

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

Regular Meeting of the Board of Directors  
Community Room, Aberdeen High School  
May 21, 2019

AGENDA

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

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable
3. Trip Requests
4. Gift to the District

Comments from Board Members

Comments from Student Representative

Comments from the Audience

1. Capital Region ESD 113

Old Business

Superintendent's Report

1. 2018-2019 Focus Areas
2. 2017-2018 Audit Update
3. Budget Update

Teaching and Learning

1. Teaching and Learning Report
2. New Science Curriculum
3. New Instructional Materials

Financial Services

1. Fiscal Status Report
2. Miller Modular Building

Athletics and Activities

1. Miller ASB Cards

New Business

1. First Aid/CPR Contract
2. Cosmetology Contract Extension
3. Pioneer Healthcare Services

Board Meeting Agenda  
May 21, 2019

4. [Advanced Medical Personnel](#)
5. [BHR Referral Process](#)
6. [Surplus Materials](#)
7. Next Meeting

Comments from the Audience

Executive Session

Personnel Matters

1. [Personnel Report](#)
  - a. Certificated
  - b. Classified
2. [2019-2020 Classified Staffing](#)
3. [2019-2022 PSE Collective Bargaining Agreement](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

BOARD INFORMATION AND BACKGROUND

May 21, 2019 – Community Room, Aberdeen High School

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

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on May 7, 2019, are enclosed for your review and approval.
2. Accounts Payable – The accounts payable and payroll for April are enclosed for your review and approval.
3. Trip Requests –
  - a. A request from GearUp at Miller Junior High School to send six students to Gonzaga for a leadership camp and five students to Western Washington University for a college knowledge camp in June.
4. Gifts to the District – The Vaughan Co. has donated \$1,000 to the FBLA at Aberdeen High School to help defray costs for students to attend the national leadership conference and competition in San Antonio, Texas.

Comments from Board Members

Comments from Student Representative

Comments from the Audience

1. Capital Region ESD 113 – Dana Anderson and Harry Carthum will provide information about Capital Region ESD 113 services.

Old Business

Superintendent's Report

1. 2018-2019 Focus Areas – Superintendent Henderson will provide an update on the focus areas for 2019-2020.
2. 2017-2018 Audit Update – Superintendent Henderson will share information regarding the annual audit that concluded May 14.
3. Budget Update – Superintendent Henderson will provide an update on state funding for schools, planning for the 2019-2020 budget and the Budget Advisory Committee. [Enclosure 2](#)

### Teaching and Learning

1. Teaching and Learning Report – Teaching and Learning Director Traci Sandstrom will present the Teaching and Learning Report for April/May. [Enclosure 3](#)
2. New Science Materials – Teaching and Learning Director Traci Sandstrom and three science teachers will present the science curriculum for Grades 6-12 that is being recommended for adoption. It will be presented for first reading. [Enclosure 4](#)
3. New Instructional Materials – The Instructional Materials Committee met May 16 and is recommending the instructional materials below for first reading. [Enclosure 5](#)
  - a. *Environment: The Science Behind the Stories* by Withgott & Laposata and published by Pearson for use in science classes at Aberdeen High School.
  - b. *School-Connect* by K. Beland, J. Douglass and R. Matheny and published by School-Connect for use in the Special Education PASS Program at Aberdeen High School.
  - c. *Human Journey: Modern World* published by Holt, Rinehart and Winston for use in social studies classes at Aberdeen High School.
  - d. *Heart of Darkness* by Joseph Conrad and published by Norton for use in English classes at Aberdeen High School.
  - e. *Character Strong* by J. Norlin, L. Norlin and H. Kraft and published by Character Strong for the social-emotional learning portion of advisory at Aberdeen High School.
  - f. *Inspire Science* by various authors and published by MacGraw-Hill for use in science classes at Aberdeen High School and Miller Junior High School.
  - g. *Habits of a Successful Middle School Musician* by Scott Rush and published by GIA Publications for use in music/ band classes at Miller Junior High School.

### Financial Services

1. Fiscal Status Report – Executive Director of Business and Operations Elyssa Louderback will present the Fiscal Status Report for April. [Enclosure 6](#)
2. Miller Modular Building – Executive Director of Business and Operations Elyssa Louderback will update the Board on the value engineering that took place following the bid award.

### Athletics and Activities

1. Miller ASB Cards – Information regarding the Associated Student Body decision at Miller Junior High to increase the cost of ASB cards is presented for your information. [Enclosure 7](#)

### New Business

1. First Aid/CPR Contract – A contract with Denny Bickar to provide first aid and CPR instruction for staff in the District is presented for your review and approval. [Enclosure 8](#)
2. Cosmetology Contract Extension – CTE Director Lynn Green will present an extension of the cosmetology contract to August 31, 2019, for your review and approval. [Enclosure 9](#)
3. Pioneer Healthcare Services – A contract with Pioneer Healthcare Services to place Rachel Bromberg as an occupational therapist in the District is presented for your review and approval. [Enclosure 10](#)
4. Advanced Medical Personnel – A contract with Advanced Medical Personnel to place Amy Besecker as a speech language pathologist in the District is presented for your review and approval. [Enclosure 11](#)
5. BHR Referral Process – The District has been working with BHR to remove barriers for our students who may need mental health counseling. The referral process is enclosed for your information. [Enclosure 12](#)
6. Surplus Materials – The Maintenance Department is requesting that the equipment detailed on the enclosed spreadsheet be declared surplus. [Enclosure 13](#)
7. Next Meeting – The next regular meeting of the Board is set for 5 p.m. Tuesday, June 4, 2019, in the Community Room at Aberdeen High School.

### Comments from the Audience

### Executive Session

At this time the meeting will recess for an executive session expected to last 30 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee).

1. Personnel Matters [Enclosure 14](#)
  - a. Certificated
  - b. Classified
2. Classified Staffing list
3. 2019-2022 PSE Collective Bargaining Agreement [Enclosure 15](#)

ADJOURN

## ABERDEEN SCHOOL DISTRICT NO. 5

### Minutes of the Regular Meeting of the Board of Directors – May 7, 2019

President Sandra Bielski convened the regular meeting of the Aberdeen School District Board of Directors at 5 p.m. Tuesday, May 7, 2019, in the Community Room at Aberdeen High School. Directors present were Jennifer Durney, Bill Dyer, Erin Farrer and Jeff Nelson, along with Superintendent Alicia Henderson, student representative Natalie Hurd and 28 patrons and staff. The meeting began with the flag salute.

CALL TO ORDER

On a motion by Erin Farrer and seconded by Jennifer Durney, the Board approved the Consent Agenda, which included the minutes of the regular meeting on April 16, 2019; permission for the Miller Junior High Jazz Band to travel to the Central Washington University Jazz Festival in Ellensburg on May 17-18, permission for FBLA at Aberdeen High School to travel to San Antonio, Texas, for the National Student Leadership Conference on June 27 to July 3, and correspondence from a parent, Kelly Silveira, requesting sign-in sheets for all meeting attendees at Board meetings.

CONSENT AGENDA

Director Bill Dyer commented that the school board members from throughout the region who attended the spring meeting of the Washington State School Directors' Association were impressed with the high school facility, the atmosphere on campus, the food served by the culinary students, and the students themselves who served the dinner. He noted that the marching band was practicing, which added to the spirit of the event.

COMMENTS FROM  
BOARD MEMBERS

President Bielski introduced Tina Miles, president of the Cosmopolis School Board, who has been attending meetings as her board's liaison to the Aberdeen School District.

Student Representative Natalie Hurd provided a report on student activities in the District.

STUDENT  
REPRESENTATIVE

Chuck Veloni, AHS teacher and advisor to SkillsUSA, presented the state champions who will be traveling to the national competition this summer. He noted that in the past few years, the Aberdeen chapter has fielded more than 20 students who have been Top 10 finishers at nationals. Michaela Leach, president of the SkillsUSA chapter and member of the winning Entrepreneurship team, introduced the teams that will travel to nationals: Bryson Grenier and Andrew Shumate, Audio/Radio Production; Daniel Hunt and Eric Eng, Entrepreneurship, and Cahli Birchard, HVAC and Refrigeration. In addition, Mr. Veloni noted that Perla Mata will attend as the Medical Assisting champion in the state, and that Paulian Beardsley qualified on the Entrepreneur team but leaves for the Navy right after graduation and won't be attending.

SKILLS USA

Miss Leach announced that the annual SkillsUSA Barbecue will take place from 6-7:30 p.m. on Wednesday, May 22, in the Commons at Aberdeen High School. Tickets are \$10 each and can be purchased from any team member or at the school.

Superintendent Alicia Henderson said that she wanted to recognize and appreciate the work our teachers do every day with our students as May 6-11 is Teacher Appreciation Week and that the board was meeting on the Day of the Teacher.

SUPERINTENDENT'S  
REPORT

Superintendent Henderson recognized several people in the District: Chuck Veloni for being an outstanding mentor and real champion for our students; Camryn Cook, a senior at Aberdeen High School, who has been awarded a National Honor Society

scholarship, making her one of six in the state from among 11,000 applicants nationwide; Ben Fagerstedt, a senior at Aberdeen High School, who competed for the championship at the state solo/ensemble competition for the second year in a row, having won it last year and earning silver this year, and Nani Villarreal, coordinator of student support services for the district, who has been appointed to the board for the Washington Association of Bilingual Educators.

Superintendent Henderson provided an update on the 2018-2019 focus areas, reporting that principals and teacher leaders attended a conference in Spokane funded by a grant from ESD 113 to learn about integrating MTSS (Multi Tiered Support Systems) into the schools. She explained it's the next step for the PBIS (Positive Behavior, Intervention and Support) and AVID (Advancement Via Individual Determination) work that is taking place in the district, which is to integrate the behavior and academic support systems. A report on MTSS will be provided to the Board before the end of the year.

2018-2019 FOCUS  
AREAS

Superintendent Henderson also commented on the success of the WSSDA regional meeting that took place April 30. She said it was a great day to be superintendent in Aberdeen because of the many, many compliments on the beautiful school and outstanding culinary program.

WSSDA REGIONAL  
MEETING

Superintendent Henderson thanked Michelle Reed, Tracy Miner and Tina Palmer of the Aberdeen Education Association for teaming up in Olympia to meet with legislators. She reported that they met with four lawmakers to discuss areas of concern regarding funding for education. She said they were well-received and it was clear they were there together to speak on behalf of Aberdeen. She provided updates on key legislation.

LEGISLATIVE  
UPDATE

Superintendent Henderson said House Bill 1599 will have a significant impact in districts across the state as it now allows multiple pathways to graduation and delinks assessments as requirements for graduation.

Superintendent Henderson said Senate Bill 5082 supports development of social/emotional learning standards and mental health counseling for students, including more coordination to bring providers into the schools.

Superintendent Henderson said Senate Bill 5437 expands eligibility for ECEAP (Early Childhood Education and Assistance Program), which she said should allow more families to qualify for the district's preschool program.

Superintendent Henderson said the Legislature did not postpone implementation of the K-3 Class Size Reduction requirement. She thanked the Board for its work on this issue. By moving 6<sup>th</sup> Grade to Miller Junior High School to free up elementary classroom space, Aberdeen is now one of the few districts that is not at risk of losing funding because K-3 class sizes are too high.

Superintendent Henderson said implementation of the new School Employees Benefit Board also was not postponed. She said this new health care benefit system will have an impact on every district in the state because it is significantly underfunded. The requirement to provide health benefits to part-time employees who work at least 630 hours per year will impact the district's budget because most of the substitutes for will now qualify for benefits. The district planned for a 5 percent increase in benefit costs, which will not be enough to cover the cost of insuring more employees, she said.

Superintendent Henderson reported that several bills attempted to deal with the fact that special education is underfunded. The shortfall in Aberdeen is \$1.5 million. The bill that passed increases the multiplier for calculating eligibility and the district will probably receive an additional \$150,000. In the second year, she said the multiplier will be greater for students being served in a general education classroom for more than 80 percent of their school day.

Superintendent Henderson said Senate Bill 5313 lifts the cap on local levy requests from \$1.50 per \$1,000 of assessed property value to \$2.50 per \$1,000 of assess value. She explained that for 2019-2020 the district will collect the increased amount in 2020, but after that, the levy expires and a new request will need to go before voters.

Superintendent Henderson said the Legislature approved funding for districts that did not benefit under the “McCleary Fix.” Known as the Hold Harmless Proposal, she said it appears the one-time amount will be significant and that local lawmakers were very vocal in supporting it.

Superintendent Henderson reported that she is confident there will be additional funding for 2019-2020, but not all of it will be ongoing and that much more information is needed on how the funds can be spent before final decisions can be made on appropriations in the budget. Of concern, she said, is the expected increase in health care costs that will exceed the 5 percent increase the district had planned.

On a motion by Jennifer Durney and seconded by Bill Dyer, the Board awarded the contract for site preparation at Miller Junior High School for the new 6<sup>th</sup> Grade modular building to Rognlin’s Inc. of Aberdeen in the amount of \$1.5 million. Prior to the motion, Elyssa Louderback, executive director of business and operations, reported that bids came in higher than expected and that Rognlin’s will be meeting with the architects and engineers this week to for a value-engineering session to identify cost-saving measures. She expects Rognlin’s to begin work the following week.

Director Louderback noted that the schedule calls for installation of the new building to be complete in August and for teachers to have access to their new classrooms on August 14.

Athletic Director Aaron Roiko provided a report on spring athletics that included information about the WIAA Team Academic Awards earned by six Bobcat teams, discussion about proposed WIAA amendments that could impact the District’s 2A classification, and information about the number of students participating in athletics.

On a motion by Bill Dyer and seconded by Erin Farrer, the Board approved the annual agreement with the New Market Skills Center at Tumwater. Prior to the motion, CTE Director Lynn Green explained that the agreement makes Aberdeen students eligible to sign up for skills center classes through New Market if the desired course is not offered locally through the Twin Harbors branch. She said the agreement has been in place for many years and it could become important this year because the cosmetology program may no longer be available locally.

On a motion by Jennifer Durney and seconded by Jeff Nelson, the annual agreement with Bates Technical College was approved. CTE Director Lynn Green explained that it

BUDGET UPDATE

BID AWARD  
MILLER SITE  
PREPARATION

ATHLETIC  
DIRECTOR’S REPORT

NEW MARKET SKILLS  
CENTER CONTRACT

CONTRACT WITH  
BATES TECHNICAL  
COLLEGE



makes post-secondary CTE studies available to high school students who qualify, much like Running Start allows high school students to take college classes.

CTE Director Lynn Green reported that the district is once again applying for the 21<sup>st</sup> Century Grant to provide before- and after-school programs. The district was funded for about 10 years but was not renewed last year. Another round for five-years of funding has opened with applications due May 31. The district can apply for funding for up to four schools. She reported that after review of much data, the district is applying on behalf of Robert Gray, A.J. West and McDermoth elementary schools and Miller Junior High School. Concurrently, she said work is under way to find other funding sources for programs at the remaining schools. She noted that the YMCA of Grays Harbor will continue to be a primary partner in the district's after school programming.

21<sup>ST</sup> CENTURY GRANT

The next regular meeting of the Board is scheduled for 5 p.m. Tuesday, May 21, 2019, in the Community Room at Aberdeen High School.

NEXT MEETING

CTE Director Lynn Green reported that three Aberdeen High School FBLA students will attend the National Student Leadership Conference in San Antonio this summer – Hunter Smith, Thalia Cook and Daniel Hunt. One of the students, Daniel Hunt, qualified for both the SkillsUSA and FBLA national events.

COMMENTS FROM  
THE AUDIENCE

At 5:45 p.m., President Sandra Bielski recessed the meeting for an executive session expected to last 30 minutes under RCW 42.30.110 (g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee and to consider real estate matters). At 5:47 p.m., the session convened. The regular meeting reconvened at 6:17 p.m.

EXECUTIVE SESSION

On a motion by Bill Dyer and seconded by Erin Farrer, the Board approved the Personnel Report. Under certificated matters, the Board approved the hiring of Morgan Bailey as a speech language pathologist for the District effective August 28; accepted resignations effective June 14 from Leslie Dolan as a nurse for the District, Stephen Galloway as a psychologist for the District, Joni Sherman as an ESA specialist for the District, Nancy Villarreal as coordinator of student support services for the District, Cassandra Silvers as a Social Studies/PE teacher at Harbor High School, Damien Cooper as a preschool teacher at the Hopkins Building, Heather Atwood as a teacher at Central Park Elementary School, and Marlina Tolon as a teacher at McDermoth Elementary School; and approved the hiring of Teri Herold-Prayer as a substitute.

PERSONNEL REPORT

CERTIFICATED

Under classified matters, the Board approved the hiring of Hania Bielec and Nissa Hunley as student helpers (0.5 FTE) at the Administration Building effective May 1; accepted resignations from Brian Heaton as the LRC technician at Miller Junior High School effective June 14 and Scott Morrison as the GEAR Up graduation specialist at Miller Junior High School effective August 31; approved a leave of absence for A'Dee Walker, assistant secretary at Aberdeen High School, effective April 23 to May 2; accepted extra-curricular resignations from Jared Berken, Robert Green and Jack Traxtle, assistant football coaches at Aberdeen High School, and from Kevin Stewart as assistant coach for boys' swimming at Aberdeen High School; and accepted the resignation of Julean Joslin as a substitute effective May 17.

CLASSIFIED

On a motion by Bill Dyer and seconded by Jennifer Durney, the Board approved the 2019-2020 Certificated Staffing List.

2019-2020  
CERTIFICATED STAFF

Aberdeen School Board Minutes  
May 7, 2019

On a motion by Jennifer Durney and seconded by Bill Dyer, the Board approved the 2019-2020 Administrative Staffing List.

2019-2020  
ADMINISTRATIVE  
STAFF

On a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved the 2019-2020 Principal Staff List.

