:

- A. MIL Form 115 or an equivalent form provided by the National Guard will be completed and filed with the school district; and
- B. The number of credits toward high school graduation to be granted will be calculated, agreed upon by the student and an authorized representative of the school district, and such agreement noted on MIL Form 115 or such equivalent form
- C. Credit toward high school graduation may be granted by the school district upon certification by a National Guard training unit commander that the student has met all program requirements.

### **Home School Credit**

Guidelines for granting high school credit for home schooling are as follows:

- A. To gain credit for a course of study, a student will provide:
  1. A journal which reflects the actual work completed during a home-study course of study
  2. Exhibit(s) of any specific projects completed (e.g., themes, research papers, art and/or shop projects); and/or
  3. Any such other performance-based exhibits of specific course-related accomplishments.
- B. To gain credit for a course of study, a student will demonstrate proficiency at a minimum of 80 percent of the objectives of the course. Such testing will be available as an ancillary service of the district if it is regularly available to all students. If not, the parent may engage district-approved personnel to conduct such an assessment at a cost to be determined by such personnel.
- C. Credit is granted for the following approved schools:
  1. Community colleges, vocational-technical institutes, four-year colleges and universities and approved private schools in the state of Washington, and
  2. Other schools or institutions which are approved by the district after evaluation for a particular course offering.

### **~~Students with an Individualized Education Program (IEP)~~**

~~A student with a disability may fulfill graduation requirements as follows:~~

- ~~A. By the age of 16, the student will participate with the IEP Team (including a special-education teacher, general education teacher, parents, student and other school personnel~~

~~and agency representatives who will assist the student in achieving the goals of the IEP) in a discussion of transition service needs that focuses on the student's course of study;~~

~~B. As an outcome of the discussion, the IEP will include appropriate graduation requirements based on the student's individual needs and abilities consistent with their transition plan, appropriate graduation requirements. Modifications to the district's standard graduation requirements may include:~~

- ~~1. Attainable alternate classwork and/or individualized activities substituted for standard requirements;~~
- ~~2. A statement of waiver for any waived standard graduation requirements; or~~
- ~~3. An extension of time for the student to remain in school to complete graduation requirements. The student may remain in school up to and including the school year in which the student reaches twenty-one years of age.~~

~~C. The student will, in cooperation with their parent/guardian and the IEP team, determine:~~

- ~~1. The projected date by which all graduation requirements will be met; and~~
- ~~2. The projected date and conditions under which the student will participate in the graduation ceremony.~~

~~D. The student will have an IEP that incorporates all issues and decisions from the above procedures. Any decisions that modify the district's standard graduation requirements will be made through the IEP process. Annually or as needed, the IEP will be reviewed/revised to accommodate the student's progress and development.~~

## Graduation Ceremonies

Each student will be awarded a diploma after satisfactorily completing local and state requirements. Upon request, each graduating student will receive a final transcript. Each student will be notified of this opportunity at least one month prior to the close of the school term.

Any student receiving services under an IEP who will continue to receive such services between the ages of 18 and 21 will be allowed to participate in the graduation ceremonies and activities after four years of high school attendance with his or her age-appropriate peers and receive a certificate of attendance.

Graduation ceremonies will be conducted in the following manner:

1. Each participating student must participate in the graduation ceremony rehearsal. Each student who participates will purchase or rent the proper cap and gown as designated by the school administration and the class advisor and officers.
2. Caps and gowns will be worn in the proper manner, as designated by the school administration and class advisor.

3. Students who participate will be expected to use good taste in their choice of accessories for their attire.
4. Each student who participates will be expected to cooperate with the class advisor and to participate in all parts of the graduation ceremonies.
5. Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the graduation ceremonies.



HERFF JONES

Carly Langdon  
10507 NW 29th Ave - Vancouver, Washington 98685  
(503) 896-9885 - clangdon@herffjones.com

# PRINTING AGREEMENT

Year(s) Covered:  2021  2022  2023  2024  2025  
 New  Renewal

Date: 5/1/2020

Subject to the terms hereof, the Customer (school) named below hereby engages HERFF JONES, Inc., and Herff Jones agrees, to print and bind the specified publication during the Years Covered (specified above).