2019-2020 PRINCIPAL  
STAFF

There being no further business, the regular meeting was adjourned at 6:19 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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,732,562.20. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 827420 through 827421, totaling \$1,732,562.20

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

Check Nbr	Vendor Name	Check Date	Check Amount
827420	Payroll Warrant	04/30/2019	120.00
827421	Anchor Savings Bank	04/29/2019	1,732,442.20
	Computer	Check(s) For a Total of	1,732,562.20

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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,769,813.95. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:  
Warrant Numbers 827422 through 827464, totaling \$1,769,813.95

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

Check Nbr	Vendor Name	Check Date	Check Amount
827422	Aberdeen High School-AHS Schol	04/30/2019	115.00
827423	Aberdeen Sd #5 Revolving Fund	04/30/2019	7.04
827424	Aflac Remittance Processing	04/30/2019	1,826.53
827425	American Fidelity-FSA	04/30/2019	4,402.14
827426	American Fidelity	04/30/2019	5,768.88
827427	American Fidelity Health Servi	04/30/2019	3,375.00
827428	Ameritas	04/30/2019	19,503.00
827429	Anchor Savings Bank-Child Supp	04/30/2019	750.00
827430	Bank Of The Pacific	04/30/2019	590,046.08
827431	Cnty/city Mun Ees	04/30/2019	2,911.12
827432	Deferred Compensation Program	04/30/2019	16,968.00
827433	Delta Management Associates In	04/30/2019	541.43
827434	Dynamic Collectors	04/30/2019	1,283.82
827435	E.S.D.#113 Unemployment Coop	04/30/2019	3,220.03
827436	Ecmc	04/30/2019	360.96
827437	Ed.Serv.Dist.#113	04/30/2019	31,237.15
827438	Inspirus	04/30/2019	11,700.56
827439	Legal Shield	04/30/2019	136.15
827440	Lina	04/30/2019	6,856.86
827441	MacHol & Johannes, Llc	04/30/2019	529.40
827442	Nbn Vision	04/30/2019	10,680.00
827443	PREMERA	04/30/2019	402,957.98
827444	Pse Of Wa	04/30/2019	6,238.46
827445	Pse Of Washington	04/30/2019	55.56
827446	Public Employees Retirement	04/30/2019	984.92
827447	School Employees Retirement Sy	04/30/2019	134,507.47
827448	Suttell & Hammer Ps	04/30/2019	567.52
827449	Teacher Retirement System-Dc	04/30/2019	391,446.19
827450	Tsa Consulting Group Inc	04/30/2019	14,585.00
827451	Twin Star Credit Union	04/30/2019	3,615.00
827452	Twin Star Credit Union	04/30/2019	260.00
827453	Twin Star Scholarship Acct	04/30/2019	92.50
827454	Twinstar Pse Local Dues	04/30/2019	92.50

Check Nbr	Vendor Name	Check Date	Check Amount
827455	United Way	04/30/2019	612.38
827456	Us Department Of Education	04/30/2019	826.62
827457	Veba Contributions-Y1286.001	04/30/2019	10,998.40
827458	Wa State School Ret Assn	04/30/2019	49.00
827459	Washington State Treasurer	04/30/2019	33,543.02
827460	Wea Chinook	04/30/2019	27.40
827461	Wea Payroll Deductions	04/30/2019	21,982.19
827462	Wea Select Plans-Wds	04/30/2019	21,055.69
827463	Wea Select Plans-Willamette	04/30/2019	4,694.70
827464	Wpas	04/30/2019	8,402.30
43	Computer	Check(s) For a Total of	1,769,813.95

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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$43,656.30. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL & ASB FUNDS  
Warrant Numbers 827465 through 827466, totaling \$43,656.30

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

Check Nbr	Vendor Name	Check Date	Check Amount
827465	Anchor Savings Bank	05/10/2019	31,754.92 GF
827466	Anchor Savings Bank	05/10/2019	11,901.38 ASB
2	Computer	Check(s) For a Total of	43,656.30

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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$392,727.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: CAPITAL PROJECTS  
Warrant Numbers 827467 through 827467, totaling \$392,727.88

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

Check Nbr	Vendor Name	Check Date	Check Amount
827467	KCDA Purchasing Coop.	05/13/2019	392,727.88
1	Computer	Check(s) For a Total of	392,727.88

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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$22,642.21. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND  
Warrant Numbers 827468 through 827492, totaling \$22,642.21

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

Check Nbr	Vendor Name	Check Date	Check Amount
827468	Aberdeen Sd #5 Revolving Fund	05/14/2019	60.00
827469	Aberdeen School District #5 -	05/14/2019	64.40
827470	Aberdeen School District #5	05/14/2019	1,893.43
827471	Aberdeen School District #5	05/14/2019	2.40
827472	Amazon Capital Services	05/14/2019	259.40
827473	Carle, Laura J	05/14/2019	80.20
827474	Food Services Of America	05/14/2019	708.18
827475	Gh Volleyball Officials Assn	05/14/2019	1,189.50
827476	Grays Harbor Baseball Umpire's	05/14/2019	1,177.90
827477	Harbor Blooms & Gifts	05/14/2019	47.93
827478	Harbor Pacific Bottling Co	05/14/2019	116.66
827479	Helland, Tamara Jean	05/14/2019	96.92
827480	Hoehn, Joan M	05/14/2019	69.03
827481	Jacknut Apparel	05/14/2019	326.59
827482	Mullikin, Kisa Rae	05/14/2019	72.16
827483	Music Theatre International	05/14/2019	2,392.01
827484	PNW Printworks, Llc	05/14/2019	242.37
827485	Quad County Soccer Referee Ass	05/14/2019	2,025.13
827486	Robinson, Anthony	05/14/2019	750.00
827487	Shelton High School	05/14/2019	180.00
827488	Skills Usa Washington	05/14/2019	6,050.00
827489	Swvla League	05/14/2019	35.00
827490	Twin City Umpire Assn	05/14/2019	836.00
827491	Washington Ffa Assoc	05/14/2019	1,740.00
827492	Weatherwax Asb Fund	05/14/2019	2,227.00

25 Computer Check(s) For a Total of 22,642.21



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 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$995,277.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND  
Warrant Numbers 827493 through 827601, totaling \$995,277.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
827493	Aberdeen School Dist-Cte Impre	05/14/2019	1,101.09
827494	Aberdeen Office Equipment Inc	05/14/2019	6,053.23
827495	Aberdeen Sanitation	05/14/2019	6,558.62
827496	Aberdeen Sd #5 Revolving Fund	05/14/2019	2,665.06
827497	Aberdeen School District-Cash	05/14/2019	1,990.00
827498	Aberdeen School District Cash/	05/14/2019	1,388.17
827499	Act	05/14/2019	4,785.00
827500	AHBL INC	05/14/2019	18,645.17
827501	Airgas Usa, Llc	05/14/2019	55.56
827502	Amazon Capital Services	05/14/2019	4,588.98
827503	Anchor Savings Bank	05/14/2019	12,523.82
827504	Aps, Inc	05/14/2019	898.67
827505	Aramark Uniform Services	05/14/2019	65.37
827506	ArtSupply.com	05/14/2019	819.30
827507	Auto-Chlor	05/14/2019	228.75
827508	Avant Assessment	05/14/2019	99.50
827509	Batdorf & Bronson	05/14/2019	301.35
827510	Bhc Fairfax Hospital, Inc	05/14/2019	11,087.00
827511	Bickar, Denny	05/14/2019	480.00
827512	BUDGET CHALLENGE	05/14/2019	225.00
827513	Builders Hardware & Supply	05/14/2019	525.15
827514	Bureau Of Education & Research	05/14/2019	269.00
827515	Carquest Auto Parts Stores	05/14/2019	75.92
827516	Cascade Natural Gas	05/14/2019	11,454.68
827517	Caskey Industrial Supply Co In	05/14/2019	17.31
827518	Consolidated Electrical Distri	05/14/2019	155.26
827519	Central Washington University/	05/14/2019	300.00
827520	Centurylink (business Serv)	05/14/2019	53.28
827521	Centurylink	05/14/2019	2,156.72
827522	Chinook Music Educators Associ	05/14/2019	370.00
827523	Cintas Corporation	05/14/2019	6,106.90
827524	City Of Aberdeen	05/14/2019	5,033.37
827525	CMG CIT Acquisition LLC	05/14/2019	13,840.00

Check Nbr	Vendor Name	Check Date	Check Amount
827526	Coast To Coast Computer Produc	05/14/2019	675.34
827527	Comcast	05/14/2019	289.80
827528	Cts Language Link	05/14/2019	43.24
827529	D4 Sports Llc	05/14/2019	424.32
827530	Dairy Fresh Farms	05/14/2019	16,433.29
827531	Dept Of Retirement Systems	05/14/2019	1,555.71
827532	Domino's Pizza	05/14/2019	1,415.67
827533	Dunsire Printers	05/14/2019	184.09
827534	Ednetics Inc	05/14/2019	95.32
827535	Edu Healthcare	05/14/2019	26,282.75
827536	Ellingsen, Mary Nell	05/14/2019	2,287.50
827537	Elma School District	05/14/2019	35,471.49
827538	ESD 113	05/14/2019	61,922.76
827539	Espresso Products Direct (epd	05/14/2019	240.31
827540	Ferrellgas	05/14/2019	714.17
827541	Flinn Scientific Inc	05/14/2019	47.95
827542	Food Services Of America	05/14/2019	88,199.97
827543	Francotyp-Postalia, Inc	05/14/2019	205.88
827544	Franz Family Bakeries	05/14/2019	3,766.91
827545	Glynlyon Inc	05/14/2019	3,700.00
827546	GoGuardian	05/14/2019	995.20
827547	Govconnection Inc	05/14/2019	1,960.74
827548	Grainger Inc	05/14/2019	1,155.25
827549	Grays Harbor County-Enviro Hea	05/14/2019	646.00
827550	Grays Harbor College - Kathy K	05/14/2019	129,742.82
827551	Grays Harbor Transportation	05/14/2019	240.00
827552	Harbor Auto & Truck Parts	05/14/2019	641.49
827553	Harbor Disposal Co Inc	05/14/2019	1,277.10
827554	Health Care Authority	05/14/2019	3,606.19
827555	Herff Jones Inc	05/14/2019	7,656.16
827556	Home Depot	05/14/2019	901.69
827557	Hoquiam School District #28	05/14/2019	145,321.08
827558	Jw Pepper And Son Inc	05/14/2019	315.82
827559	KCDA Purchasing Coop.	05/14/2019	64,521.29
827560	KCDA Purchasing Coop.	05/14/2019	1,291.99
827561	Kelley Imaging Systems Agreeme	05/14/2019	4,252.78
827562	Leader Services	05/14/2019	9.80
827563	Lemay Mobile Shredding	05/14/2019	322.80
827564	MAGNATAG VISIBLE SYSTEMS	05/14/2019	1,655.90
827565	Marshall's Garden & Pet Store	05/14/2019	132.93
827566	Masco	05/14/2019	13,476.50
827567	Montesano School District	05/14/2019	8,550.00
827568	Museum Of Glass	05/14/2019	684.00
827569	North Beach School Dist #64	05/14/2019	14,449.82
827570	O'Reilly Auto Parts	05/14/2019	249.29
827571	Office Depot	05/14/2019	92.66
827572	OSPI	05/14/2019	20,291.94
827573	Perkins Coie Llp	05/14/2019	2,707.63
827574	Pioneer Healthcare Services LL	05/14/2019	16,094.25
827575	Pud #1 Of Grays Harbor Co	05/14/2019	46,987.36

Check Nbr	Vendor Name	Check Date	Check Amount
827576	Rc Fence Construction Inc	05/14/2019	871.44
827577	Ricoh Usa Inc	05/14/2019	775.32
827578	School Nurse Supply	05/14/2019	127.16
827579	Sound Publishing, Inc.	05/14/2019	268.33
827580	South Sound Parent To Parent	05/14/2019	29,559.69
827581	South Sound Geotechnical Consu	05/14/2019	16,533.92
827582	State Auditor's Office	05/14/2019	17,165.66
827583	Supplyworks	05/14/2019	2,327.35
827584	Swanson's Food	05/14/2019	7,699.78
827585	TCF Architecture	05/14/2019	2,435.53
827586	Ted Brown Music	05/14/2019	1,056.15
827587	Thermal Supply Inc	05/14/2019	180.61
827588	Tke Corp	05/14/2019	1,766.57
827589	Tracy's Print Shop	05/14/2019	308.01
827590	University Of Washington- Gran	05/14/2019	18,048.38
827591	Us Postal Service (cmrs-Fp)	05/14/2019	2,000.00
827592	Verizon Wireless	05/14/2019	2,665.69
827593	Wal Mart (pay To)	05/14/2019	264.61
827594	WAXIE SANITARY SUPPLY	05/14/2019	652.49
827595	Wcp Solutions	05/14/2019	1,518.22
827596	Wedderman Architecture	05/14/2019	14,000.00
827597	Williams, Kristin	05/14/2019	39.32
827598	WSSDA	05/14/2019	500.00
827599	YMCA	05/14/2019	23,507.01
827600	Zones, Inc	05/14/2019	1,872.48
827601	Aberdeen Sd #5 Revolving Fund	05/14/2019	30.00
109	Computer	Check(s) For a Total of	995,277.90

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

As of May 21, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$838.71. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX  
Warrant Numbers 827602 through 827603, totaling \$838.71

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

Check Nbr	Vendor Name	Check Date	Check Amount
827602	Bank Of The Pacific (use Tax)	05/16/2019	533.48 GF
827603	Bank Of The Pacific (use Tax)	05/16/2019	305.23 ASB
2	Computer	Check(s) For a Total of	838.71

# Finance Report

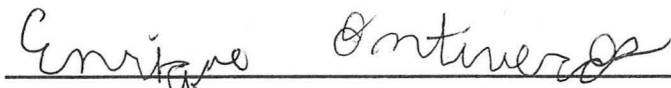
A/P Month of April

ASB Totals \$ 29,229.57

Approved:

  
\_\_\_\_\_  
ASB President

5/15/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASB Treasurer

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
ASB Comptroller

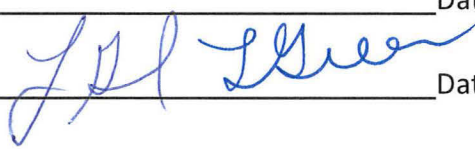
5/15/19  
\_\_\_\_\_  
Date

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

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

Group/Team GEAR UP  
School Miller Junior High  
Advisor Scott Morrison Phone 360.289.3619  
Date(s) of Trip 06/18-21/19 Destination Gonzaga U.  
Lodging Location School Dorms Lodging Phone 509.328.4220  
Objective of Trip Attend a leadership camp

Number of Students 6 Number of Chaperones 1  
Cost per Student \$0 Cost per Chaperone \$750  
Funding Source and/or Account Code GEAR UP - 7923  
Type of Transportation District vehicle Bus form required YES \_\_\_ NO

ASB Approval \_\_\_\_\_ Date \_\_\_\_\_  
Principal Approval  Date 5/18/19  
Board Approval \_\_\_\_\_ Date \_\_\_\_\_

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



Dear Parent/Guardian,

Congratulations! GEAR UP has selected your child for the GEAR UP Empower U Camp. This camp will be held at Gonzaga University in Spokane, WA from Tuesday, June 18 to Friday, June 21, 2019. Participation in this camp is a selective process; therefore, it is important that your child keep this commitment to attend camp.

Approximately 100 students from GEAR UP schools across the state will be attending this camp to gain leadership skills and to prepare for life after high school. Attached to this letter is a list of items to bring to camp including bedding and toiletries. Please help your student pack accordingly for their comfort and enjoyment. If you anticipate that your child may not be able to bring bedding, please contact the GEAR UP Coordinator to make alternative arrangements.

#### **WHAT IS THE EMPOWER U CAMP ALL ABOUT?**

As a GEAR UP student, your child has been learning about the importance of planning for life after high school, including continuing education in college or a training program. GEAR UP has designed this camp to help students prepare for those next steps. Students will participate in leadership development activities and team building exercises. GEAR UP has screened and hired current college students to serve as mentors. They will help lead camp activities and give an insider's perspective. Campers will meet other GEAR UP students from across the state, allowing them to network and make friends. **Best of all, camp is no cost to you!** Washington State GEAR UP will provide lodging, transportation, and meals. Students will stay on campus and be supervised by school chaperones.

#### **HOW IS MY STUDENT GETTING TO/FROM CAMP?**

On June 18, the school's chaperone(s) will transport students to camp and return home on June 21. Your GEAR UP Coordinator will provide you specific transportation information.

#### **WHO DO I CONTACT IF I HAVE QUESTIONS?**

We want you to feel comfortable about sending your child to Gonzaga University this summer. Please see the packing list for questions about what your student should bring with them to camp. If you have additional questions, please contact your GEAR UP Coordinator. We are excited about providing this opportunity to our students and look forward to working with them!

Sincerely,

Annie Pocklington  
Washington State GEAR UP Program Associate for Student Support Services  
Washington Student Achievement Council  
360.753.7837 | [anniep@wsac.wa.gov](mailto:anniep@wsac.wa.gov) | [www.gearup.wa.gov](http://www.gearup.wa.gov)

Transportation Plan for Gonzaga Empower U Camp June 18-21, 2019:

Students will leave from the AHS parking lot at 7:00am on June 18<sup>th</sup> and arrive at Gonzaga University by 3:00pm. Students are to be here by 6:45am to get vehicle packed. The vehicle will be picked up at Transportation at 6:30am. If students wish to bring snacks for the trip, or money for lunch, they may do so.

Transportation will be a district vehicle (Suburban or van). Mrs. Gina Salick, a district employee with the Aberdeen School District, will be driving the students to camp. Her cell number is: 360.581.2347, if you need to contact her.

Students will leave from Gonzaga University at 1:00pm on June 21<sup>st</sup> and arrive back at AHS by 9:00pm for pick up. Students will call ahead if they arrive early, or if they will be late.

*\*\*Note – GEAR UP may be arranging a charter bus for this trip. If this happens, there will be updates to the transportation plan.\*\**



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

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

Group/Team GEAR UP

School Miller Junior High

Advisor Scott Morrison Phone 360.289.3619

Date(s) of Trip 06/25-28/19 Destination WWU

Lodging Location School Dorms Lodging Phone 360.650.3000

Objective of Trip Attend a college knowledge camp

Number of Students 5 Number of Chaperones 1

Cost per Student \$0 Cost per Chaperone \$750

Funding Source and/or Account Code GEAR UP - 7923

Type of Transportation District vehicle Bus form required YES \_\_\_ NO

ASB Approval \_\_\_\_\_ Date \_\_\_\_\_

Principal Approval [Signature] Date 5/8/19

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

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

*[Handwritten marks]*



Dear Parent/Guardian,

Congratulations! GEAR UP has selected your child has been selected for the GEAR UP Envision U Camp. This camp will be held at Western Washington University in Bellingham, WA from Tuesday, June 25 to Friday, June 28, 2019. Participation in this camp is a selective process; therefore, it is important that your child keep this commitment to attend camp.

Approximately 170 students from GEAR UP schools across the state will be attending this camp to gain advocacy skills and learn about educational pathways after high school. Along with this letter is a waiver for the recreation center and a packing list. Please help your child pack accordingly for their comfort and enjoyment.

#### **WHAT IS THE ENVISION U CAMP ALL ABOUT?**

As a GEAR UP student, your child has been learning about the importance of planning for life after high school. Envision U Camp is focused on continuing this preparation through college knowledge sessions, leadership development and hosting conversations around post-secondary transition. GEAR UP has screened and hired current college students to serve as mentors. They will help lead camp activities and give an insider's perspective. **Best of all, camp is no cost to you!** Washington State GEAR UP will provide lodging, transportation, and meals. Students will stay on campus and be supervised by school chaperones.

#### **RECREATION CENTER WAIVER**

GEAR UP is organizing evening activities that involve the use of the WWU Recreation Center. In order for your child to be able to participate in these activities, you must complete a WWU Recreation Center waiver. Both student and parent/guardian must sign this form in order to use the recreation center. Please return the signed waiver to your GEAR UP coordinator by the end of the school year. If you do not return this form prior to camp, your child will not participate in these activities.

#### **HOW IS MY STUDENT GETTING TO/FROM CAMP?**

On June 25, the school's chaperone(s) will transport students to camp and return home on June 28. Your GEAR UP Coordinator will provide you specific transportation information.

#### **WHO DO I CONTACT IF I HAVE QUESTIONS?**

We want you to feel comfortable about sending your child to Western Washington University this summer. Please see the packing list for questions about what your student should bring along. If you have additional questions, please contact your GEAR UP Coordinator. We are excited about providing this opportunity to our students and look forward to working with them!

Sincerely,

Annie Pocklington  
Washington State GEAR UP Program Associate for Student Support Services  
Washington Student Achievement Council  
360.753.7837 | [anniep@wsac.wa.gov](mailto:anniep@wsac.wa.gov) | [www.gearup.wa.gov](http://www.gearup.wa.gov)

Transportation Plan for WWU Envision U Camp June 25-28, 2019:

Students will leave from the AHS parking lot at 9:30am on June 25<sup>th</sup> and arrive at Western Washington University by 3:00pm. Students are to be here by 9:15am to get vehicle packed. The vehicle will be picked up at Transportation at 9:00am. If students wish to bring snacks for the trip, or money for lunch, they may do so.

Transportation will be a district vehicle (Suburban or van). Mrs. Gina Salick, a district employee with the Aberdeen School District, will be driving the students to camp. Her cell number is: 360.581.2347, if you need to contact her.

Students will leave from Western Washington University at 1:00pm on June 28<sup>th</sup> and arrive back at AHS by 6:30pm for pick up. Students will call ahead if they arrive early, or if they will be late.



Aberdeen  
School District

*Our Children,  
Our Schools,  
Our Future*

# Budget Advisory Committee

May 15, 2019

Alicia Henderson, Ph.D., Superintendent  
Elyssa Louderback, Executive Director of Finance and Operations



*Our Children,  
Our Schools,  
Our Future*

# Agenda

1. Welcome
2. Introductions
3. 2019 Legislative Session
4. 2019-20 Budget Planning
  - a. Timeline
  - b. Budgeting Basics
  - c. Updated Assumptions

*Break*

5. Update on BAC Ideas (Jan 9)

*Adjourn*

# 2019 Legislative Session

## Impacts on Education Funding:

- Increased coordination for mental health
- Expanded ECEAP eligibility
- Special Education
- Lifting of local Levy Lid
- Hold Harmless
- No delay on K-3 CSR implementation
- No delay on SEBB implementation



# SB 5091 - Special Education

Increases the multiplier for K-12 special education funding per student with disabilities (SWD)

Up to 13.5% of district's enrollment (ASD5 SWD: 17%).

2019-20: increase from .9609 to .995

2020-21: tiered multiplier:

- SWD students in Basic Ed >80% = 1.075
- SWD students in Basic Ed <80% = .995

## Amount:

Preliminary estimate \$125,000

Note - this has not yet been confirmed by OSPI

*(SpEd underfunded for ASD5 = \$1,500,000)*

## Requirements:

- Professional development (details forthcoming)
- Record-keeping regarding time in Basic Ed
- Additional requirements forthcoming

# SB 5313 - Lifting Cap on Local Levy

Removes the \$1.50 levy limit  
(or limit of \$2,500 per student for Levy + LEA)

New limit = \$2.50  
(or limit of \$2,570 per student for Levy + LEA)


For 2019-20:

- Fall 2019 levy collections: \$1.50
- Spring 2020 levy collection: \$2.50

What is LEA?

Local Effort Assistance - state funding to districts that are unable to raise sufficient levy funding due to low property values.

LEA is a type of state “match”



*Note - ASD5 voters approved \$4.31 levy authorization in 2018. This expires at end of 2020. A renewed levy would need voter-approval in Spring 2020 to take effect in 2021.*



# SB 5313 - Lifting Cap on Local Levy

<i>Per Student</i>	2018 Levy:\$4.31	2019 Levy:\$1.50	2020 Levy:\$2.50
Levy (Local)	\$1,631	\$562	\$910
LEA (State)	\$1,046	\$938	\$1,047
LEA Limit	14% of Levy Base	\$1,500	\$1,593
Levy + LEA Limit	Up to 28% Levy Authority	\$2,500	\$2,570
Levy + LEA Total for ASD5	\$2,677	\$1,500	\$1,957

**Requirements:** Expenditure schedule that identifies amount expended on supplemental enrichment activities (details forthcoming)

# SB 5313 - Lifting Cap on Local Levy

	2017	2018	2019	2020	2021
	Pre-McCleary (\$4.31)		Post-McCleary (\$1.50)	Post SB 5313 (\$2.50)	
2017-18	Levy:\$5,200,000 LEA: \$3,746,375 <b>Total: \$8,946,375</b>				
2018-19		Levy: \$ 3,406,930 LEA: \$ 3,344,938 <b>Total: \$ 6,751,868</b>			
2019-20			Levy: \$ 2,454,501 LEA:\$ 3,282,242 <b>Total: \$ 5,736,742</b>		
2020-21				Levy: \$ 2,929,103 LEA:\$ 3,523,200 <b>Total: \$ 6,452,302</b>	

# Hold Harmless



Provision in the Operating Budget to provide additional LEA funding for districts who were most severely impacted by the new state funding model (includes ASD5).

This funding would offset the limit to the LEA contribution to districts under changes to the local levy limit.

## **Preliminary estimate:**

One-time payment of \$900,000 (in 2019-20) to offset limited LEA funding to ASD5 for one year. **Note - this has not yet been confirmed by OSPI**

# No Delays!

## K-3 Class Size Reduction (CSR)

Required ratio 1:17 for K-3 classes

District average across school year

Includes classroom teacher and specialists  
(music, special education and PE teachers)

ASD5 is prepared to implement in 2019-20!



*Yay! - no \$720,000 penalty  
to our apportionment*

## School Employee Benefits Board (SEBB)

School districts must provide health benefits to  
all employees working at least 630 hours / year

Effective January 1, 2020

**Cost - still unknown**

*Oh no! How can we  
budget for this expense  
if we don't know how much  
it will cost?*



# SEBB



- All employees who work > 630 hours in the school year are eligible for medical, dental, vision benefits.
- This equates to working > 3.5 hr/day
- State only pays for the staff in prototypical model
- Employers must pay for each employee who works >630 hours, even if employee waives medical insurance.
- We currently have 84 employees who waive medical coverage (roughly **\$1,004,976**)
- Roughly 50 substitutes are likely to be covered costing approximately **\$598,000**

Monthly insurance allocation per state estimates:

	2018-19	2019-20
Sept - Dec	\$844	\$ 973
Jan - June	\$844	\$ 994
July - August	\$844	\$1,056
Total for year	\$ 10,128	\$11,964
% increase	2.8%	15.35%



# Timeline

## May, 2019

- Determine staffing based on enrollment

## June, 2019

- Estimate revenues
- Maximize “braided funding” for personnel

## July, 2019

- Bring budget data to Board for approval

## State guidelines

- RCW 28A.505.040-080 define the timeline for budget submission
- WAC 392-123-054

Date	First Class District (>1,000 students)
July 10	<ul style="list-style-type: none"><li>● Final date for “initial” submission to ESD for review and comment</li><li>● Made available to public</li></ul>
August 31	Final date for adoption of budget by School Board
September 3	Final date to file adopted budget with ESD
September 10	Last day for ESD to file with OSPI

## Estimate Revenues

		Pre-McCleary 2017-18	Transition Year 2018-19	Post-McCleary 2019-20	Post-McCleary 2020-21
Local	Levy (and taxes)	\$5,261,861  Rate: \$4.31	\$3,410,155  Fall rate = \$4.31 Spring rate = \$1.50	\$2,474,565  Fall rate = \$1.50 Spring rate = \$2.50	\$2,949,103  Fall rate: \$2.50 Max Spring rate: \$2.50
	Other Local	\$782,807	\$909,074	\$895,592	\$913,504
State		\$37,040,111  (LEA = \$3,586,224)	\$41,538,643  (LEA = \$3,344,938)	\$42,384,027  (LEA = \$ 3,282,242 ) (HH = \$900,000 )	\$43,231,708  (LEA = \$3,523,200)
Federal		\$5,230,844	\$5,059,495  (loss of 21st Century Grant)	\$5,307,451  (does not include 21st Century Grant)	\$5,360,526
Total		\$48,315,623	\$50,917,367	\$51,061,635	\$ 52,454,841

*HH = Hold Harmless: anticipated \$900,000 one time in 2019-20*

# School District Budget Basics

## *Golden Rules:*

- 1. Avoid Deficit Spending**
- 2. Plan for Sustainability**
  - a. Required 4 year projections
- 3. Maintain Adequate Reserves**
  - a. Economic uncertainty
  - b. Cash flow
  - c. 5% (1 month salary)



## Budgets are Built Upon Assumptions

- a. Enrollment
- b. Staffing (salaries & benefits)
- c. Inflationary factors
  - i. Implicit Price Deflator (IPD) - as designated by the State for revenue
- d. Salary increases
  - i. Step & Column
  - ii. Consumer Price Index (CPI)
  - iii. Negotiated increases
- e. Benefit increases
  - i. Health (SEBB)
  - ii. Retirement contributions
- f. Debt Service
- g. Anticipated capital expenses



# Updated Assumptions for 2019 - 23 Budget Planning

- A. Enrollment: **Flat for 4 years (3290)**
- B. Staffing (salaries & benefits): **Status Quo for 4 years**
- C. Inflationary factors for Revenue
  - i. Implicit Price Deflator (IPD) - from **1.9-2.0% for each of the 4 years (cumulative)**
- D. Salary increases
  - i. Step & Column: **1% of total salaries added year to cover step & column increases**
  - ii. Consumer Price Index (CPI): **OSPI factors used for each year (cumulative)**
  - iii. Negotiated increases: **2019-20: AEA = 3%, AAAA = 1.9%, PSE = 10%**  
**2020-21: AEA = 3%, PSE = 3%**  
**2021-22: PSE = 3%**  
**2022-23: No employee groups have settled**
- E. Benefit increases
  - i. Health (SEBB): **5.1% increase for 2019-20, 3.1% for 2020-21 & 2021-22**
  - ii. Retirement contributions: **3.1% increase for 4 years**
- F. Debt Service: **AHS bond for 4 years, Miller bond for 4 years**

# Updated Assumptions for 2019 - 23 Budget Planning

## ASD 5 Bargaining Calendar

	8/31/18 Expiration	8/31/19 Expiration	8/31/20 Expiration	8/31/21 Expiration	8/31/22 Expiration	8/1/23 Expiration
AEA	18%	3%	3%	XX		
PSE	10%	10%	3%	3%	XX	
Main & Operation	5%	15%	XX			
Food & Trans	5%	15%	IPD	Salary Re-open	XX	
Principals	3.1%	Salary Re-open	XX			
Athletics	9%	1.9%	Salary Re-open	IPD	Salary Re-open	XX

# Preliminary ASD 4-Year Budget



School Year		2019-2020	2020-2021	2021-2022	2022-2023
Enrollment	w/ RS & GRAVITY	3,290	3,290	3,290	3,290
Beginning Fund Balance		2,619,130	2,572,950	2,550,638	2,319,458
Plus Revenue		51,061,635	52,454,840	53,323,459	54,399,525
Transfers	GL 536	(285,000)	(285,000)	(285,000)	(285,000)
Minus Expenditures		(50,822,815)	(52,192,152)	(53,269,640)	(54,371,868)
<b>Ending/Projected Fund Balance (800's)</b>		<b>2,572,950</b>	<b>2,550,638</b>	<b>2,319,458</b>	<b>2,062,114</b>
	Fund Balance Percent	5.06%	4.89%	4.35%	3.79%
	<b>Difference Rev to Ex</b>	<b>(46,180)</b>	<b>(22,312)</b>	<b>(231,181)</b>	<b>(257,343)</b>
	5% Min FB =	2,541,140.73	2,609,607.62	2,663,481.99	2,718,593.42
	Amt needed to 5%=	Goal Met	58,969.20	344,024.16	656,479.09



# BAC Ideas: Costs Savings & Increased Revenues

(From Jan 9, 2019)



# Next Steps



*Our Children,  
Our Schools,  
Our Future*

1. July - August: Board Approval of 2019-20 Budget
2. BAC Meeting: Sept 25



Description	Rationale	Suggested Steps	Actions Taken
Lobby for State Changes	It is unacceptable that the state's changes to education funding result in significant cuts in our district. The state must fully fund our district.	Aggressive lobbying Public interaction/outreach <ul style="list-style-type: none"> <li>● Mailed Letters</li> <li>● Utility bill fliers</li> <li>● Radio</li> <li>● Website and social media</li> </ul> Hold legislators accountable	<ul style="list-style-type: none"> <li>● Letter to Legislators</li> <li>● Visit to Legislators by BAC group</li> <li>● Visit to Legislators w/ Supt &amp; AEA leadership</li> <li>● Communication with media</li> </ul>
<ol style="list-style-type: none"> <li>1. Look to local service groups for more financial support; school play equipment, vision/hearing equipment, etc.</li> <li>2. How can behavioral health resources supplement current mental health services</li> </ol>	<ol style="list-style-type: none"> <li>1. The more services/facilities these groups can provide, the less the district needs to pay.</li> <li>2. More services to students</li> </ol>	<ol style="list-style-type: none"> <li>1. Be in touch with Rotary, Lions, Kiwanis, etc. and see what part they are willing to do.</li> <li>2. Contact BHR</li> </ol>	<ol style="list-style-type: none"> <li>1. Starting conversations</li> <li>2. Working with BHR to streamline referral process and increase services</li> </ol>
With 6 <sup>th</sup> grade moving to Miller, would it be beneficial to have basketball only be at the middle school?	This would save money paying for students that can't afford it.		<ul style="list-style-type: none"> <li>● Minimal impact on budget</li> <li>● Ability to build stronger programs</li> </ul>
Utilize any and all fundraising opportunities to fund trips/experiences that are deemed to be beyond standard.	Still need valuable educational experiences.	Sell surplus equipment Crowd Funding Traditional fundraising Seat cushions	<ul style="list-style-type: none"> <li>● We utilize Donors Choose</li> <li>● Request volunteers</li> <li>● Surplus process is being streamlined and is more frequent</li> </ul>
<p>Ask each program and department how they can cut costs in that department or program from 5-10%</p> <p>Instruct substitutes on the use of technology which impacts costs. For example, shutting down projectors to conserve bulb hours and replacement of projector bulbs.</p>	<p>Each area feels a part of the solution and have specific insights into the essential and non-essential costs.</p> <p>Save bulb hours, save bulb replacement. Bulb cost for a projector can be \$400/2,000 hours.</p>	<p>Survey or collect information from teachers and paras to brainstorm how to save.</p> <p>In-services for personnel and subs on technology to better care for instructional equipment.</p>	<ul style="list-style-type: none"> <li>● Adding webpage for all staff and community to make suggestions for cost saving measures and other items.</li> </ul>

Description	Rationale	Suggested Steps	Actions Taken
Asking administrators to review spending and provide possible cuts for their program.	Asking administrators for their own cuts allows for voice and possible cuts, previously not thought of.	Contact administrators	<ul style="list-style-type: none"> <li>● Energy Audit</li> </ul>
Supply or money raising effort in community of offset cost of school supplies.	School supply costs transferring from parents to schools has significantly increased costs to the district. Asking the community to assist, in a unified formal way, would likely increase community participation.	Form a community committee to explore fundraising options.	<ul style="list-style-type: none"> <li>● Compiling lists of requested supplies from teachers</li> <li>● Purchasing will be reaching out to several organizations that have contacted us in the past</li> </ul>
With 6 <sup>th</sup> grade moving to Miller, would it be beneficial to only have 6 <sup>th</sup> grade participate in band and orchestra.	It would decrease the cost of transportation and salary of the instructor.		<ul style="list-style-type: none"> <li>● Ability to build stronger programs</li> </ul>
<ol style="list-style-type: none"> <li>1. Athletic Fees</li> <li>2. Supplies</li> <li>3. Electives being cut</li> <li>4. Get rid of band and orchestra at the 5<sup>th</sup> grade level. It takes up so much time. Start it at the middle school where it can be an elective.</li> <li>5. I like the 4 days a week idea.</li> </ol>	<ol style="list-style-type: none"> <li>1. Some parents are willing to pay or would donate to play athletics. Allow them to do this.</li> <li>2. Parents are willing to donate these too. If we want kids to have the same items, then take donations.</li> <li>3. Other classes have been cut (i.e. Japanese) and kids have been depending on that. We are in unprecedented times. One elective is no more important than another. Cut the AVID class and teach it during advisory-ALL children deserve these skills. We have the same commitment to our other students as we do to AVID, no more, no less.</li> </ol>		<ol style="list-style-type: none"> <li>1. Donation tab will be added to the District RevTrak page for Donations to Athletics.</li> <li>2. Donation tab will be added to the District RevTrak page for Donations to Supplies.</li> <li>3. Reviewing needs in the schedule.</li> <li>4. See above response.</li> <li>5. Research impacts on districts who have implemented this option.</li> </ol>

Description	Rationale	Suggested Steps	Actions Taken
<ol style="list-style-type: none"> <li>1. How does ASD5 deal with Microsoft licensing? EES?</li> <li>2. How many computers does the district purchase each year? From what funds? Any special requirements?</li> <li>3. RTI program for SPED rather than traditional evaluation program.</li> </ol>	<ol style="list-style-type: none"> <li>1. EES is paid per employed FTE and allows for all district computer servers, and office installs. Including student computers.</li> <li>2. General purpose computing can be done with Chromebooks. 2-3 Chromebooks per teacher is cheaper than a single Dell or Apple. Desk computer, presentation (google docs).</li> <li>3. Help with the "Our Identification" of SPED students. Possibly braided fund positions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Small yearly paperwork application. Small one time license fee to help with management.</li> <li>2.</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1. We are currently participating in this program.</li> <li>2. Reviewing standard devices for staff</li> <li>3. We are developing our capacity for MTSS* to support students in general education rather than limited to referrals for special education  <ul style="list-style-type: none"> <li>*Response to Intervention (RTI) is for academics, Multi-Tiered System of Supports (MTSS) is for both academics &amp; behavior.</li> </ul> </li> </ol>
<p>Sell the property in south side.</p>	<p>Idle property that is not being used.</p>	<p>CMA Appraisal Talk to the college about purchasing it.</p>	<ul style="list-style-type: none"> <li>● Evaluated property for logging. Not possible due to environmental implications.</li> <li>● Will review and discuss options for surplussing this property with the Board.</li> </ul>
<p>Look at ways to cut costs in athletics.</p>	<p>Looking for ways to contribute to savings without compromising programs</p>	<p>Limitations on travel</p>	<ul style="list-style-type: none"> <li>● Athletic Director is reviewing all travel.</li> </ul>
<p>Consolidation</p>	<p>Can we share any service with Hoquiam or others (facilities, programs, and staff)?</p>	<p>Meet with Hoquiam to explore ideas.</p>	<ul style="list-style-type: none"> <li>● We are very interested to do this. Preliminary discussions have begun for professional development. We are open to other departments and programs working together.</li> </ul>



Description	Rationale	Suggested Steps	Actions Taken
Maximize local grant opportunities <ul style="list-style-type: none"> <li>● GHCF</li> <li>● Seabrook</li> <li>● Rotary</li> <li>● Other</li> <li>● Sierra Pacific</li> </ul>	Reduce direct costs Increase revenue; continue building partnerships in the community.	<ul style="list-style-type: none"> <li>● Would a fundraiser help with swim or athletics?</li> <li>● Do we maximize the GHCF field trips grants (meet with Eric Potts to discuss)?</li> <li>● Designated grant seeker/writer in district?</li> <li>● Are there other items they would fund?</li> </ul>	<ul style="list-style-type: none"> <li>● Reviewing requirements of the grants</li> <li>● We do participate in GHCF field trip grants</li> <li>● Review</li> </ul>
4 day weeks or furlough days	Would we save in transportation, food service, other staff (electricity, maintenance, staff costs)?	<ul style="list-style-type: none"> <li>● Is this possible? State can have 5 and we are there. What are the work arounds?</li> <li>● Investigate the actual cost savings to be realized.</li> </ul>	<ul style="list-style-type: none"> <li>● See above</li> </ul>
School supplies; all given same items, parents asked to contribute if we can.	Everyone gets the same; no stigma	Common list of supplies per level. Draft letter with “ask”/info Create distribution plan.	<ul style="list-style-type: none"> <li>● All students are given the same items for each class.</li> <li>● Working through options for donations.</li> </ul>

Initiated January 9, 2019

Update May 15, 2019

# Teaching and Learning Report May 2018



Aberdeen  
School District

*Our Children,  
Our Schools,  
Our Future*

## Post-Secondary Success (AVID)

- + AVID 12 Celebration
- + AVID 12 Success & Planner Tracking
- + Planner for Organization continues at all schools
- + School Improvement Strategies
  - AVID 19-20 Attachment

## Science

- + Secondary
  - Instructional Materials Review Team Presentation
  - Adoption of Materials, 6 - 12
- + Elementary
  - 5<sup>th</sup> Grade will build units with Pacific Educational Institution (PEI) – Next Generation Standards aligned
  - PEI will provide Mystery Science support

## Positive Behavioral Interventions & Supports (PBIS) & Social-Emotional Learning (SEL)

- + Multi-Tiered Systems & Supports (MTSS)
  - State Grant Participation
  - Funded 15 participants to attend state MTSS conference
  - Researched resources to support building model
- + SEL Sessions
  - Complete
  - Continue professional development model 2019 – 2020
  - Curriculum reviews beginning to address SEL competencies/standards
  - Assessment pilots beginning fall 2019 to measure SEL competencies/standards

## Technology/Digital Teaching and Learning

- ✚ Standardization of Staff devices
- ✚ Redistribute senior laptops
- ✚ Computer insurance
  - Available to staff fall 2019

## Other

- ✚ ESD Clock Hour Option Trial Run Feedback
- ✚ HOPE Squad – AHS
- ✚ Future Math
  - K – 8 Review for 2019 – 2020
  - Curriculum aligned with Common Core with a focus on the Math Practices
- ✚ Summer Conference 2 Day Institute
  - Grays Harbor College
  - Aberdeen School District
  - Hoquiam School District
  - Montesano School District
- ✚ Para Educator Professional Development
  - Legislature funded
  - 14 hours throughout 2019 – 2020 school year
  - District reimbursement
  - Fundamental Course of Study Modules (FCS)
  - Details from State coming soon



*Our Children,  
Our Schools,  
Our Future*

# Secondary Science Curriculum Recommendation

Spring 2019

# Curriculum Adoption Team

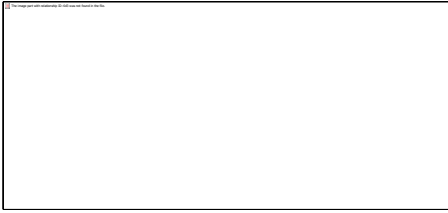
Name	District Role
David Bruncke	Teacher AHS
Christopher Howell	Teacher Harbor High
Eric Williamson	Teacher Miller JH
Lori Snyder	Teacher Miller JH
Chelsea Allee	Teacher Miller JH
Katina Gamleah	Teacher AHS
Sally Holt	Teacher Miller JH
Traci Sandstrom	Teaching & Learning
Ken Erickson	Teacher AHS
Gayla Stewart	Teacher A J West

Process facilitated by Capital Region ESD 113 Teaching and Learning

# Team Charge and Purpose

**Charge:** Combine knowledge of the Next Generation Science Standards (NGSS) with knowledge of the present and shifting demographics of the Aberdeen student body to review, evaluate, and recommend a secondary science curriculum.