### School Name: Aberdeen High School

Address: 410 North G Street  
City/State/Zip: Aberdeen, WA 98520  
Job Number: 7588  
Title/Publication: Quinault  
Current Enrollment: 900

### Specifications

Program: 900 All Color  
Trim Size: 9 X 12  
Pages: 260  
Copies: 375  
Submission Method: Web (eDesign)  
Cover: Four-Color Litho Cover  
Vista Litho  
Cover Proof 4-C Match Profiled (100% to Size, Mounted)  
Binding: Rounded & Backed  
Endsheet: Vibracolor  
Four-Color Litho Different Front and Back  
Endsheet Proof 4-C PDF (Included)  
Paper: 100# Gloss  
Proofs: Self Proof (eDesign)

### Correspond With

Name : Tracy Ecklund  
Title: Yearbook Adviser  
Address: 410 North G Street  
City/State/Zip: Aberdeen, WA 98520-4099  
Phone Number: 206-532-1863  
Fax Number:  
Email: tecklund@asd5.org

### Send Invoice To

Name : Tracy Ecklund  
Title: Yearbook Adviser  
Address: 410 North G Street  
City/State/Zip: Aberdeen, WA 98520-4099  
Phone Number: 206-532-1863  
Tax Exemption Number: 91-6001546  
Pre-Payment Option Desired:  Yes  No

**Base Price: \$25,000.00**  
**Estimated Shipping: \$500.00**  
**Printing Agreement Total: \$25,500.00**

### Shipping Information

Requested Book Ship Date: May 22, 2021  
Ship Book To : Tracy Ecklund  
Requested Kit Ship Date: May 16, 2020  
Ship Kit To : Tracy Ecklund

If Printing Agreement is for multiple years, annual increase to Printing Agreement Total not to exceed \_\_\_\_\_ for same specifications.

This agreement is subject to the terms shown on the reverse side and is binding on Herff Jones and the Customer for the Years Covered, subject to such terms.

YEARBOOK PLANT USE \_\_\_\_\_  
Customer Number \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
Tracy Ecklund Yearbook Adviser  
\_\_\_\_\_  
Sherri Northington Co-Principal  
\_\_\_\_\_  
Carly Langdon Representing Herff Jones

## Terms and Conditions of This Yearbook Printing Agreement

This **Yearbook Printing Agreement** will be governed by Indiana law. The "Years Covered" by this **Yearbook Printing Agreement** are shown at the top of the facing page. The Base Specifications on the facing page apply to the publication for the first Year Covered and shall likewise apply to each Book(s) for each subsequent Year Covered, as applicable, unless modified specifications for subsequent years are agreed in writing (Modified Base Specifications"). Modified Base Specifications shall be conclusively authorized by **Customer** when signed only by an Authorized School Representative named on the facing page (or his or her successor). Base Specifications (or any Modified Base Specifications) shall only become final and binding upon **Herff Jones** upon written acceptance by the **Herff Jones** printing facility of such specifications (including price). **Herff Jones'** printing facility will determine shipment date upon confirmation of specifications for a Year Covered. For each Year Covered after the first year, the deadline for submission of Modified Specifications is October 1 of the prior school year. If **Customer** has not provided signed Modified Specifications by such date, the Base Specifications on the facing page shall apply to such Year Covered and **Herff Jones** shall print the Book(s) for such year on such basis. **Customer** agrees to prepare all copy in strict accordance with instructions and materials furnished by **Herff Jones**.

If this **Yearbook Printing Agreement** covers more than one (1) year, then, **Herff Jones** shall provide to **Customer** fifteen (15) additional copies of each year's Book free of charge for the term of the **Yearbook Printing Agreement**. If this **Yearbook Printing Agreement** covers more than one (1) year, **Customer** acknowledges that Herff Jones is relying upon **Customer's** commitment herein for the following: To purchase supplies of paper, ink, and cover manufacturing materials; To determine staffing levels based upon expected production demands and timelines, given known capacities; To make financial investments in its programs, processes and technology improvements.

**Herff Jones** will not be liable for losses or delays as a result of strikes, accidents, acts of God, government restrictions, or any other cause beyond its control and such delays shall not constitute a breach of contract.

**Ship Date** will be maintained as specified herein, provided that the **Submission Deadlines** approved and/or published by **Herff Jones** have been met as specified. **Ship Date** for subsequent years covered will remain in same week, adjusted for calendar date shift. All shipments are F.O.B. the printing facility, including extra copies should they be available.

For each year covered, **Customer** agrees to pay a first deposit equal to 40% of the total contract price at the time of the first copy deadline, and a second deposit equal to 50% of the total contract price at the time of the final copy deadline, bringing the total deposits to 90% of the contract price. All final invoices will be issued upon shipment of the books and are due upon receipt of the invoice. *A service charge of 1.5% per month (18% annual percentage rate) will be applied on all unpaid balances after 90 days.*

**Customer** represents and warrants that it has all necessary rights to any materials provided to **Herff Jones** for inclusion in **Customer's** Book(s). **Customer** will not provide any materials to **Herff Jones** which are or may be in violation of any right of any third party, including copyright. **Herff Jones** does not knowingly intend to print any material which is in violation of any copyright or proprietary rights, or is tortious or illegal. **Herff Jones** reserves the right to refuse to print or otherwise prepare for publication any material which, in its sole discretion, could result in legal liability, and such refusal shall not constitute a breach of contract. To the extent permitted by the laws of the state in which **Customer** is located (as identified herein), **Customer** agrees to indemnify, defend, and hold harmless **Herff Jones** and its agents or employees in connection with claims, suits, damages, losses, liabilities, costs and expenses, including attorneys' fees resulting from or arising out of printing of any material submitted to **Herff Jones** by **Customer** or its representative.

**Customer** acknowledges and agrees that **Herff Jones** may use reproduction, samples or copies of Customer's Book(s) for educational, recognition, marketing or other promotional purposes without compensation to **Customer**. Any future sales of the Book(s) or other uses of the Book(s) may be made by **Herff Jones** in its sole discretion and without any compensation to **Customer**.

If **Customer** elects to use **Herff Jones'** proprietary computer software (eDesign) to submit copy for the Book(s) to **Herff Jones** (the "eDesign System"), then **Customer** agrees as follows:

- a) **Herff Jones** will provide **Customer** the eDesign System User Subscription Agreement and Privacy Agreement (the "eDesign Agreements");
- b) **Customer's** acceptance of the eDesign Agreements creates a binding contract;
- c) any violation of the terms of the eDesign Agreements by **Customer** will constitute a default by **Customer** of the terms of this **Yearbook Printing Agreement**.

This **Yearbook Printing Agreement** and any amendments may be executed in one or more counterparts, all of which constitute one and the same instrument. Any such counterpart signature may be delivered by means of an application on a mobile device, attachment to electronic mail or other lawful electronic means and shall be treated in all respects as an original executed counterpart and shall have the same binding legal effect as if it were the original signed and delivered in person.

Initial below:

\_\_\_\_\_  
Sales Representative

\_\_\_\_\_  
Yearbook Adviser

\_\_\_\_\_  
Co-Principal





**CERTIFICATED**

**CLASSIFIED**

**RETIREMENTS:** We recommend the Board approve the following classified retirements:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
John Maki	Transportation	Bus Driver	05/31/20
Teri Seath	Miller Jr. High School	Food Service Worker	05/31/20
Joanne Eaton	McDermoth Elementary	Food Service Worker	05/31/20
Mark Larson	McDermoth Elementary	Custodian	05/29/20
Pamela Alstrom	Robert Gray Elementary	Para-educator	(Revised) 05/31/20



# MEMO

TO: Board of Directors

RE: **Staffing and Salary Schedules**

FROM: David Glasier, Human Resources Director

DATE: May 18, 2020

---

The following salary schedules and contract adjustments are enclosed for your review and approval:

- **Teachers**  
The attached 2020-21 salary schedule for ASD5 teachers reflects a 3 percent increase for 180 instructional days and 3 professional development days.
- **Principals**  
The attached 2020-21 salary schedule for ASD5 principals reflects no increase for 219 days of work. This salary schedule has been restructured to reflect current positions.
- **District Administration**  
The attached 2020-21 salary schedule for ASD5 administrators reflects no increase. This salary schedule has been restructured to reflect current positions. In light of the economic crisis in our district, Elyssa Louderback has volunteered to take a one-time reduction of 5 percent of her salary (\$6,436.45). For the 2020-2021 school year, Mrs. Louderback's salary will be \$122,292.55.
- **Superintendent**  
In light of the economic crisis in our district, Dr. Henderson has volunteered to forego her annual 3 percent cost of living increase (\$5,192.85). In addition, she has volunteered to take a one-time reduction of 5 percent in her salary (\$8,654.75). This is a total reduction of \$13,847.60. For the 2020-21 school year, Dr. Henderson's salary will be \$164,440. All other terms and conditions of her current contract (6/18/19) remain the same.