**Purpose:** To provide a curriculum with sequenced skills and concepts, meeting the NGSS for all students, that ensure science success for *all* junior high and high school learners in the Aberdeen School District.



# Standards

**Next Generation Science Standards (NGSS):** The NGSS focus on helping students use science to make sense of phenomena (observable events) in the natural and designed world and to use engineering practices to solve problems.

## **Three dimensions of NGSS:**

- **Crosscutting Concepts**- links domains of science; cause and effect, scale, proportion and quantity
- **Science and Engineering Practices**-use and construct models as helpful tools to represent ideas and explanations
- **Disciplinary Core Ideas**-understanding or investigating complex ideas and solving problems

# Adoption Timeline

- **School year 2017- 2018:** Juniors take the Washington Comprehensive Assessment of Science (WCAS) for the first time; ASD science teachers express gaps between existing curriculum and demands of NGSS
- **Fall-Winter 2018:** Curriculum Adoption Team (CAT) meetings began with ESD facilitator to review programs
- **Winter-Spring, 2019:** Curriculum investigations, CAT meetings
- **Spring-Summer, 2019:** Order, delivery of curriculum, training
- **Fall, 2019:** Implementation into classrooms with ongoing fidelity checks and staff support/training



# Evaluation Tools and Resources

- **Primary Evaluation for Essential Criteria (PEEC)** for Next Generation Science Standards Instructional Materials Design
- **NextGen Science site and link to EQulP Protocol** for evaluating the alignment of lessons, units, and modules to the CCSS and for analyzing the relationship between student work and the quality and alignment of instructional materials
- **Online Instructional Materials Reviews**

# ASD Demographic Trends

## Population trend

- Steady the last eight years, varying between 3,200 and 3,500 students

## Ethnicity trend

- The percent of students identifying as Hispanic/Latino has nearly doubled the last ten years

## Other data

- In the last ten years, the percentage of **students with disabilities** has increased more than 30%
- ESSA data shows a need to focus on ELA and Math proficiency for English Learners and Students with Disabilities

# Curriculum Requirements

Objective measures for ensuring fidelity to CAT requirements:

- Content **meets requirements of NGSS** (overall and at each grade level)
- Content **meets the rigor** of NGSS standards to provide college and career readiness
- Materials and content meet the challenges and needs of **students at all ability levels**
- Materials contain **teacher supports** for usability and differentiation
- Assessments **align** with the major features of NGSS standards

# Programs Investigated

- **Pearson** “Elevate” (middle school) and accompanying high school program
- **McGraw-Hill** “Inspire”
- **STEMScopes**

# Evaluation/Review

Applied aspects of the PEEC and EQuIP tools most relevant to Aberdeen students and teachers

- Programs not fully meeting ASD needs
  - Pearson
  - STEMScopes
- Program most fully meeting ASD needs
  - McGraw Hill

# Justification

## McGraw Hill:

- Explicit and clear link to NGSS practices, three dimensions
- Clear use of “5E” lesson model
- Student and teacher safety guidelines are strong
- Strong digital supports to meet learner and teacher needs
- Scaffolding
- Lends itself to differentiation
- Clear, consistent layout/navigation of materials
- Phenomena consistently relevant and authentic
- A “bridge” or “hybrid” between traditional and digital programs

# Ongoing Supports

- Professional development/training provided by the publisher
- Fidelity and accountability checks by building leadership

Thank you to the Aberdeen School District  
Board of Directors.

We appreciate your ongoing support and  
encouragement.



Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

*This form must be typed/word processed and completed in full before submitting.*

**1. GENERAL INFORMATION**

Name of Submitter/Committee: Katina Gamleah  
 Date: May 14, 2019  
 School: Aberdeen High School  
 Department: (secondary only) Science

**2. MATERIAL INFORMATION**

Title: Environment: The Science Behind the Stories  
 Author/Producer: Withgott & Laposata  
 Publisher: Pearson  
 Copyright: 2017  
 Price Per Item: \$126.65  
 Number of copies to be purchased: 66  
 ISBN/MHID: 978-0134485997

**3. INTENDED USE**

(Check all boxes that apply)

Grade level(s): 9th Course: AP Environmental Science

- Basic/Core
- Supplemental
- Pilot
- Teacher Resource

- Large Group
- Small Group
- Individual Instruction
- Enrichment
- Other (Specify) \_\_\_\_\_

**4. TYPE OF MATERIAL**

(Check all boxes that apply)

- Text (print or electronic)
- Web Based Curriculum/Resource
- Apps/Computer Software
- Recording/CD
- Video/DVD
- Reviewed by Technology

Lexile Readability Level 1085 L or 10<sup>th</sup>/ 11<sup>th</sup> grade level

**5. SYNOPSIS/SUMMARY (Goals, brief description of content & purpose, online materials & support available)**

This book allows students to learn about Environmental science with a special look at real world examples, problems and solutions. The ultimate goal is to give students a successful AP experience that will help them find success in all of their future AP classes. This book covers all the major and minor topics that will give students the ability to view and understand the complexity of the environmental problems to find viable solutions or starting points towards those solutions. The support includes instructor resources and supplemental testing guides and question banks.

**6. STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No

2. Materials lead to learner accomplishments of the following current standards:

List most appropriate/key standards addressed:

- Common Core Literacy
- CCSS.ELA-LITERACY.RST.6-8.1      CCSS.ELA-LITERACY.RST.6-8.2      CCSS.ELA-LITERACY.RST.6-8.3
- CCSS.ELA-LITERACY.RST.6-8.4      CCSS.ELA-LITERACY.RST.6-8.5      CCSS.ELA-LITERACY.RST.6-8.6
- CCSS.ELA-LITERACY.RST.6-8.7      CCSS.ELA-LITERACY.RST.6-8.8      CCSS.ELA-LITERACY.RST.6-8.9
- CCSS.ELA-LITERACY.RST.6-8.10

Common Core Math

NGSS: HS-LS1-4; HS-PS 1, 3; HS-ES 2,3; HS-ET1

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain: The content can be adapted to different levels but it will mainly be by the instructor. There are supplemental materials but I have yet to see them.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

I have been using a Withgott book already in science, though it is from 2011. The information is combined with stories that draw students into the experience as well as pictures that illustrate the issues, phenomena, and context that is current, reliable and relatable.

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of "Poor" does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

	Excellent	Good	Fair	Poor
N/A				
1. Presents more than one viewpoint of controversial issues.	x			
2. Presents minorities realistically.	x			
3. Includes contributions of minority authors.				x
4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).	x			
5. Facilitates the sharing of cultural differences.		x		
6. Promotes the positive nature of differences.	x			
7. Includes the contributions, inventions, or discoveries of women.	x			
8. Includes the contributions, inventions, or discoveries of minorities.	x			
9. Presents minorities in a manner that promotes ethnic pride.			x	

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. **SIGNATURES**

Submitted by: Katina Gamleah  
Print name

Approved by Department Head *(secondary only)* David Bruncke  
Print name

Approved by Building Administrator Sherrill Northrup  
Print name

[Signature]  
Signature  
[Signature]  
Signature  
Sherrill Northrup  
Signature

10. **RECOMMENDATIONS**

Recommended by instructional materials committee:  Yes  No

11. **FINAL APPROVAL**

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	David Bruncke		
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

***This form must be typed/word processed and completed in full before submitting.***

**1. GENERAL INFORMATION**

Name of Submitter/Committee: PASS/William Rabung  
 Date: May 8, 2019  
 School: Aberdeen High School  
 Department: (secondary only) Special Education PASS Program

**2. MATERIAL INFORMATION**

Title: School-Connect  
 Author/Producer: K.Beland, J.Douglass & R. Matthey  
 Publisher: School-Connect  
 Copyright: Updated Yearly  
 Price Per Item: \$1065/Set  
 Number of copies to be purchased: 80 Volume Set  
 ISBN/MHID: NA

**3. INTENDED USE**

(Check all boxes that apply)

Grade level(s): 6 – 12

Course: Pass Orientation

- Basic/Core
- Supplemental
- Pilot
- Teacher Resource

- Large Group
- Small Group
- Individual Instruction
- Enrichment
- Other (Specify) \_\_\_\_\_

**4. TYPE OF MATERIAL**

(Check all boxes that apply)

- Text (print or electronic)
- Web Based Curriculum/Resource
- Apps/Computer Software
- Recording/CD
- Video/DVD
- Reviewed by Technology

Lexile Readability Level 6.0

**5. SYNOPSIS/SUMMARY (Goals, brief description of content & purpose, online materials & support available)**

SEL Curriculum; 80 lessons = 4 Modules

1. Creating a supporting learning community
2. Developing self-awareness and self-management
3. Building relationships and resolving conflicts
4. Preparing for college and the workforce

This is a hard copy, on-line curriculum, teacher guide, 4 binders, power point slides, student hand-out masters, lesson extensions and 4 posters

**6. STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No
2. Materials lead to learner accomplishments of the following current standards:

List most appropriate/key standards addressed:

Common Core Literacy

Common Core Math

Other; Curriculum to meet Special Education goals from Individualized Education Plans, Functional Behavior Assessments and Behavior Intervention Plans

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain:  
At a 6<sup>th</sup> grade reading level, this content is being utilized to provide students the skills necessary to become successful in all classroom settings.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

It is my belief that this program will allow us to promote and instruct skills for the student with special needs. They will have greater access to social skills and environmental development. This program gives strength to the students that need extra support.

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of "Poor" does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

1. Presents more than one viewpoint of controversial issues.

Excellent	Good	Fair	Poor	N/A
	X			

2. Presents minorities realistically.

	X			
--	---	--	--	--

3. Includes contributions of minority authors.

		X		
--	--	---	--	--

4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).

	X			
--	---	--	--	--

5. Facilitates the sharing of cultural differences.

	X			
--	---	--	--	--

6. Promotes the positive nature of differences.

	X			
--	---	--	--	--

7. Includes the contributions, inventions, or discoveries of women.

	X			
--	---	--	--	--

8. Includes the contributions, inventions, or discoveries of minorities.

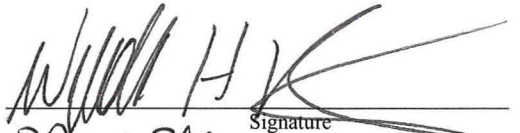
	X			
--	---	--	--	--

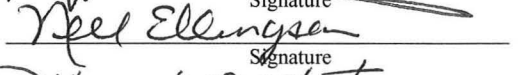
9. Presents minorities in a manner that promotes ethnic pride.

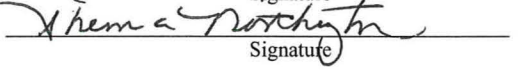
		X		
--	--	---	--	--

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: William H Rabung   
Print name Signature

Approved by ~~Department Head~~ (secondary only) Nell Ellingsen   
Print name Signature

Approved by Building Administrator Sherri Northington   
Print name Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19			
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

*This form must be typed/word processed and completed in full before submitting.*

**1. GENERAL INFORMATION**

Name of Submitter/Committee: Rick Stallo  
Date: April 29, 2019  
School: Aberdeen High School  
Department: (secondary only) Social Studies

**2. MATERIAL INFORMATION**

Title: Human Journey: Modern World  
Author/Producer: \_\_\_\_\_  
Publisher: Holt, Rinehart & Winston  
Copyright: 2003  
Price Per Item: \$10 - \$30  
Number of copies to be purchased: 30  
ISBN/MHID: 0030655072

**3. INTENDED USE**

(Check all boxes that apply)

Grade level(s): 10, 11, & 12

Course: Modern World History

- |                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | Basic/Core       |
| <input type="checkbox"/>            | Supplemental     |
| <input type="checkbox"/>            | Pilot            |
| <input type="checkbox"/>            | Teacher Resource |

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | Large Group            |
| <input type="checkbox"/>            | Small Group            |
| <input checked="" type="checkbox"/> | Individual Instruction |
| <input type="checkbox"/>            | Enrichment             |
| <input type="checkbox"/>            | Other (Specify) _____  |

**4. TYPE OF MATERIAL**

(Check all boxes that apply)

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Text (print or electronic)    |
| <input type="checkbox"/>            | Web Based Curriculum/Resource |
| <input type="checkbox"/>            | Apps/Computer Software        |
| <input type="checkbox"/>            | Recording/CD                  |
| <input type="checkbox"/>            | Video/DVD                     |
| <input type="checkbox"/>            | Reviewed by Technology        |

Lexile Readability Level \_\_\_\_\_

**5. SYNOPSIS/SUMMARY** (Goals, brief description of content & purpose, online materials & support available)

This text will be used in Modern World History classes. When department change curriculum to Ancient and Modern World, the text we have is inadequate for new class.

**6. STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No

2. Materials lead to learner accomplishments of the following current standards:

List most appropriate/key standards addressed:

Common Core Literacy

Common Core Math

Other

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain:

Like our present text it can be adopted easily to accommodate all learners. Would provide a consistent message continuation from our present text.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

Materials are decent. Really need text for use as background reading for our Modern World class.

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of "Poor" does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

	Excellent	Good	Fair	Poor	N/A
1. Presents more than one viewpoint of controversial issues.	X				
2. Presents minorities realistically.	X				
3. Includes contributions of minority authors.		X			
4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).		X			
5. Facilitates the sharing of cultural differences.	X				
6. Promotes the positive nature of differences.	X				
7. Includes the contributions, inventions, or discoveries of women.		X			
8. Includes the contributions, inventions, or discoveries of minorities.		X			
9. Presents minorities in a manner that promotes ethnic pride.		X			



Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: Rick Stallo [Signature]  
Print name Signature

Approved by Department Head *(secondary only)*: Rick Stallo [Signature]  
Print name Signature

Approved by Building Administrator: Shem Northington [Signature]  
Print name Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	Idandston		
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

This form must be typed/word processed and completed in full before submitting.

1. **GENERAL INFORMATION**

Name of Submitter/Committee: Ashley Kohlmeier  
Date: 4-25-19  
School: Aberdeen High School  
Department: (secondary only) English

2. **MATERIAL INFORMATION**

Title: Heart of Darkness  
Author/Producer: Joseph Conrad  
Publisher: Norton  
Copyright: 2006  
Price Per Item: \$6.00-7.00  
Number of copies to be purchased: 60  
ISBN/MHID: 1503275922

Grade level(s): 11 and 12

Course: AP Literature & Composition

3. **INTENDED USE**

(Check all boxes that apply)

- |                                     |                  |
|-------------------------------------|------------------|
| <input type="checkbox"/>            | Basic/Core       |
| <input checked="" type="checkbox"/> | Supplemental     |
| <input type="checkbox"/>            | Pilot            |
| <input type="checkbox"/>            | Teacher Resource |

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | Large Group  |
| <input type="checkbox"/>            | Small Group  |
| <input type="checkbox"/>            | Individual Instruction                               |
| <input type="checkbox"/>            | Enrichment   |
| <input checked="" type="checkbox"/> | Other (Specify) <u>Summer reading prior to class</u> |

4. **TYPE OF MATERIAL**

(Check all boxes that apply)

- |                                     |                               |
|-------------------------------------|-------------------------------|
| <input checked="" type="checkbox"/> | Text (print or electronic)    |
| <input type="checkbox"/>            | Web Based Curriculum/Resource |
| <input type="checkbox"/>            | Apps/Computer Software        |
| <input type="checkbox"/>            | Recording/CD                  |
| <input type="checkbox"/>            | Video/DVD                     |
| <input type="checkbox"/>            | Reviewed by Technology        |

Lexile Readability Level 970

5. **SYNOPSIS/SUMMARY** (Goals, brief description of content & purpose, online materials & support available)

This novella follows a young, European sailor through the Congo in the 1890s. Marlow tells the tale of his time in Africa dealing with and working in the ivory trade.

6. **STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No
2. Materials lead to learner accomplishments of the following current standards:  Yes  No

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

List most appropriate/key standards addressed:

Common Core Literacy  
RL 1-6 and RL 9

Common Core Math

Other  
Writing: W1.a W1.d W1.e W1.e

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain:

As this is a college-level course, the mature content of the novel matches the standard of high-level reading expected in an AP class. The novella can be listened to via YouTube or other online sources if students need that accommodation or they prefer to listen to it while they read.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

This novella poses difficult and deep questions about the definition of “civil” race relations and imperialism. In the last decade the novella has become somewhat of the “darling” of AP Literature and Composition and is often explicitly referenced on the AP Exam.

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of “Poor” does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

	Excellent	Good	Fair	Poor	N/A
1. Presents more than one viewpoint of controversial issues.		X			
2. Presents minorities realistically.	X				
3. Includes contributions of minority authors.			X		
4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).		X			
5. Facilitates the sharing of cultural differences.	X				
6. Promotes the positive nature of differences.	X				
7. Includes the contributions, inventions, or discoveries of women.		X			
8. Includes the contributions, inventions, or discoveries of minorities.	X				
9. Presents minorities in a manner that promotes ethnic pride.	X				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: Ashley Kohlmeier Ashley Kohlmeier  
Print name Signature

Approved by Department Head *(secondary only)* Maureen Lewis Maureen Lewis  
Print name Signature

Approved by Building Administrator Lonni K. Tegeberg Lonni K. Tegeberg  
Print name Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	Danderson		
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

*This form must be typed/word processed and completed in full before submitting.*

**1. GENERAL INFORMATION**

Name of Submitter/Committee: Advisory Team/Terry Dion  
 Date: May 10, 2019  
 School: Aberdeen High School  
 Department: (secondary only) Advisory/Social-Emotional Learning Curriculum

**2. MATERIAL INFORMATION**

Title: Character Strong  
 Author/Producer: J. Norlin, L. Norlin & H. Kraft  
 Publisher: Character Strong  
 Copyright: Updated Yearly  
 Price Per Item: \$4500  
 Number of copies to be purchased: Site License  
 ISBN/MHID: N/A

**3. INTENDED USE**

(Check all boxes that apply)

Grade level(s): 9 – 12 Course: Advisory

<input type="checkbox"/>	Basic/Core	<input checked="" type="checkbox"/>	Large Group
<input checked="" type="checkbox"/>	Supplemental	<input checked="" type="checkbox"/>	Small Group
<input type="checkbox"/>	Pilot	<input type="checkbox"/>	Individual Instruction
<input type="checkbox"/>	Teacher Resource	<input type="checkbox"/>	Enrichment
		<input checked="" type="checkbox"/>	Other (Specify) <u>Advisory</u>

**4. TYPE OF MATERIAL**

(Check all boxes that apply)

<input type="checkbox"/>	Text (print or electronic)	Lexile Readability Level _____
<input checked="" type="checkbox"/>	Web Based Curriculum/Resource	
<input type="checkbox"/>	Apps/Computer Software	
<input type="checkbox"/>	Recording/CD	
<input type="checkbox"/>	Video/DVD	
<input type="checkbox"/>	Reviewed by Technology	

**5. SYNOPSIS/SUMMARY** (Goals, brief description of content & purpose, online materials & support available)

CASEL aligned social-emotional advisory curriculum. It focuses on character development, emotional development and a stronger identity and purpose in school and society.

**6. STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No
2. Materials lead to learner accomplishments of the following current standards:

List most appropriate/key standards addressed:

Common Core Literacy

Common Core Math

Other Social-Emotional Learning Competency aligned.

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain:

The learning involves SEL which is both very individualized and reflected in overall school climate. Each student has individual levels in SEL, often not directly related to academic skills and abilities. Therefore, each student will grow/learn in relation to their present level in different areas of SEL. Access to this growth is not dependent on reading levels, ELL or disabilities.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

Our SEL cohort felt that Character Strong was:

- Ideally suited for high school students
- Dovetailed with Miller's SEL program
- Highly accessible training and support
- Easily put into practice
- Aligned with out PBIS goals
- Positive responses from other districts already implementing

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of "Poor" does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

1. Presents more than one viewpoint of controversial issues.
2. Presents minorities realistically.
3. Includes contributions of minority authors.
4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).
5. Facilitates the sharing of cultural differences.
6. Promotes the positive nature of differences.
7. Includes the contributions, inventions, or discoveries of women.
8. Includes the contributions, inventions, or discoveries of minorities.
9. Presents minorities in a manner that promotes ethnic pride.

Excellent	Good	Fair	Poor	N/A
X				
				X
			X	
X				
X				
X				
				X
				X
X				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: Terry Dion Terry Dion  
Print name Signature

Approved by Department Head *(secondary only)* Rick Stallo Rick Stallo  
Print name Signature

Approved by Building Administrator Shemi Northington Shemi Northington  
Print name Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	Handston		
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

*This form must be typed/word processed and completed in full before submitting.*

**1. GENERAL INFORMATION**

Name of Submitter/Committee: Science Adoption Committee  
 Date: May 16, 2019  
 School: Miller Jr. High, Harbor High & Aberdeen High School  
 Department: (secondary only) Science

**2. MATERIAL INFORMATION**

Title: Inspire Science  
 Author/Producer: Various  
 Publisher: McGraw-Hill  
 Copyright: 2020  
 Price Per Item: Varies based on title/online subscription & years purchased  
 Number of copies to be purchased: Teacher's Editions (approx. 23)  
Student Editions & Digital Subscriptions (approx. 815)  
Student Workbooks (approx. 1513)  
 ISBN/MHID: 978-0-07-688442-1

**3. INTENDED USE**

(Check all boxes that apply)

Grade level(s): 6,7 & 8  
9 – 12  
 Basic/Core  
 Supplemental  
 Pilot  
 Teacher Resource

Course: Inspire Integrated – 6,7 & 8  
Inspire Integrated, Inspire Biology,  
Inspire Physics & Inspire Chemistry  
 Large Group  
 Small Group  
 Individual Instruction  
 Enrichment  
 Other (Specify) \_\_\_\_\_

**4. TYPE OF MATERIAL**

(Check all boxes that apply)

Text (print or electronic)  
 Web Based Curriculum/Resource  
 Apps/Computer Software  
 Recording/CD  
 Video/DVD  
 Reviewed by Technology

Lexile Readability Level Varies by grade level

**5. SYNOPSIS/SUMMARY** (Goals, brief description of content & purpose, online materials & support available)

This adoption is to provide teachers and students the instructional materials, both online and textbooks, needed to meet the Next Generation Science Standards and Common Core Standards. These materials provide content to meet the science graduation credit requirement and the Washington Comprehensive Assessment of Science in grades 8 and 11. Current science curriculum is out of date, purchased in 2003 and is not sufficient to meet the new science standards.

**6. STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No
2. Materials lead to learner accomplishments of the following current standards:



Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

List most appropriate/key standards addressed:

Common Core Literacy

Common Core Math

Other: The Next Generation Science Standards

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)?  Yes  No

Please explain:

Review tools used to evaluate these materials focused on the sub groups of students in the Aberdeen School District; Special Education and English Language Learners specifically.

Throughout the review process, these materials met the needs of these learners and gives teachers the resources to be able to adapt instruction.

**7. MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

These materials were chosen for the following reasons:

- Explicit and clearly linked to NGSS practices, three dimensions
- Clear use of 5E lesson model
- Student and teacher safety guidelines are a strong component
- Strong digital supports to meet learner and teacher needs
- Scaffolding provided
- Differentiation resources provided
- Clear, consistent layout/navigation of materials
- Phenomena consistently relevant and authentic
- A bridge or hybrid between traditional and digital programs

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of “Poor” does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflecting the period in which they were written.

1. Presents more than one viewpoint of controversial issues.

Excellent	Good	Fair	Poor	N/A
X				

2. Presents minorities realistically.

X				
---	--	--	--	--

3. Includes contributions of minority authors.

	X			
--	---	--	--	--

4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).

X				
---	--	--	--	--

5. Facilitates the sharing of cultural differences.

X				
---	--	--	--	--

6. Promotes the positive nature of differences.

	X			
--	---	--	--	--

7. Includes the contributions, inventions, or discoveries of women.

X				
---	--	--	--	--

8. Includes the contributions, inventions, or discoveries of minorities.

X				
---	--	--	--	--

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

	X			
--	---	--	--	--

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: Traci Sandstrom Print name Traci Sandstrom Signature  
 Approved by Department Head *(secondary only)* David Bruncke Print name David Bruncke Signature  
 Approved by Building Administrator Sherr Northington Print name Sherr Northington Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	Sandstrom		
School Board				

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

All material must be approved by the Instructional Materials Committee (IMC) prior to use.

This form must be typed/word processed and completed in full before submitting.

**1 GENERAL INFORMATION**

Name of Submitter/Committee: Nick Barene  
 Date: 5/8/2019  
 School: Miller  
 Department: (secondary only) Music-Band

**2 MATERIAL INFORMATION**

Title: Habits of a Successful Middle School Musician  
 Author/Producer: Scott Rush  
 Publisher: GIA Publications  
 Copyright: 2015  
 Price Per Item: 9.99 TE 29.95  
 Number of copies to be purchased: 90  
 ISBN/MHID: 978-1-62277-182-0

Grade level(s): 7th and 8th Course: Intermediate and Advanced Band

**3 INTENDED USE**

(Check all boxes that apply)

- Basic/Core
- Supplemental
- Pilot
- Teacher Resource

- Large Group
- Small Group
- Individual Instruction
- Enrichment
- Other (Specify) Practice at home

**4 TYPE OF MATERIAL**

(Check all boxes that apply)

- Text (print or electronic)
- Web Based Curriculum/Resource
- Apps/Computer Software
- Recording/CD
- Video/DVD
- Reviewed by Technology

Lexile Readability Level \_\_\_\_\_

**5 SYNOPSIS/SUMMARY** (Goals, brief description of content & purpose, online materials & support available)

This book contains the building blocks of musicianship and music literacy laid out in an easy to use format. The book contains 200 examples that may be played by the entire group, as well as examples suited to home practice.

**6 STANDARDS/CRITERIA**

1. Do concepts in the materials remain consistent with the current standards for the curricular area(s) they support?  Yes  No
2. Materials lead to learner accomplishments of the following current standards:  Yes  No

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

List most appropriate/key standards addressed:

Common Core Literacy

Common Core Math

Other The book is in line with WA music standards. Most applicable are MU.PR4.1.E.8 through MU.PR6.1.E.8

3. Content can be adapted to abilities of individual students (i.e. different reading levels, ELL students, students with disabilities)? X Yes  No

Please explain: Students will mark their books in any way that makes it easier for them to read and play the examples.

**7 MATERIAL EVALUATION**

Provide a brief overview/impression of instructional material (strengths/weaknesses, reasons selected over others, why students will benefit)

This book focuses on the building blocks of musicianship, known as the 4 T's: Time, Tuning, Tone, and Technique. The book is laid out in a straightforward manner and is easy to navigate. It has five sections starting with warm ups which include stretching, interval studies, scales and scale exercises, articulation studies, dynamics, and chord progressions. Section two is made up of short chorales. Chorales are slow moving pieces that are utilized by most successful bands as an effective rehearsal tool. Section three features rhythmic sight-reading exercises that are designed to help students build their musical literacy. Section four highlights sight reading, but not just rhythm, pitch is also included. Section five contains more difficult sight-reading examples that are suited for use as audition or testing material. The exercises in sections three through five are scaled so that students can start out on easier material, and progress to more difficult examples as they improve. I have spoken to several experienced music educators who all vouched for the effectiveness of this book. This book can be used by both 7th and 8th graders. It is important for students to have their own book that they can mark in, and use in class and at home over their 7th and 8th grade years.

The book series currently in use has a confusing layout, with concepts mixed throughout the book in an illogical manner. It contains too many examples with split parts, so students are not always playing the same thing as people near them. There is a classroom set of these books and so we end up needing to replace many books as they are damaged over the year. Other books have never been used due to scarcity of that instrument. There is a full set of 7th grade books, and a full set of 8th grade books which means we buy more books every year to accomodate for changing instrumentation.

**8. BIAS SCREENING**

The purpose of the following questions is to alert individuals to potential biases by author/publisher. A response of "Poor" does not necessarily eliminate the material from being approved. For example, traditional and classical perspectives will be reviewed as reflect the period in which they were written.

1. Presents more than one viewpoint of controversial issues.

Excellent	Good	Fair	Poor	N/A
				x

2. Presents minorities realistically.

				x
--	--	--	--	---

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

3. Includes contributions of minority authors.

			x	
--	--	--	---	--

4. Presents no biases in regards to race, color, national origin, sex, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability and use of a trained dog guide or service animal by a person with a disability (WAC 392-190-055).

x				
---	--	--	--	--

5. Facilitates the sharing of cultural differences.

				x
--	--	--	--	---

6. Promotes the positive nature of differences.

				x
--	--	--	--	---

7. Includes the contributions, inventions, or discoveries of women.

				x
--	--	--	--	---

8. Includes the contributions, inventions, or discoveries of minorities.

				x
--	--	--	--	---

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

/				x
---	--	--	--	---

Aberdeen School District  
REQUEST FOR APPROVAL FOR INSTRUCTIONAL MATERIAL

9. SIGNATURES

Submitted by: NIKK BARENE Dick B...  
Print name Signature

Approved by Department Head (*secondary only*) \_\_\_\_\_  
Print name Signature

Approved by Building Administrator LISA GRIEDD \_\_\_\_\_  
Print name Signature

10. RECOMMENDATIONS

Recommended by instructional materials committee:  Yes  No

11. FINAL APPROVAL

	DATE	APPROVED	RESTRICTED APPROVAL	NOT APPROVED
IMC Chairperson	5/16/19	<u>Standerson</u>		
School Board				



TO: Dr. Alicia Henderson, Superintendent  
 FROM: Elyssa Louderback, Executive Director of Business & Operations  
 SUBJECT: Monthly Budget Report for April, 2019  
 DATE: May 21, 2019

**GENERAL FUND SUMMARY:**

Revenue--Receipts were \$ 5,541,422.76.

Expenditures--Expenditures totaled \$ 3,785,194.68. Expenditures for teaching and teaching support activities account for 85.92% of all expenditures to date. Salaries and benefits accounted for 92.73% of the month's total expenditures.

Fund Balance—Current month ending fund balance is \$ 5,129,408.66 (10.41% of budgeted expenditures). We had a positive cash flow of \$1,756,228.08 for the month.

**Additional General Fund Information**

**Revenue by Major Category:**

<u>Revenue Source</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>% Actual</u>	<u>Largely Comprised of:</u>
Local Taxes	\$ 3,410,155	\$ 3,114,305	91.32%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 868,425	\$ 378,887	43.63%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 30,173,751	\$ 20,666,219	68.49%	Apportionment and LEA
State, Special	\$ 10,228,241	\$ 7,257,348	70.95%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 5,500	\$ 41,045	746.27%	Federal Forest; deducted from apportionment
Federal, Special	\$ 5,454,477	\$ 2,592,937	47.54%	Food Service, Fed Grants (Title I, Title 2, etc)
Other Districts	\$ 113,527	\$ 171,095	150.71%	Non high payments from Cosmopolis SD
Other Agencies	\$ 78,200	\$ 36,354	46.49%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
<b>Totals</b>	<b>\$ 50,332,276</b>	<b>\$ 34,258,190</b>	<b>68.06%</b>	

**66.67% % of fiscal year elapsed**

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

<u>Activity</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>Actual %</u>	<u>District payroll and/or:</u>
Board of Directors	\$ 133,093	\$ 40,608	30.51%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 352,924	\$ 220,802	62.56%	General Admin/ Supt Office
Business Office	\$ 485,209	\$ 301,081	62.05%	Fiscal operations
Human Resources	\$ 409,786	\$ 267,757	65.34%	Personnel & recruitment, labor relations
Public Relations	\$ 40,000	\$ 15,259	38.15%	Educational/admin info to public
Supervision of Instruction	\$ 876,124	\$ 620,231	70.79%	includes secretarial support
Learning Resources	\$ 417,724	\$ 315,285	75.48%	Library resources & staffing
Principal's Office	\$ 2,561,160	\$ 1,726,019	67.39%	includes Secretarial support
Guidance/Counseling	\$ 1,134,013	\$ 950,409	83.81%	Counselors/support services
Pupil Management	\$ 55,250	\$ 33,661	60.93%	Bus & playground aides, etc
Health Services	\$ 1,500,098	\$ 1,262,015	84.13%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 30,073,737	\$ 20,381,990	67.77%	classroom teachers/para support
Extra-curricular	\$ 844,981	\$ 640,714	75.83%	Coaching, advising, ASB supervision
Instructional Prof Dev	\$ 559,300	\$ 204,265	36.52%	Prof development; instructional staff
Instructional Technology	\$ 264,283	\$ 108,811	41.17%	classroom technology
Curriculum	\$ 821,596	\$ 323,810	39.41%	District materials adoptions/purchases; staff
Food Services	\$ 2,160,270	\$ 1,491,488	69.04%	Mgmt of food service for district
Transportation	\$ 1,200,358	\$ 722,280	60.17%	Co-op payments, fuel, insurance
Maint & Operations	\$ 3,507,340	\$ 1,810,090	51.61%	SRO, custodial/maint/grounds
Other Services	\$ 2,068,641	\$ 1,546,200	74.74%	Insurance, utilities, tech, print, motor pool
Transfers	\$ (213,538)	\$ (139,382)	65.27%	in district use of buses, vehicles, food service
Interfund Transfers	\$ 100,000	\$ -	0.00%	Transfers (to Cap Proj/ Debt Service)
<b>Totals</b>	<b>\$ 49,252,349</b>	<b>\$ 32,843,393</b>	<b>66.68%</b>	

66.67% % of fiscal year elapsed



**CAPITAL PROJECTS FUND SUMMARY:**

Revenue--Total receipts were \$ 4,267.32 and consist of interest payments and rental fees.

Expenditures—Expenditures totaled \$282,709.02 for the month.

Fund Balance—Current monthly ending fund balance is \$ 2,260,418.95.

**DEBT SERVICE FUND SUMMARY:**

Revenue--Total receipts were \$ 956,650.48 and consists of interest/tax payments.

Expenditures— Expenditures totaled \$ 600.00 for the month.

Fund Balance—Current month ending fund balance is \$ 2,163,352.74. Funds in this account are held for the bond principal and interest payments due in June.

**ASSOCIATED STUDENT BODY FUND SUMMARY:**

Revenue--Total receipts for the month were \$ 15,849.15 and consist of fundraising and interest payments.

Expenditures-- Expenditures totaled 73.07% of the budgeted expenditures for this fiscal year.

Fund Balance—Current month ending fund balance is \$ 270,876.79.

**TRANSPORTATION VEHICLE FUND SUMMARY:**

Revenue--Total receipts were \$ 36.03 and consist of interest payments.

Expenditures— There were no expenditures for the month.

Fund Balance—Current month ending fund balance is \$ 194,191.83

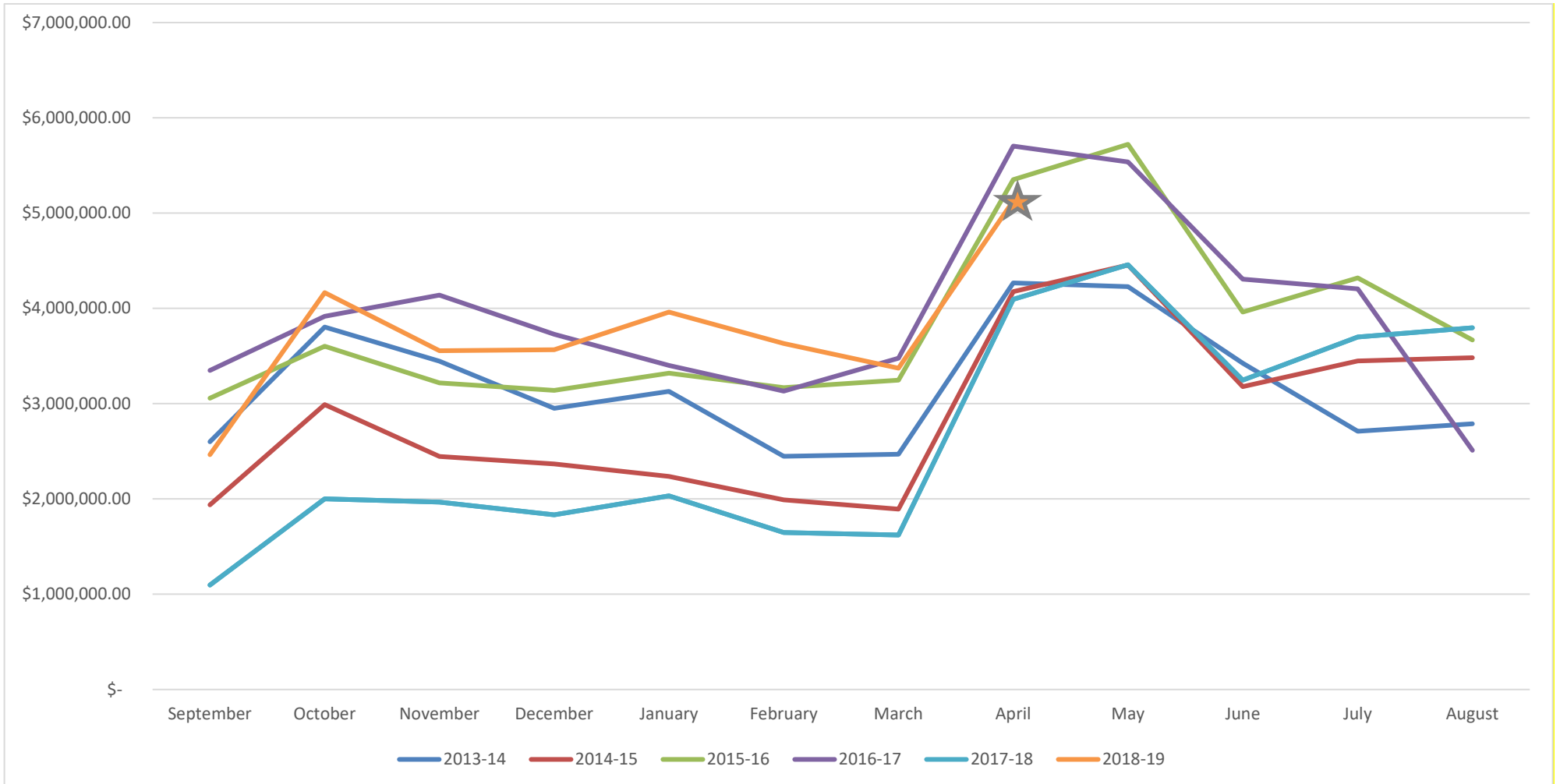
***SUMMARY OF BUDGET EXPENDITURE CAPACITY***