2020-21 AEA Salary Schedule

Service	BA	BA+15	BA+30	BA+45	BA+90	MA	MA+45	MA+90/Ph.D.
1	\$ 49,723.00	\$ 51,095.00	\$ 52,515.00	\$ 53,940.00	\$ 58,511.00	\$ 59,825.00	\$ 64,395.00	\$ 67,341.00
	\$ 828.72	\$ 851.58	\$ 875.25	\$ 899.00	\$ 975.18	\$ 997.08	\$ 1,073.25	\$ 1,122.35
	\$ 50,551.72	\$ 51,946.58	\$ 53,390.25	\$ 54,839.00	\$ 59,486.18	\$ 60,822.08	\$ 65,468.25	\$ 68,463.35
2	\$ 50,406.00	\$ 51,797.00	\$ 53,237.00	\$ 54,723.00	\$ 59,341.00	\$ 60,501.00	\$ 65,119.00	\$ 68,046.00
	\$ 840.10	\$ 863.28	\$ 887.28	\$ 912.05	\$ 989.02	\$ 1,008.35	\$ 1,085.32	\$ 1,134.10
	\$ 51,246.10	\$ 52,660.28	\$ 54,124.28	\$ 55,635.05	\$ 60,330.02	\$ 61,509.35	\$ 66,204.32	\$ 69,180.10
3	\$ 51,058.00	\$ 52,462.00	\$ 53,917.00	\$ 55,518.00	\$ 60,123.00	\$ 61,183.00	\$ 65,787.00	\$ 68,746.00
	\$ 850.97	\$ 874.37	\$ 898.62	\$ 925.30	\$ 1,002.05	\$ 1,019.72	\$ 1,096.45	\$ 1,145.77
	\$ 51,908.97	\$ 53,336.37	\$ 54,815.62	\$ 56,443.30	\$ 61,125.05	\$ 62,202.72	\$ 66,883.45	\$ 69,891.77
4	\$ 51,729.00	\$ 53,146.00	\$ 54,617.00	\$ 56,269.00	\$ 60,864.00	\$ 61,829.00	\$ 66,421.00	\$ 69,453.00
	\$ 862.15	\$ 885.77	\$ 910.28	\$ 937.82	\$ 1,014.40	\$ 1,030.48	\$ 1,107.02	\$ 1,157.55
	\$ 52,591.15	\$ 54,031.77	\$ 55,527.28	\$ 57,206.82	\$ 61,878.40	\$ 62,859.48	\$ 67,528.02	\$ 70,610.55
5	\$ 53,448.00	\$ 54,928.00	\$ 56,407.00	\$ 58,117.00	\$ 62,709.00	\$ 63,566.00	\$ 68,190.00	\$ 71,243.00
	\$ 890.80	\$ 915.47	\$ 940.12	\$ 968.62	\$ 1,045.15	\$ 1,059.43	\$ 1,136.50	\$ 1,187.38
	\$ 54,338.80	\$ 55,843.47	\$ 57,347.12	\$ 59,085.62	\$ 63,754.15	\$ 64,625.43	\$ 69,326.50	\$ 72,430.38
6	\$ 55,309.00	\$ 56,885.00	\$ 57,109.00	\$ 58,898.00	\$ 63,519.00	\$ 64,255.00	\$ 68,862.00	\$ 71,975.00
	\$ 921.82	\$ 941.42	\$ 951.82	\$ 981.63	\$ 1,058.65	\$ 1,070.92	\$ 1,147.70	\$ 1,199.58
	\$ 56,230.82	\$ 57,826.42	\$ 58,060.82	\$ 59,879.63	\$ 64,577.65	\$ 65,325.92	\$ 70,009.70	\$ 73,174.58
7	\$ 56,563.00	\$ 57,195.00	\$ 57,826.00	\$ 59,721.00	\$ 64,338.00	\$ 64,961.00	\$ 69,545.00	\$ 72,672.00
	\$ 942.72	\$ 953.25	\$ 963.77	\$ 995.35	\$ 1,072.30	\$ 1,082.68	\$ 1,159.08	\$ 1,211.20
	\$ 57,505.72	\$ 58,148.25	\$ 58,789.77	\$ 60,716.35	\$ 65,410.30	\$ 66,043.68	\$ 70,704.08	\$ 73,883.20