**Budget Capacity as of April, 2019:**

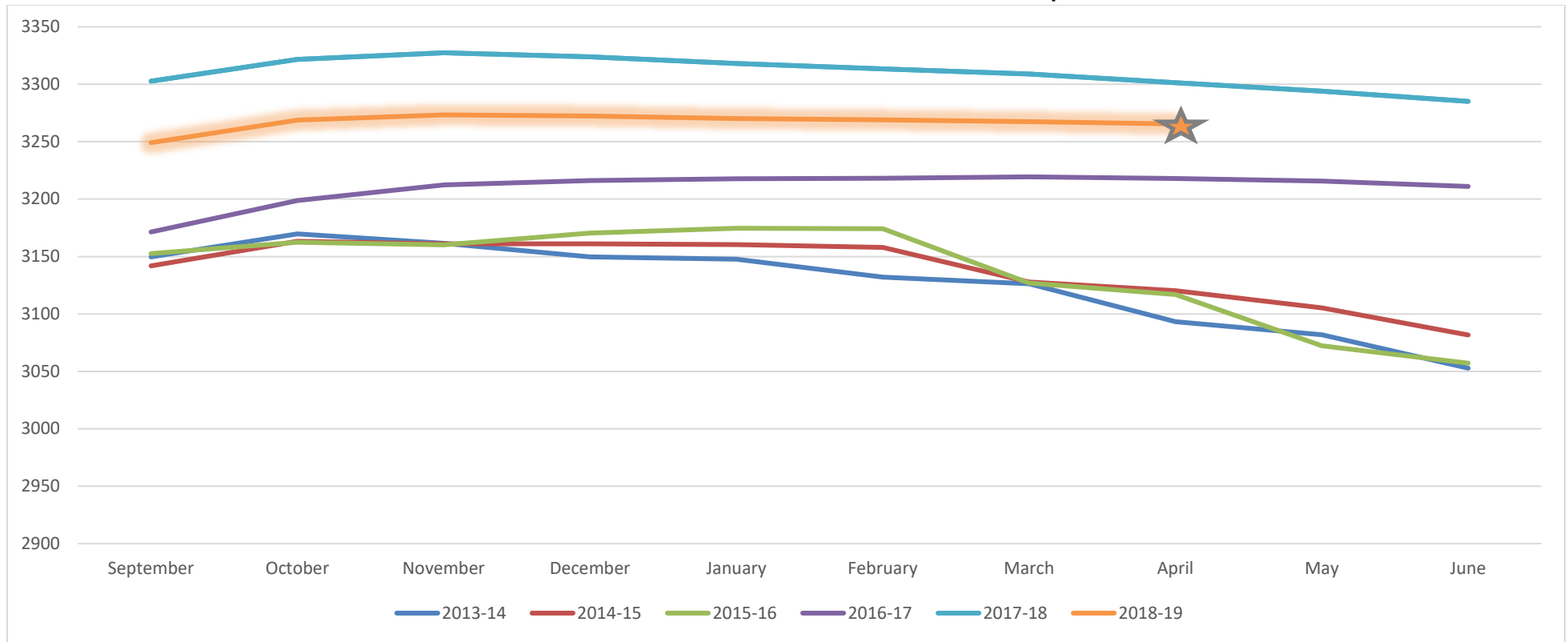
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General	\$ 49,252,350	\$ 32,843,393	\$ 16,408,957	66.68%	33.32%
Capital Projects	\$ 2,460,000	\$ 384,219	\$ 2,075,781	15.62%	84.38%
Debt Service	\$ 2,642,078	\$ 2,456,089	\$ 185,989	92.96%	7.04%
ASB	\$ 357,158	\$ 259,381	\$ 97,777	72.62%	27.38%
Trans Vehicle	\$ 300,000	\$ 141,056	\$ 158,944	47.02%	52.98%

# GENERAL FUND FUND BALANCE TRENDS

End of April, 2019



# ENROLLMENT TRENDS as of April, 2019



AAFTE	Grades K - 6	JH	HS	Subtotal	Run Start/ Open Door	+/- (Budget) **
2018-19 Budget	1766	483	976	3,225	65	3,290
2018-19 Actual	1777.01	495.78	992.70	3,265.47	81.04	+ 56.51 (3,290)
2017-18 Actual	1800.62	484.33	1000.19	3,285.13	47.83	+ 120.13 (3,165)
2016-17 Actual	1775.14	478.49	957.34	3,210.97	62.58	+ 100.97 (3,110)
2015-16 Actual	1726.24	457.17	937.05	3,118.86	62.25	+32.86 (3,086)
2014-15 Actual	1724.11	442.34	969.95	3,136.40	33.64	+ 50.40 (3,086)
2013-14 Actual	1694.17	458.85	971.08	3,124.09	40.03	+ 97.09 (3,030)

\*\* 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 2018 (September 1, 2018 - August 31, 2019)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2019

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	3,410,155	689,956.75	3,114,305.48		295,849.52	91.32
2000 LOCAL SUPPORT NONTAX	868,425	98,117.51	378,886.61		489,538.39	43.63
3000 STATE, GENERAL PURPOSE	30,173,751	3,355,875.13	20,666,219.19		9,507,531.81	68.49
4000 STATE, SPECIAL PURPOSE	10,228,241	966,036.16	7,257,348.44		2,970,892.56	70.95
5000 FEDERAL, GENERAL PURPOSE	5,500	41,044.82	41,044.82		35,544.82-	746.27
6000 FEDERAL, SPECIAL PURPOSE	5,454,477	384,125.67	2,592,937.02		2,861,539.98	47.54
7000 REVENUES FR OTH SCH DIST	113,527	224.00	171,094.55		57,567.55-	150.71
8000 OTHER AGENCIES AND ASSOCIATES	78,200	6,042.72	36,353.61		41,846.39	46.49
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	50,332,276	5,541,422.76	34,258,189.72		16,074,086.28	68.06
<u>B. EXPENDITURES</u>						
00 Regular Instruction	21,220,719	1,837,003.14	15,604,282.50	249,870.36	5,366,566.14	74.71
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	6,789,845	574,788.70	4,884,053.59	391.74	1,905,399.67	71.94
30 Voc. Ed Instruction	1,980,445	197,261.75	1,517,333.97	5,173.86	457,937.17	76.88
40 Skills Center Instruction	339,262	31,791.45	227,062.47	204.27	111,995.26	66.99
50+60 Compensatory Ed Instruct.	7,972,947	461,792.75	3,917,400.62	4,880.63	4,050,665.75	49.19
70 Other Instructional Pgms	622,884	28,403.48	240,689.60	5,383.18	376,811.22	39.51
80 Community Services	109,265	19,788.74	160,568.02	0.00	51,303.02-	146.95
90 Support Services	10,216,983	634,364.67	6,292,002.54	208,013.07	3,716,967.39	63.62
<u>Total EXPENDITURES</u>	49,252,350	3,785,194.68	32,843,393.31	473,917.11	15,935,039.58	67.65
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	100,000	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	979,926	1,756,228.08	1,414,796.41		434,870.41	44.38
<u>F. TOTAL BEGINNING FUND BALANCE</u>	2,796,370		3,714,612.25			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	3,776,296		5,129,408.66			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	135,431	846,354.85
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	221,642	335,761.57
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	13,370.00
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	992,853	1,580,917.92
G/L 891 Unassigned Min Fnd Bal Policy	2,413,000	2,353,004.32
<u>TOTAL</u>	3,776,296	5,129,408.66

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2019

	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 Support Nontax	38,500	4,267.32	20,918.30		17,581.70	54.33
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	100,000	.00	2,500,000.00		2,400,000.00-	> 1000
<u>Total REVENUES/OTHER FIN. SOURCES</u>	138,500	4,267.32	2,520,918.30		2,382,418.30-	> 1000
<u>B. EXPENDITURES</u>						
10 Sites	1,460,000	282,709.02	282,709.02	1,512,809.37	335,518.39-	122.98
20 Buildings	1,000,000	.00	69,260.10	0.00	930,739.90	6.93
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	32,250.00	0.00	32,250.00-	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	2,460,000	282,709.02	384,219.12	1,512,809.37	562,971.51	77.11
<u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
<u>D. OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
<u>E. EXCESS OF REVENUES/OTHER FIN. SOURCES</u>						
<u>OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	2,321,500-	278,441.70-	2,136,699.18		4,458,199.18	192.04-
<u>F. TOTAL BEGINNING FUND BALANCE</u>	1,030,452		123,719.77			
<u>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
<u>H. TOTAL ENDING FUND BALANCE</u>	1,291,048-		2,260,418.95			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	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	48,000	108,048.96
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	1,339,048-	2,184,619.99
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	1,291,048-	2,260,418.95

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	2,652,728	954,636.58	2,366,759.60		285,968.40	89.22
2000 Local Support Nontax	10,000	2,013.90	23,776.99		13,776.99-	237.77
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<u>Total REVENUES/OTHER FIN. SOURCES</u>	<u>2,662,728</u>	<u>956,650.48</u>	<u>2,390,536.59</u>		<u>272,191.41</u>	<u>89.78</u>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	2,235,000	.00	2,235,000.00	0.00	.00	100.00
Interest On Bonds	406,178	.00	220,188.75	0.00	185,989.25	54.21
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	600.00	900.00	0.00	.00	100.00
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>2,642,078</u>	<u>600.00</u>	<u>2,456,088.75</u>	<u>0.00</u>	<u>185,989.25</u>	<u>92.96</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>						
	20,650	956,050.48	65,552.16-		86,202.16-	417.44-
F. <u>TOTAL BEGINNING FUND BALANCE</u>	2,172,951		2,228,904.90			
G. <u>G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</u>	XXXXXXXXX		.00			
H. <u>TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	2,193,601		2,163,352.74			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,193,601		2,163,352.74			
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>2,193,601</u>		<u>2,163,352.74</u>			



40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 General Student Body	69,970	3,390.09	64,866.41		5,103.59	92.71
2000 Athletics	113,850	4,382.00	99,504.25		14,345.75	87.40
3000 Classes	2,000	.00	.00		2,000.00	0.00
4000 Clubs	134,195	8,077.06	76,519.31		57,675.69	57.02
6000 Private Moneys	70,100	.00	87,159.11		17,059.11-	124.34
<u>Total REVENUES</u>	390,115	15,849.15	328,049.08		62,065.92	84.09
<b>B. EXPENDITURES</b>						
1000 General Student Body	52,390	3,370.05	27,370.76	1,390.03	23,629.21	54.90
2000 Athletics	103,023	3,337.90	88,023.00	214.73	14,785.27	85.65
3000 Classes	2,000	.00	74.71	0.00	1,925.29	3.74
4000 Clubs	128,390	15,952.62	56,768.70	0.00	71,621.30	44.22
6000 Private Moneys	71,375	.00	87,143.75	0.00	15,768.75-	122.09
<u>Total EXPENDITURES</u>	357,178	22,660.57	259,380.92	1,604.76	96,192.32	73.07
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b>						
	32,937	6,811.42-	68,668.16		35,731.16	108.48
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	185,010		202,208.63			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>						
	217,947		270,876.79			
<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	210,447		263,376.79			
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>	217,947		270,876.79			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2018 (September 1, 2018 - August 31, 2019)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2019

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	3,800	36.03	36,666.91		32,866.91-	964.92
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
<b>A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</b>	<b>178,827</b>	<b>36.03</b>	<b>36,666.91</b>		<b>142,160.09</b>	<b>20.50</b>
<b>B. 9900 TRANSFERS IN FROM GF</b>	<b>0</b>	<b>.00</b>	<b>.00</b>		<b>.00</b>	<b>0.00</b>
<b>C. Total REV./OTHER FIN. SOURCES</b>	<b>178,827</b>	<b>36.03</b>	<b>36,666.91</b>		<b>142,160.09</b>	<b>20.50</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	300,000	.00	141,056.20	0.00	158,943.80	47.02
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>300,000</b>	<b>.00</b>	<b>141,056.20</b>	<b>0.00</b>	<b>158,943.80</b>	<b>47.02</b>
<b>E. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>F. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</b>	<b>121,173-</b>	<b>36.03</b>	<b>104,389.29-</b>		<b>16,783.71</b>	<b>13.85-</b>
<b>H. TOTAL BEGINNING FUND BALANCE</b>	<b>138,727</b>		<b>298,581.12</b>			
<b>I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</b>	<b>17,554</b>		<b>194,191.83</b>			
<b>K. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	17,554		194,191.83			
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			
<b>TOTAL</b>	<b>17,554</b>		<b>194,191.83</b>			

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

# ASB Card Cost Increase

Due to the increasing costs associated with athletics (officials, equipment, crowd control, scorekeepers etc.) ASB has approved a price increase for ASB cards from \$25.00 to \$30.00 beginning 2019-2020 school year

Dated: 5-16-19

Hugo Garcia

Hugo Garcia, ASB President

Nicola Jelovich-Stover

Nicola Jelovich-Stover, ASB Advisor

Joan Hoehn

Joan Hoehn, ASB Administor




Approved All:  Approved All Except: \_\_\_\_\_ Approved None: \_\_\_\_\_

**New Business:**

\*VOTING ON RAISING ASB, WE HAVE TALKED ABOUT RAISING IT IN PRIOR MEETINGS. DO TO COST OF OFFICIALS, EQUIPMENT, CROWD CONTROL, SCOREKEEPING, WIAA FEES AND MORE WE UNANIMOUSLY VOTED TO RAISE OUR ASB CARD BY \$5.00.

\*ALSO WE ARE CHANGING ASB ACCOUNT 1096 TO THE NEW 6TH GRADE ACCOUNT. SINCE WE HAVE NOT USED THE LEADERSHIP ACCOUNT IN YEARS, WE VOTED UNANIMOUSLY TO CHANGE THAT TO THE 6TH GRADE ACCOUNT.

P Cards Transactions:

Meeting adjourned at 10:20 am by Hugo Garcia

Hugo Garcia-President  
Michelle Lang VP  
Hadley Ritter Secretary and Treasurer

Mrs. Stover

**2019 – 2020 CONTRACT FOR SERVICES  
BETWEEN  
ABERDEEN SCHOOL DISTRICT #5**

(hereinafter referred to as ASD #5)

216 North "G" Street  
Aberdeen, WA 98520

**AND**

**BICKAR FIRST-AID TRAINING (DENNY BICKAR)**

In consideration of the promises and conditions contained herein, ASD #5 and Bickar First-Aid Training (Denny Bickar), hereafter referred to as the Contractor, do mutually agree as follows:

**I. DUTIES OF THE CONTRACTOR**

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

- A. The general objectives of this contract shall be as follows:
- Provide Basic CPR and First Aid training, including infant and child CPR techniques, for employees of ASD #5;
  - Issue CPR/First Aid cards to participants who meet the appropriate standards.
- B. In order to accomplish the general objectives of this agreement, the Contractor shall perform the following specific duties:
- Collaborate with Grace Hagen on scheduling of the training and arranging a preferred location;
  - Provide the necessary materials to conduct the training.

**II. DUTIES OF ASD #5**

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

- A. Except for expressly provided herein, expenses necessary to the Contractor's satisfactory performance of this agreement shall be invoiced to the Aberdeen School District #5 no later than 30 days following the completion of each training session; the total amount billed for the duration of this contract to fulfill said obligations shall not exceed \$40 per employee who participates in the training; minimum cost for each training shall be \$400 (based upon a minimum of 10 participants).

### **III. PROHIBITION AGAINST ASSIGNMENT**

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

### **IV. INDEPENDENT CONTRACTOR STATUS**

The Contractor shall perform all duties pursuant to this agreement as an independent contractor. District shall not control or supervise the manner in which this agreement is performed nor withhold or pay taxes on behalf of the Contractor.

### **V. INDEMNIFICATION**

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless ASD #5, its directors, volunteers, students and employees from and against all expenses, damages, losses, claims, and liabilities, direct, indirect or consequential (including attorney fees incurred on such claims and in proving the right to indemnification), arising out of or resulting from the acts or omissions of the Contractor in the execution of this contract.

Similarly, ASD #5 agrees to defend, indemnify and hold harmless the Contractor from and against all expenses, damages, losses, claims brought by third parties, and liabilities, direct, indirect, or consequential (including attorneys fees incurred) arising out of or resulting from the acts or omissions of ASD #5 and/or its employees.

### **VI. TERMINATION**

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

### **VII. APPLICABLE LAW**

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



**VIII. NON-DISCRIMINATION**

No person shall, on the ground of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to this Agreement.

**IX. EFFECTIVE DATE-DURATION**

This Agreement shall commence on the 19th day of August, 2019. This agreement shall terminate at midnight on the 30<sup>th</sup> day of April, 2020 with the sole exception of Section V (Indemnification) which shall continue to bind the parties.

**X. FEDERAL BACK UP WITHHOLDING INFORMATION**

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

**XI. CERTIFICATION REGARDING DEBARMENT, SUPERVISION, AND ELIGIBILITY**

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

IN WITNESS THEREOF, ASD #5 and the Contractor have executed this Agreement consisting of three pages.

**BICKAR FIRST-AID TRAINING**

Denny Bickar  
Denny Bickar

4/15/19  
Date

**ABERDEEN SCHOOL DISTRICT #5**

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

# ***CAREER AND TECHNICAL EDUCATION AGREEMENT***

## ***COSMETOLOGY***

### ***GRAYS HARBOR AREA***

#### ***2018-2019 SUMMER***

This Agreement is made and entered on this **21<sup>ST</sup> day of May, 2019**, by and between the ABERDEEN SCHOOL DISTRICT NO. 5, serving as the host district for TWIN HARBORS, A BRANCH OF NEW MARKET SKILLS CENTER, Aberdeen, Washington, hereinafter referred to as the "Host District" and GRAYS HARBOR BEAUTY COLLEGE, Aberdeen, Washington, owned and operated as a corporation, hereinafter referred to as the "Beauty College".

That for and in consideration of the Agreement covering the inclusive training period of **June 13, 2019** through **August 31, 2019** the Beauty College is to provide training to inter-district high school career and technical education students and the Agreement of the Beauty College that said students may attend the Beauty College and receive credit, therefore, the Host District agrees to pay the Beauty College the sum of **\$3.50** per student hour of enrollment attendance. This agreement will remain in place through August 31, 2019 for those beginning and continuing with the Beauty College during the summer of 2019 to pursue cosmetology industry certification, dependent on legislative funding.

It is understood by this Agreement that the high school students receiving instructional services from the Beauty College are students of the Host District and as such are afforded tuition-free enrollment for the training period, provided they remain enrolled as public school students in the inter-district schools and dependent on legislative funding.

The Beauty College agrees that the instruction given pursuant hereto shall conform in all respects to the normal instruction given all students enrolled in the Beauty College upon consideration of training hours and training period and conform to the Standards of Career and Technical Education. Training will be provided on-site at the Beauty College, 215 East Wishkah Street, in Aberdeen.

Students will be responsible for all items checked out of the tool inventory, and upon withdrawal from or completion of the program, will reimburse the Host District for the cost of any unreturned items from the tool inventory as reported to the Host District by the instructors. The Beauty College is responsible for any other instructional materials and supplies not included in the tool inventory.

The tool inventory will include the following items:

- textbooks
- curling irons
- blow dryers
- shears
- mani implement kits
- polish kits
- rollers
- comb out capes
- shampoo capes
- comb out brushes
- vent brushes
- all-purpose combs
- rattail combs
- wire pick combs
- duckbill clips
- manicure bowls
- manicure brushes
- hairnets
- shaper w/ blades
- clippies
- clippers w/ guards
- acrylic nail brushes
- dappen dishes
- box gloves (100 count)
- neck trimmers

The Beauty College agrees to keep performance and attendance records. The Beauty College will bill the Host District by the 1<sup>st</sup> of each month for instruction provided during the prior month. **The Beauty College will communicate any change in any student enrollment status with the Host District on or before the date of the change** including program completions, attendance drops, withdrawals and program entrances.

Training and facilities to be utilized by the Beauty College in accordance with its duties under this agreement must be in compliance with all applicable laws and regulations, including, but not limited to, RCW 18.16 and WAC 308-20. It is understood that for the duration of this agreement, the Beauty College must be a properly licensed cosmetology school as determined by

the Department of Licensing and that the Host District will be notified immediately by the Beauty College if that license is suspended or under investigation.

All instruction to students under this agreement shall be by instructors who hold appropriate Career and Technical Education certification by the Office of the Superintendent of Public Instruction. The Beauty College shall require a criminal history records check in accordance with RCW 28A.400.303 for all persons providing services under this agreement. The Beauty College shall not employ any person to perform services under this agreement that has pled guilty to or has been convicted of any crime against children as specified in RCW 28A.400.330.

The Host District Director of Career and Technical Education will accomplish supervision and coordination of the program and administration of the agreement.

The Beauty College agrees to comply on a timely basis with requests for records regarding individual student performance/attendance. Only the hours that students attend cosmetology training within the terms of this agreement will be paid by the Host District. Any instructional hours outside of the regular school year will be dependent on legislative funding. The Beauty College agrees to forward final grades and attendance/instruction records to the Host District upon timely request.

The Beauty College agrees to provide course objectives and requirements to all students prior to their entry into the program. The program's advisory committee must have approved these course objectives and requirements.

It is understood and agreed that in its provisions of services and equipment hereunder, Beauty College, its owners and employees act exclusively as independent contractors and that they individually and collectively have no employment relationship with the Host District.

This agreement is the complete and exclusive statement of the agreement between the parties relevant to the purpose described herein. The terms of this agreement supersede all prior agreements between the parties related to the subject matter of this agreement. No modification of this agreement will be binding on either party unless it is written and signed by duly authorized agents of the parties.

In good faith, a party should notify the other party in writing at least 30 days before the contract termination date of intention not to renew the Agreement. The Host District complies with all federal rules and regulations and does not discriminate on the basis of race, color, national

origin, creed, religion, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, marital status, pregnancy, previous arrest (unless a clear and present danger exists) or incarceration. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's title IX RCW 28A.85 Officer and/or Section 504 Coordinator.

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

This certificate is required by the regulations implementing Executive Order 12549, Department and Suspension, 7 CFR Part 3017, Section 3017510, participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).

By signing this contract the contractor certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any Federal or State department or agency.


Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective shall attach an explanation to this proposal.

**ABERDEEN SCHOOL DISTRICT NO. 5**

BY \_\_\_\_\_ Date \_\_\_\_\_  
President, School Board

BY \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent, School District

**GRAYS HARBOR BEAUTY COLLEGE**

BY  \_\_\_\_\_ Date 5/21/19 \_\_\_\_\_  
Owner, Edgar Hermengildo

## Enrollment

Prior to Enrollment Parent/Guardian Must:

- Attend a scheduled orientation meeting prior to student enrollment and sign a Beauty College release form
- Obtain signed release from home high school for hours of enrollment and credits to be enrolled (attached)
- Enroll student with Twin Harbors, A Branch of New Market Skills Center through the Aberdeen School District for corresponding number of hours of instruction

Prior to Enrollment Student Must:

- Fill out information sheet for Grays Harbor Beauty College (attached)
- Make an appointment for a personal interview for both student and parent/guardian
- Spend one afternoon observing classes at Grays Harbor Beauty College

Students Will:

- Complete school application form
- Get a letter of release from their home high school (attached)
- Supply their own uniform (dress code attached)
- Provide lock for locker
- Have appropriate learning supplies (notebook, writing utensils, and other basic materials)

Upon Enrollment:

- A Cosmetology/Manicurist kit and textbook will be issued. The student must replace this equipment if lost or damaged.
- Tools not included in the regular kit must be purchased by the student as needed (a list will be furnished upon enrollment)
- Attend Beauty College classes regularly (attendance affects grade point)
- Complete all assignments and maintain a passing grade
- Students must abide by the same rules and regulations of Grays Harbor Beauty College as the regular full-time Beauty College students (attached)
- Develop a personal portfolio

**NOTE:** *Students must stay enrolled in their home high school when attending the Cosmetology/Manicurist program as a high school student.*

## COSMETOLOGY/MANICURIST

Aberdeen School District #5, serving as the Host District for the Western Area Educational Cooperative, has entered into a contractual agreement with Grays Harbor Beauty College of Aberdeen.

Under the terms of the contract, Grays Harbor Beauty College will furnish the facilities, staff and instruction in Cosmetology/Manicurist so that interested students from any of the participating school districts may attend Beauty College on a part-time basis during the contract year.

## COSMETOLOGY AND MANICURING

Cosmetology students may enroll during the summer following the completion of the sophomore year of high school. Students may enroll for three to five credits. **Hours applied towards credits must occur during the academic school year.**

Summer Session

June 14, 2019 - August 31, 2019

***540 FTE hours per year, 3 credits***

Students may complete up to 800 Beauty College hours of the 1,600 hours required for Cosmetologist licenses at said Beauty College during the 2018-2019 contract year.

***720 FTE hours per year, 4 credits***

Students may complete up to all 1,200 Beauty College hours required for Cosmetologist licenses at said Beauty College during the 2018-2019 contract year.

***900 FTE hours per year, 5 credits***

Students may complete up to all 1,600 Beauty College hours required for Cosmetologist licenses at said Beauty College during the 2018-2019 contract year.

## Manicurist

Manicurist students will enroll for three to five hours.

***540 FTE hours per year, 3 credits***

Students may complete up to all 600 Beauty College hours required for Manicurist licenses at said Beauty College during the 2018-2019 contract year.



**School District Enrollment Release  
 Grays Harbor Beauty College  
 Manicuring Course  
 Twin Harbors, A Branch of New Market Skills Center**

\_\_\_\_\_ is released from \_\_\_\_\_ High School to attend Grays Harbor Beauty College for the 2018-2019 school year.

	<u>Enrollment Hours</u>	<u>Home School District</u>	<u>Aberdeen School District</u>
<input type="checkbox"/>	3 hours/3 credits	Up to 1.0 Annual FTE*	.6 Annual FTE
<input type="checkbox"/>	4 hours/4 credits	Up to .8 Annual FTE *	.8 Annual FTE
<input type="checkbox"/>	5 hours/5 credits	Up to .6 Annual FTE*	1.0 Annual FTE

Students are required to complete 540 hours per year towards 600 hours required for manicurist license during the 2018-2019 contract year.

I agree this will be the official enrollment count sent to the Office of the Superintendent of Public Instruction for the 2018-2019 school year.

By \_\_\_\_\_ By \_\_\_\_\_  
 Sending Superintendent Career and Technical Education Director  
 Twin Harbors, A Branch of New Market Skills Center

Or \_\_\_\_\_  
 Sending High School Principal

\_\_\_\_\_ Parent or Guardian \_\_\_\_\_ Student

**Enrollment hours at Grays Harbor Beauty College are subject to change upon ongoing credit review.**

Return to:

Twin Harbors, A Branch of New Market Skills Center  
 Lynn Green, Director  
 410 North G Street  
 Aberdeen, WA 95820  
 Phone: (360) 538-2038  
 Fax: (360) 538-2057

**School District Enrollment Release  
Grays Harbor Beauty College  
Cosmetology Course  
Twin Harbors, A Branch of New Market Skills Center**

\_\_\_\_\_ is released from \_\_\_\_\_ High School  
to attend Grays Harbor Beauty College for the 2018-2019 school year for (check one box below).

**Enrollment Hours**

**Home School District**

**Aberdeen School District**

3 hours/3 credits

Up to 1.0 Annual FTE\*

.6 Annual FTE

Students are required to complete 540 hours per year but will be allowed up to 800 hours of G.H. Beauty College instruction towards 1,600 hours required for cosmetologist license during the 2018-2019 contract year.

4 hours/4 credits

Up to .8 Annual FTE\*

.8 Annual FTE

Students are required to complete 720 hours per year but will be allowed up to 1,200 hours of G.H. Beauty College instruction towards 1,600 hours required for cosmetologist license during the 2018-2019 contract year.

5 hours/5 credits

Up to .6 Annual FTE\*

1.0 Annual FTE

Students are required to complete 900 hours per year but will be allowed up to 1,600 hours of G.H. Beauty College instruction towards 1,600 hours required for cosmetologist license during the 2018-2019 contract year.

\*Actual FTE at home school districts will be determined by individual student schedules and will be communicated with the Aberdeen School District. The above distributions are dependent on the 1.6 super FTE legislation and are subject to change if legislation changes.

I agree this will be the official enrollment count sent to the Office of the Superintendent of Public Instruction for the 2018-2019 school year.

By \_\_\_\_\_  
Sending Superintendent

By \_\_\_\_\_  
Career and Technical Education Director  
Twin Harbors, A Branch of New Market Skills  
Center

Or \_\_\_\_\_  
Sending High School Principal

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Student

**Enrollment hours at Grays Harbor Beauty College are subject to change upon ongoing credit review.**

Return to:  
Grays Harbor Career and Technical Education  
Lynn Green, Director  
410 North G Street  
Aberdeen, WA 95820  
Phone: (360) 538-2038  
Fax: (360) 538-2057

## **Hours of Instruction**

The students may attend Grays Harbor Beauty College Tuesday through Friday, 8:30 to 5:00 p.m., and Saturdays, 8:30 a.m. to 3:00 p.m. (Saturday hours subject to change). Students may also attend during school district vacations. The total hours the student attends before high school graduation will be credited toward the 1,600 hour requirement for a Cosmetologist License.

### **Withdrawal:**

Students withdrawing will be placed back into the high school program for those class periods. Upon withdrawal, the Host District Director and home high school counselor may require an exit interview.

### **Tuition:**

Upon graduation from high school, if a student wishes to obtain a license, the student's instructional hours *may* be paid for by the school district through August 31, 2019 dependent on legislative funding; following that time the student will pay \$3.50 per hour based on the number of hours needed to complete the course for a Cosmetologist/Manicurist license.

## **ACCEPTANCE**

Only students with a sincere interest in working toward a license in Cosmetology will be accepted into this program:

Call: Grays Harbor Beauty College  
215 E. Wishkah  
Aberdeen, WA 98520  
532-6666 – for details and arrangements

## **CURRICULUM**

Washington State provides specific requirements and hours within which the school must function. The curriculum reflects the organized training program and the length of time devoted to each aspect of training.



**Client Confirmation of Assignment**

This serves as a confirmation of the assignment scheduled between Pioneer Healthcare Services LLC and Aberdeen School District (Client).

Rachel Bromberg - OT - (Pioneer Healthcare Employee) is scheduled to work at Aberdeen School District (Client), at a bill rate of \$69.00 per hour. She is working 7.5 hours per day on scheduled school days.

Rachel Bromberg - OT - (Employee) is scheduled to work on the following days, August 26, 2019 - June 10, 2020

Scheduled workdays cannot be cancelled by client, and any changes to this confirmation must be agreed upon in writing and signed by Pioneer Healthcare and Aberdeen School District (Client). Thirty day notice of termination of assignment required.

All language in the current Staffing Agreement between Pioneer Healthcare and Aberdeen School District (Client) still applies.

Pioneer Healthcare Services LLC

Client: Aberdeen School District

Signature:

DocuSigned by:  
*Courtney Norman*

Signature:

Print Name:

Courtney Norman

Print Name:

Title:

Director

Title:

Date:

May 03, 2019

Date:

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

**SPECIAL SERVICES CONTRACT**

In consideration of the promises and conditions contained herein, Aberdeen School District (the "District" ) and Advanced Medical Personnel Services, Inc. (dba Advanced School Staffing) (the "Provider") mutually agree as follows:

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

2. **Description of Services:**

(a) Provide Occupational Therapy Services, Physical Therapy Services, and/or Speech Language Pathology Services for the 2019-20 school year and/or extended school year as needed.

(b) Such other related services as the District may request.

Said services shall be provided in a manner consistent with the accepted practices for other similar services, performed to the District's satisfaction, within the time period prescribed by the District.

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

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

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

Results of the background checks must be made available to the District prior to a Service Provider providing services to the District.

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

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

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

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

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

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

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

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

13. **Quality of or Need for Services.** If the District's Special Education Director determines that the services of a Service Provider are no longer needed or desired or that the Service Provider is unable to perform or has failed to perform the services required by the District in a manner satisfactory to the District, the District will notify Provider and such assignment will end immediately. The District's obligation to compensate for such Service Provider's services will be limited to the number of hours actually worked.

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

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

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

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

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

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

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

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

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

20. **Termination.** In addition to the District’s other rights under this Agreement, the District may terminate this Agreement for cause upon seven (7) days’ written notice to Provider should Provider breach any of the terms of this Agreement, in which case the District shall pay Provider for all services performed through the effective date of the termination less any costs incurred by the District resulting from the breach(es). The District may terminate this Agreement for its convenience upon thirty (30) days’ written notice to Provider, in which case the District shall pay Provider for all services performed through the effective date of the termination. In the event that earmarked funding is withdrawn, reduced, or limited after the effective date of this contract but prior to completion, the District may terminate the Agreement without the required notice.

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

22. **Severability.** Each numbered clause of this Contract stands independent of all other numbered clauses. If any clause of this Contract or the application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or



applications which can be given effect without the invalid term, condition, or application. Should any clause be adjudged invalid, that judgment shall not invalidate the total Contract; only clauses judged invalid shall not be enforced.

23. **Term.** Unless terminated earlier pursuant to provisions stated herein, this Contract shall commence on **May 15, 2019 and shall terminate on July 31, 2020** or the completion of the services identified in paragraph 2 hereof, whichever should first occur. This contract may be renewed annually by the District for up to three additional years.

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

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

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

27. **Governing Law.** The terms of this Contract shall be governed by the laws of the State of Washington. In the event that a dispute arises under the terms and conditions of this Contract, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal action is commenced to resolve a dispute arising out of this Contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

Executed this \_\_\_ day of \_\_\_\_\_, 20\_\_.

**ABERDEEN SCHOOL DISTRICT**

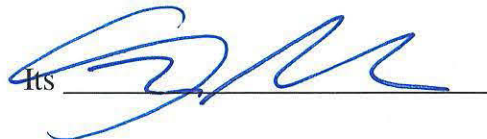
By \_\_\_\_\_

Its \_\_\_\_\_

**PROVIDER**

*Advanced Medical Personnel Services, Inc*

By Seth Melin - Director

Its 





## CONTRACTED EMPLOYEE

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

### PROVIDER PLACEMENT DETAILS:

Provider Name: Advanced Medical Personnel Services, Inc Term: August 2019- July 2020  
Therapist Name: Amy Besecker, SLP CF

Services Provided: Speech Pathology Hours: 37.5 hrs/week

### RATE & PAYMENT DETAILS:

Bill Rate: \$67/hr

Payment: Bill Weekly, Net 30 Terms

### ADDITIONAL INFORMATION:

Comments:

Therapist assigned to full 19/20 school year

---

---

---

VENDOR:

By: 

Date: 5/16/19

ABERDEEN SCHOOL DISTRICT

By: \_\_\_\_\_

Superintendent or Designee

Date: \_\_\_\_\_

[View assistance for SAM.gov](#)



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

[Log In](#)

[Login.gov FAQs](#)

- ▲ ALERT: June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
- ▲ ALERT: SAM.gov will be down for scheduled maintenance Saturday, 06/15/2019, from 8:00 AM to 1:00 PM (EDT).
- ▲ ALERT: CAGE is currently experiencing a high volume of registrations, and is working them in the order in which they are received. When your registration is assigned to a CAGE Technician, you will be contacted by CAGE, if necessary, for any additional information.

### Search Results

**Current Search Terms: Advanced Medical Personnel Services, Inc.\***

Total records:0

[Save PDF](#)

[Export Results](#)

[Print](#)

Result Page:

Sort by [Relevance](#) ▼

Order by [Descending](#) ▼

Your search for Advanced Medical Personnel Services, Inc.\* returned the following results...

**No records found.**

Result Page:

[Save PDF](#)

[Export Results](#)

[Print](#)



IBM-P-20190315-1318  
WWW7

- [Search Records](#)
- [Data Access](#)
- [Check Status](#)
- [About](#)
- [Help](#)
- [Disclaimers](#)
- [Accessibility](#)
- [Privacy Policy](#)
- [FAPIS.gov](#)
- [GSA.gov/IAE](#)
- [GSA.gov](#)
- [USA.gov](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

## Behavioral Health Resources Student Referral Process

\*\*\*This document is meant to provide guidance to Staff seeing a need to refer a student as a potential candidate for mental health services at Behavioral Health Resources (BHR).

1. Staff member has a concern regarding Aberdeen School District student; behavior, emotional, family issue, etc.
2. Staff member shares student's name, birthdate and concern with the student's building principal and counselor.
3. Building principal or counselor contacts parents of students under 13 for consent to proceed
4. Building principal or counselor calls the Hoquiam BHR Office and shares the student's name and birthdate with the Office Support Specialist. During this call, the principal/counselor stays on the line to wait for the OS Specialist to tell them if the student qualifies for their services.



5. If the student does not qualify, due to insurance or are not Medicaid eligible, the principal/counselor will provide the family with BHR's phone number to call so they can provide the family with resources they may access in the community.
6. Building principal or counselor fills out the referral tracking form with the name of the student, birthdate, concern, referring staff member and comments.
7. If the student does qualify, building principal or counselor calls family, if student is under 13 years old, and suggests an intake appointment. Intake appointment can be done in the BHR office in Hoquiam, 205 8th Street, or at school.
  - a. Hoquiam BHR Intake Hours: 8:00 am - 4:00 pm (*first come, first serve basis*)
8. If the student/family needs to complete the intake appointment at school, the principal or counselor will need to call BHR, (360) 532-8629, to set up a time for a clinician to come to the school. *It is easier for BHR to schedule several Intake appointments during one day at a school unless the student's issue is an emergency situation.*
9. As soon as an intake appointment has been scheduled, the school provides the student and/or family the pre-paperwork packet to be filled out prior to the intake appointment.
  - a. *Under age 13* - Students need the *under 13 paperwork* and requires parent permission
  - b. *13 and Over* - Students need the *13 and Over paperwork* and does NOT require parent permission
  - c. These packets can be found in the Google BHR Drive.
10. During the intake process, client (student and/or family), will be asked if they would like to be seen in the BHR Hoquiam Office or at school. A consent to be seen at school will be obtained from student and/or family by BHR.

11. If client is going to be served at their school, BHR will fax a Release of Information (ROI) to the school prior to the client being served. The school building secretary will place all ROI's in a confidential folder to be kept in the office.
  - a. \*\*\*Note: The first session will almost always take place at the Hoquiam office to create a treatment plan, and for comfort reasons.
12. Treatment plans need to be reviewed every six months with parents if client is under 13. If parent fails to show up for the review, their child has to be discharged from service and will no longer be able to be served. Summer can be problematic in locating families to come in for a review of the treatment plan.
13. Clinicians will need a private space to meet with their client if they are serving them at the school. It is best to have one consistent place to meet.
14. Student meeting with their clinician at school is marked Excused Student Activity, E-SA.

#### Students 13 and over -

\*\*If a parent asks why a student has missed class and they were in counseling and do not wish to disclose this information to their parent or guardian, respond with, "student was excused from class for a student activity". If this does not satisfy them, respond with, "this is something you will need to discuss with your child".

If this scenario does occur, please call BHR and leave a message with the OS Specialist and counselor will follow up with student.

Also, have counselor or principal strategize with student so they are aware of the situation before they are dismissed for the day.

**Human Resources** will work with BHR through the MOU process to ensure all documents/staff requirements are met.

**Counselor Safety** - When a clinician or school becomes aware of a safety concern or potential safety concern, precaution steps will be put into place to keep all involved safe. Such as meeting in a more public, confidential space and/or check in and check outs with staff or other interventions.

**\*\*\*Additional Reminder** - Please provide BHR with the following prior to the beginning of the year.

- Start and end dates of service for students in your building
- Assessment calendars
- Yearly calendar - modified days, snow days, conferences, etc.