8	\$ 57,806.00	\$ 58,451.00	\$ 59,096.00	\$ 61,094.00	\$ 65,746.00	\$ 66,281.00	\$ 70,931.00	\$ 74,149.00
	\$ 963.43	\$ 974.18	\$ 984.93	\$ 1,018.23	\$ 1,095.77	\$ 1,104.68	\$ 1,182.18	\$ 1,235.82
	\$ 58,769.43	\$ 59,425.18	\$ 60,080.93	\$ 62,112.23	\$ 66,841.77	\$ 67,385.68	\$ 72,113.18	\$ 75,384.82
9	\$ 59,680.00	\$ 60,345.00	\$ 61,011.00	\$ 63,174.00	\$ 67,889.00	\$ 68,360.00	\$ 73,076.00	\$ 76,409.00
	\$ 994.67	\$ 1,005.75	\$ 1,016.85	\$ 1,052.90	\$ 1,131.48	\$ 1,139.33	\$ 1,217.93	\$ 1,273.48
	\$ 60,674.67	\$ 61,350.75	\$ 62,027.85	\$ 64,226.90	\$ 69,020.48	\$ 69,499.33	\$ 74,293.93	\$ 77,682.48
10		\$ 62,348.00	\$ 63,035.00	\$ 65,277.00	\$ 70,100.00	\$ 70,461.00	\$ 75,829.00	\$ 78,736.00
		\$ 1,039.13	\$ 1,050.58	\$ 1,087.95	\$ 1,168.33	\$ 1,174.35	\$ 1,263.82	\$ 1,312.27
		\$ 63,387.13	\$ 64,085.58	\$ 66,364.95	\$ 71,268.33	\$ 71,635.35	\$ 77,092.82	\$ 80,048.27
11			\$ 65,083.00	\$ 67,488.00	\$ 72,375.00	\$ 72,673.00	\$ 77,564.00	\$ 81,125.00
			\$ 1,084.72	\$ 1,124.80	\$ 1,206.25	\$ 1,211.22	\$ 1,292.73	\$ 1,352.08
			\$ 66,167.72	\$ 68,612.80	\$ 73,581.25	\$ 73,884.22	\$ 78,856.73	\$ 82,477.08
12				\$ 69,762.00	\$ 74,758.00	\$ 74,758.00	\$ 79,946.00	\$ 83,577.00
				\$ 1,162.70	\$ 1,245.97	\$ 1,245.97	\$ 1,332.43	\$ 1,392.95
				\$ 70,924.70	\$ 76,003.97	\$ 76,003.97	\$ 81,278.43	\$ 84,969.95
13				\$ 71,965.00	\$ 77,203.00	\$ 77,314.00	\$ 81,329.00	\$ 86,295.00
				\$ 1,199.42	\$ 1,286.72	\$ 1,288.57	\$ 1,355.48	\$ 1,438.25
				\$ 73,164.42	\$ 78,489.72	\$ 78,602.57	\$ 82,684.48	\$ 87,733.25
14					\$ 79,718.00	\$ 79,761.00	\$ 84,895.00	\$ 88,748.00
					\$ 1,328.63	\$ 1,329.35	\$ 1,414.92	\$ 1,479.13
					\$ 81,046.63	\$ 81,090.35	\$ 86,309.92	\$ 90,227.13
15					\$ 82,225.00	\$ 82,281.00	\$ 87,578.00	\$ 91,464.00
					\$ 1,370.42	\$ 1,371.35	\$ 1,459.63	\$ 1,524.40
					\$ 83,595.42	\$ 83,652.35	\$ 89,037.63	\$ 92,988.40
16					\$ 84,366.00	\$ 84,420.00	\$ 89,854.00	\$ 93,842.00
					\$ 1,406.10	\$ 1,407.00	\$ 1,497.57	\$ 1,564.03
					\$ 85,772.10	\$ 85,827.00	\$ 91,351.57	\$ 95,406.03
17 or more					\$ 86,052.00	\$ 86,107.00	\$ 91,650.00	\$ 97,294.00
					\$ 1,434.20	\$ 1,435.12	\$ 1,527.50	\$ 1,621.57
					\$ 87,486.20	\$ 87,542.12	\$ 93,177.50	\$ 98,915.57

Scheduled for Board Adoption: May 19, 2020

Effective: September 1, 2020 (2020-21 School Year)

**Building Administrative Staff  
Recommend for Hiring—2020-21 School Year:**

**ADMINISTRATIVE**

<b>DEREK COOK</b>	<b>Principal .2 FTE</b>	<b>Harbor High School</b>
<b>JOHN CRABB</b>	<b>Principal .5 FTE</b>	<b>Central Park Elementary</b>
<b>DAVID GLASIER</b>	<b>Principal</b>	<b>Aberdeen High School</b>
<b>LISA GRIEBEL</b>	<b>Principal</b>	<b>Miller Jr. High School</b>
<b>JOAN HOEHN</b>	<b>Assistant Principal</b>	<b>Miller Jr. High School</b>
<b>BRYAN MCKINNEY</b>	<b>Principal</b>	<b>McDermoth Elementary</b>
<b>JOHN MEERS</b>	<b>Principal</b>	<b>A. J. West Elementary</b>
<b>SHERRI NORTHINGTON</b>	<b>Principal</b>	<b>Robert Gray Elementary</b>
<b>AARON ROIKO</b>	<b>Assistant Principal</b>	<b>Aberdeen High School</b>
<b>JAMIE STOTLER</b>	<b>Principal</b>	<b>Stevens Elementary</b>

Aberdeen School District No. 5

Association of Aberdeen School Principals

2020-2021

Position	Work Days	0-1 yrs exp	2-4 yrs exp	5+ yrs exp
		Step 1	Step 2	Step 3
Principal – Elementary	219	\$108,402	\$113,822	\$118,370
Principal – Jr. High/Alt HS	219	\$112,460	\$116,959	\$119,296
Principal – High School	219	\$119,979	\$124,778	\$127,271
Assistant Principal	219	\$106,577	\$110,840	\$113,055

Adopted: \_\_\_\_\_

**District Administrative Staff  
Recommend for Hiring—2020-21 School Year**

**ADMINISTRATIVE**

DR. RICHARD K. BATES

Director of Special Education

DEREK COOK

Athletic Director .8 FTE

LYNN GREEN

Director of Career and Technical Education

CINDY LEE

Risk and Benefits Manager .8 FTE

ELYSSA LOUDERBACK

Executive Director of Business and Operations

JAIME MATISONS

Food Service Manager

MICHAEL PAULEY

Maintenance and Custodial Manager

TRACI SANDSTROM

Director of Teaching and Learning

CHRISTI SAYRES

Human Resources Manager

**ABERDEEN SCHOOL DISTRICT  
2020-21 CENTRAL OFFICE ADMINISTRATIVE SALARY SCHEDULE**

<b>Position</b>	<b>Contracted</b>		
	<b>Days</b>	<b>Step 1</b>	<b>Step 2</b>
Executive Director - Business and Operations	260	\$124,866	\$128,729
Director - Teaching & Learning	260	\$112,914	\$117,802
Director - Special Education	260	\$112,914	\$117,802
Director - Career & Technical Education	260	\$104,683	\$109,519
Director - District Athletic Program 7-12	260	\$85,632	\$89,913
Manager - Human Resources	260	\$84,532	\$88,760
Manager - Risk and Benefits	260	\$84,532	\$88,760
Manager - Maintenance & Custodial	260	\$77,406	\$80,632
Manager - Food Service	260	\$77,203	\$80,156

Contracted days include: 219 work, 11 holidays and 30 vacation

Scheduled for Board Adoption: May 19, 2020  
Effective: July 1, 20120