Revised 4/19/19



**CERTIFICATED**

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Janine Malone	District	School Nurse	08/28/19
Todd Bridge	Aberdeen High School	Health/PE Teacher	08/28/19
Natalie Tillery	Aberdeen High School	Math Teacher .88 FTE	08/28/19
Janet Dayton	Miller Jr. High School	ELA/Social Studies Teacher	08/28/19
Robert Kershner	Miller Jr. High School	ELA/Social Studies Teacher	08/28/19
Marshall Lentz	Miller Jr. High School	Math/Science Teacher	08/28/19
Ann Tracey	Miller Jr. High School	ELA/Social Studies Teacher	08/28/19
Rees Sturm	Central Park Elementary	1 <sup>st</sup> /2 <sup>nd</sup> Grade Teacher	08/28/19
Kerry Tadique	Central Park Elementary	Kindergarten/1 <sup>st</sup> Grade Teacher	08/28/19

**SUMMER SCHOOL HIRES:** We recommend the Board approve the following certificated Summer School hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Mark Borgens	Aberdeen High School	APEX Teacher	06/17/19
Gienelle Harless	Aberdeen High School	Pre-Algebra Teacher	06/17/19
Maureen Lewis	Aberdeen High School	ELA Teacher	06/17/19
Tricia Matisons	Aberdeen High School	Pre-Algebra Teacher	06/17/19
William Rabung	Aberdeen High School	ELA Support Teacher	06/17/19
Natailie Tillery	Aberdeen High School	Algebra Teacher	06/17/19
Jessie Winter	Aberdeen High School	Math Teacher	06/17/19
Shelbie Dickson	Twin Harbors Skill Center	CTE: Culinary Arts	06/17/19
Tracy Ecklund	Twin Harbors Skill Center	CTE: Photography	06/17/19
Lindsey Kargbo	Twin Harbors Skill Center	CTE: Health Care Teacher	06/17/19
Michael Machowek	Twin Harbors Skill Center	CTE: Cultivating Roots Teacher	06/17/19
Cory Martinsen	Twin Harbors Skill Center	CTE: Construction Teacher	06/17/19
Mark Sundstrom	Twin Harbors Skill Center	CTE: Automotive Teacher	06/17/19
Kris Bitar	Harbor High School	ELA Teacher	06/17/19
Christopher Howell	Harbor High School	Math/Science Teacher	06/17/19
Scott Morrison	Harbor High School	Social Studies Teacher	06/17/19
Brian Allen	Detention	Teacher	06/17/19
Linda Hayes	Detention	Teacher	07/17/19

**SUPPLEMENTAL CONTRACTS:** We recommend the Board approve the following supplemental contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Heidi Armenta	Robert Gray Elementary	National Board Certification stipend	2018-19
Karen Brown	Robert Gray Elementary	National Board Certification stipend	2018-19
Tamarie Butcher	Robert Gray Elementary	National Board Certification stipend	2018-19
Lisa Carney	Miller Jr. High School	National Board Certification stipend	2018-19
Chris Collin	Stevens Elementary	National Board Certification stipend	2018-19
Allison Fagerstedt	Robert Gray Elementary	National Board Certification stipend	2018-19
Joseph Fagerstedt	Robert Gray Elementary	National Board Certification stipend	2018-19
Doris Hatton	Stevens Elementary	National Board Certification stipend	2018-19
Mona Heggie	A. J. West Elementary	National Board Certification stipend	2018-19
Myka Jugum	Robert Gray Elementary	National Board Certification stipend	2018-19
Dianne King	Stevens Elementary	National Board Certification stipend	2018-19
Martha Lennier	Stevens Elementary	National Board Certification stipend	2018-19
Maureen Lewis	Aberdeen High School	National Board Certification stipend	2018-19
Mary Mainio	McDermoth Elementary	National Board Certification stipend	2018-19
Maria Mays	A. J. West Elementary	National Board Certification stipend	2018-19



**CERTIFICATED (Continued)**

**SUPPLEMENTAL CONTRACTS (continued):** We recommend the Board approve the following supplemental contracts:

April Meissner	Stevens Elementary	National Board Certification stipend	2018-19
Amber Melville	McDermoth Elementary	National Board Certification stipend	2018-19
Cindy Miller	A. J. West Elementary	National Board Certification stipend	2018-19
Julie Niemi	Robert Gray Elementary	National Board Certification stipend	2018-19
Dana Persson Zora	Stevens Elementary	National Board Certification stipend	2018-19
Donna Portmann	Aberdeen High School	National Board Certification stipend	2018-19
Jolene Powell	A. J. West Elementary	National Board Certification stipend	2018-19
Marnie Ranheim	Central Park Elementary	National Board Certification stipend	2018-19
Eleanor Robbins	Robert Gray Elementary	National Board Certification stipend	2018-19
Judith Serrano	Miller Jr. High School	National Board Certification stipend	2018-19
Melissa Smith	Stevens Elementary	National Board Certification stipend	2018-19
Gayla Stewart	A. J. West Elementary	National Board Certification stipend	2018-19
Stacy Swinhart	Miller Jr. High School	National Board Certification stipend	2018-19
Patricia Timmons	Robert Gray Elementary	National Board Certification stipend	2018-19
Sara Verde	Stevens Elementary	National Board Certification stipend	2018-19

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Carol Matthews	District	Speech Language Pathologist	06/14/19
Elizabeth Paul	District	Speech Language Pathologist	06/14/19
Rebecca Jones	Robert Gray Elementary	5 <sup>th</sup> Grade Teacher	06/14/19

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Stephanie Hoffman	A. J. West Elementary	1 <sup>st</sup> Grade Teacher	05/01/19-06/14/19

**Substitute Certificated:**

Therese Litzsey-Adams

**Substitute Certificated Resignations:**

Michaela Ecklund – Effective 05/06/19

**CLASSIFIED**

**SUMMER SCHOOL HIRES:** We recommend the Board approve the following classified Summer School hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Devyn Craig	Aberdeen High School	Para-educator – Algebra	06/17/19
Nikkol Daniels	Aberdeen High School	Para-educator – Pre-Algebra	06/17/19
Jeri Distler	Aberdeen High School	Para-educator	06/17/19
Carrie Smith	Aberdeen High School	Para-educator	06/17/19
Richard Stallo	Aberdeen High School	Summer School Coordinator	06/01/19
Tedd White	Aberdeen High School	Para-educator – APEX	06/17/19
Gayle Capsel	Harbor High School	Summer School Coordinator	06/17/19
Susan Grover	Detention Center	Para-educator	06/17/19
Patty Barber	Food Service	Cook	06/17/19
Pamela Giroski	Food Service	Food Service Worker – Session 1 & 2	06/17/19
Donna Pearson	Food Service	Food Service Worker/Transport	06/17/19

**CLASSIFIED (Continued)**

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Dominique Gebauer-Levao	Central Park Elementary	Para-educator	08/28/19-06/10/20

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Clarence Sawyer	Miller Jr. High School	Football – Head Coach	05/14/19

**Substitute Classified:**

Charlotte Mullen

**Classified Staffing Recommendations  
2019-20 School Year**

- |     |                                      |      |                                  |
|-----|--------------------------------------|------|----------------------------------|
| 1.  | <b>KIMBERLY ABEL</b>                 | 58.  | <b>DEBBIE COPLAND</b>            |
| 2.  | <b>PAMELA ALSTROM</b>                | 59.  | <b>KAMERON COVALL</b>            |
| 3.  | <b>MELODY ANCHETA</b>                | 60.  | <b>VICKIE CROCKER</b>            |
| 4.  | <b>CHARLENE ANCICH</b>               | 61.  | <b>SHIRLEY CURTIS</b>            |
| 5.  | <b>DENISE ANDERSON</b>               | 62.  | <b>DORIS DALY</b>                |
| 6.  | <b>GAYLE ANDERSON</b>                | 63.  | <b>KIMBERLY DANIELS</b>          |
| 7.  | <b>KELLY ANDERSON</b>                | 64.  | <b>NIKKOL DANIELS</b>            |
| 8.  | <b>LISA ANDERSON</b>                 | 65.  | <b>JENNIFER DEAN</b>             |
| 9.  | <b>MICHAEL ANDERSON</b>              | 66.  | <b>ALAINA DELANOY</b>            |
| 10. | <b>GUADALUPE ARIS-MORELIA</b>        | 67.  | <b>LAURA DENNIS</b>              |
| 11. | <b>HUBERT ARRENDALE</b>              | 68.  | <b>SARA DENNY</b>                |
| 12. | <b>KRISTINE ASCHIM</b>               | 69.  | <b>AMBER DIEL</b>                |
| 13. | <b>JOYCE ASHE</b>                    | 70.  | <b>RAMONA DILLEY</b>             |
| 14. | <b>KENNETH ASHLOCK, JR.</b>          | 71.  | <b>SOL DISOL</b>                 |
| 15. | <b>PATTY BARBER</b>                  | 72.  | <b>JERI DISTLER</b>              |
| 16. | <b>VIRGINIA BARRAGAN</b>             | 73.  | <b>DAVID DOUGLASS</b>            |
| 17. | <b>YESENIA BARRAGAN</b>              | 74.  | <b>KRISTEN DUBLANKO</b>          |
| 18. | <b>AMY BEARDMORE</b>                 | 75.  | <b>JANET EATON</b>               |
| 19. | <b>NANCY BENNER</b>                  | 76.  | <b>JOANNE EATON</b>              |
| 20. | <b>NORMAN BENNER, JR.</b>            | 77.  | <b>KIM EDWARDS</b>               |
| 21. | <b>DEBORAH BERGEN</b>                | 78.  | <b>HELENE ENNOR</b>              |
| 22. | <b>GENEVA BERNABE</b>                | 79.  | <b>TAPRINA ERVIN</b>             |
| 23. | <b>STACIE BESSONETTE</b>             | 80.  | <b>CINDY EVANS</b>               |
| 24. | <b>KELLY BIELEC</b>                  | 81.  | <b>SANDRA FIEGI</b>              |
| 25. | <b>KEANEN BOEHOLT-LOVGREN</b>        | 82.  | <b>VICKI FILYAW</b>              |
| 26. | <b>CHARLENE BOLDEN</b>               | 83.  | <b>RHONDA FINK</b>               |
| 27. | <b>IAN BORDEN</b>                    | 84.  | <b>ESMERALDA FLORES</b>          |
| 28. | <b>TERESA BORGENS</b>                | 85.  | <b>DOROTHEE FREYE</b>            |
| 29. | <b>DAWN BORNS</b>                    | 86.  | <b>JAMIE GARCIA</b>              |
| 30. | <b>BROOKE BOWMAN</b>                 | 87.  | <b>MARGARET GARRISON</b>         |
| 31. | <b>BARBARA BOYER</b>                 | 88.  | <b>DOMINIQUE GEBAUER-LEVAO</b>   |
| 32. | <b>KATHRYN BOYER</b>                 | 89.  | <b>CHERYL GEBHART</b>            |
| 33. | <b>DIANE BRAMSTEDT</b>               | 90.  | <b>BREANNA GENTRY</b>            |
| 34. | <b>JEFFREY BROWN</b>                 | 91.  | <b>JASMINE GILMORE</b>           |
| 35. | <b>WADE BRUFFETT</b>                 | 92.  | <b>DIANE GIRON</b>               |
| 36. | <b>THERESA BUCHANAN</b>              | 93.  | <b>PAMELA GIROSKI</b>            |
| 37. | <b>JOHN BURGER</b>                   | 94.  | <b>DESIREE GLANZ</b>             |
| 38. | <b>JOSHUA BURNETT</b>                | 95.  | <b>CHERYL GLASIER</b>            |
| 39. | <b>RENEE BURNETT</b>                 | 96.  | <b>TERESA GLASSCOCK</b>          |
| 40. | <b>BRANDON BURNS</b>                 | 97.  | <b>TAMYRA GOCHNOUR</b>           |
| 41. | <b>LAURIE BUTCHER</b>                | 98.  | <b>RONALD GREER</b>              |
| 42. | <b>PAUL BUTLER</b>                   | 99.  | <b>SUSAN GROVER</b>              |
| 43. | <b>BRENDA CAMP</b>                   | 100. | <b>GABRIELA GUZMAN-HERNANDEZ</b> |
| 44. | <b>GAYLE CAPSEL (September only)</b> | 101. | <b>MARISOL GUZMAN-HERNANDEZ</b>  |
| 45. | <b>SARA CAVIN</b>                    | 102. | <b>KIM HAGARA</b>                |
| 46. | <b>DEBORAH CHAPIN</b>                | 103. | <b>GRACE HAGEN</b>               |
| 47. | <b>DIANE CHENOWETH</b>               | 104. | <b>RALPH HAMMOND</b>             |
| 48. | <b>CASSANDRA CHESTERMAN</b>          | 105. | <b>CARLA HARDEN</b>              |
| 49. | <b>MARY EILEEN CHRISTENSEN</b>       | 106. | <b>SHANNON HARRIS</b>            |
| 50. | <b>JODIE CINERT</b>                  | 107. | <b>CONNIE HEBISH</b>             |
| 51. | <b>MARY CLINTON</b>                  | 108. | <b>LISA HILL</b>                 |
| 52. | <b>TIMOTHY CLINTON</b>               | 109. | <b>STACY HINCHEN</b>             |
| 53. | <b>CATHY CONNELL</b>                 | 110. | <b>KELLY HURD</b>                |
| 54. | <b>JORDAN CONNELL</b>                | 111. | <b>TAMI JACKA</b>                |
| 55. | <b>DOREEN CONRAD</b>                 | 112. | <b>ROSANNE JACOBS</b>            |
| 56. | <b>TINA COOK</b>                     | 113. | <b>NICOLE JELOVICH</b>           |
| 57. | <b>CARLA COPELAND</b>                | 114. | <b>CAROL JENKINS</b>             |

**Classified Staffing Recommendations  
2019-20 School Year**

115.	LILA JERNSTROM	172.	REBECCA PELLEGRINI
116.	STEFANI JOESTEN	173.	STEPHANIE PELLEGRINI
117.	KIMBERLY JOHNSEN	174.	SARAH PENDERGRASS
118.	TAMMY JOHNSON	175.	BRITNEY PEREZ
119.	NICOLE JOHNSTON	176.	CALVIN PETERSEN
120.	NIKKI JONES	177.	KATIE PETRINA
121.	PATTI JONES	178.	NATHAN PETTIS, JR.
122.	REBEL JORDAN	179.	SEAN PHILBRICK
123.	THERESA KAUFMAN	180.	KELLIE PISANI
124.	CYNTHIA KEEN	181.	LISA POOR
125.	BLAIR KELLY	182.	BEVERLY POST
126.	JAMES KELLEY	183.	DIANNE PRATT
127.	JOHN KINGERY	184.	JOAN RABUNG
128.	MELISSA KOST	185.	GLENN RANEY
129.	JENNIFER KRASOWSKI	186.	AMY RASLER
130.	ALYSA LACKEY	187.	RICHARD RASMUSSEN
131.	MARK LARSON	188.	WILLIAM RATTIE
132.	JONATHAN LAWRENCE	189.	ILLUMINADA (LU) REED
133.	SANDRA LEDESMA	190.	KEITH REID
134.	DIANE LEE	191.	IAN RINEY
135.	MOLLY LEITHOLD	192.	AMANDA ROOT
136.	BONNIE LEWIS	193.	RACHEAL ROSE
137.	KATHREN LINKE	194.	PETER ROSS
138.	ELI LUGO	195.	MICHELLE RYAN
139.	LESLIE LUJAN	196.	GINA SALICK
140.	JENNIFER LYTLE	197.	FELICIA SANCHEZ
141.	MATTHEW MAHON	198.	LEOPOLDO SANCHEZ VILLALPANDO
142.	JOHN MAKI	199.	CHRISTI SAYRES
143.	KIMBERLEY MALIZIA	200.	NANCY SCHRECK
144.	CHARLOTTE MAO	201.	CASEY SCHUMACHER
145.	FLORENTINO MARTINEZ	202.	GERI SCOTT
146.	LESLIE MCALLISTER	203.	TERI SEATH
147.	JULIE MCKAY	204.	CHRISTINA SEGUIN
148.	JEANNIE MCNEAL	205.	DEE ANNE SHAW
149.	JAMES MESSER	206.	JOHN SHAW
150.	JOSIE MICHEAU	207.	CHERIE SHAY
151.	BEVERLY MILLER	208.	JOHN SHAY
152.	J. DAVID MILLER	209.	KELLI SHELTON
153.	JULIE MINSKER	210.	DESIRE SHORES
154.	JAMES ANTHONY MOUNCER	211.	STEPHANIE SIMMONS
155.	AMY MOYER	212.	TERESA SIMPSON
156.	PETER MULDER	213.	CARRIE SMITH
157.	KISA MULLIKIN	214.	DAWN SMITH
158.	MEGHAN MUMA	215.	ERIC SMITH
159.	STEPHANY MURRAY	216.	KARLA SMITH
160.	JANEAN NEWBERRY	217.	MICHELE SMITH
161.	DAWN ODD	218.	ARTHUR SOMERS
162.	BRIDGET ONASCH	219.	RICHE SPARKS
163.	DELORIS ONASCH	220.	MICHELLE STALLO
164.	MIRSA ORTUNO SUAREZ	221.	JOHN STANLEY
165.	KAREN PARSON	222.	PATRICIA STANTON
166.	ROBERT PARSON	223.	JANIS STEELE
167.	MICHAEL PAULEY	224.	MERLYN STERLING
168.	DONNA PEARSON	225.	JANN STRUTHERS
169.	DAWN PECKLER	226.	KAYLA STURM
170.	THEODORE PECKLER	227.	AMY THELIN
171.	ERIN PEHL	228.	SARAH THOMASSON

**Classified Staffing Recommendations  
2019-20 School Year**

- 229. **MACHELLE TIKKA**
- 230. **STACEY TIMMONS**
- 231. **BARBARA TINGWALL**
- 232. **EVA TO**
- 233. **KRISTINE TOMLIN**
- 234. **LINDA TOWNSEND**
- 235. **MIKE TOY**
- 236. **HEATHER TRADER**
- 237. **DEBRA TRAUTMAN**
- 238. **JACK TRAXTLE**
- 239. **SHARI VANBLARICOM**
- 240. **MEGAN VAN DINTER**
- 241. **DENICE WALCZYK**
- 242. **A'DEE WALKER**
- 243. **TEDD WHITE**
- 244. **SHEILA WIELAND**
- 245. **BUDDY WILLIAMS, JR**
- 246. **DONNA JEANNE WILLIAMS**
- 247. **MELISSA WILLIAMS**
- 248. **TONI WILLIAMS**
- 249. **LINDSEY WILLIAMSON**
- 250. **ARNE WILPPONE**
- 251. **JENNIFER WRIGHT**
- 252. **SUZANNE WRIGHT**
- 253. **JULIE WYATT**
- 254. **TAMAR YAKOVICH**
- 255. **LAURIE YEOMAN**
- 256. **CHRISTINE ZELEPUZA**
- 257. **REBECCA ZVONO**

COLLECTIVE BARGAINING AGREEMENT BETWEEN

**ABERDEEN SCHOOL DISTRICT #5**

AND

**PUBLIC SCHOOL EMPLOYEES OF  
ABERDEEN**

SEPTEMBER 1, 2019 - AUGUST 31, 2022



Public School Employees of Washington / SEIU 1948  
PO Box 798  
Auburn, WA 98071-0798  
1.866.820.5652  
[www.pseclassified.org](http://www.pseclassified.org)

## Table of Contents

	<u>Page</u>
PREAMBLE	1
ARTICLE I RECOGNITION AND COVERAGE OF AGREEMENT	1
ARTICLE II RIGHTS OF THE EMPLOYER	2
ARTICLE III RIGHTS OF THE EMPLOYEES	3
ARTICLE IV RIGHTS OF THE ASSOCIATION	5
ARTICLE V APPROPRIATE MATTERS FOR CONSULTATION & NEGOTIATION	6
ARTICLE VI HOURS OF WORK	6
ARTICLE VII HOLIDAYS AND VACATIONS	8
ARTICLE VIII LEAVES	10
ARTICLE IX PROBATION, SENIORITY AND LAYOFF PROCEDURES	14
ARTICLE X DISCIPLINE AND DISCHARGE OF EMPLOYEES	20
ARTICLE XI PERFORMANCE EVALUATION	20
ARTICLE XII INSURANCE AND RETIREMENT	20
ARTICLE XIII ASSOCIATION MEMBERSHIP AND CHECKOFF	21
ARTICLE XIV GRIEVANCE PROCEDURE	22
ARTICLE XV TRANSFER OF PREVIOUS EXPERIENCE	24
ARTICLE XVI SALARIES AND EMPLOYEE COMPENSATION	24
ARTICLE XVII PROFESSIONAL DEVELOPMENT	27
ARTICLE XVIII TERM AND SEPARABILITY OF PROVISIONS	27
SIGNATURE PAGE	29
SCHEDULE A	30
APPENDIX A	31
APPENDIX B	32
ADDENDUM TO CONTRACT	33

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**PREAMBLE**

The parties agree that it is in their mutual interest and purpose to promote systematic and effective employee-management cooperation; to execute a written agreement; to confer and negotiate in good faith at reasonable times with respect to grievance procedures and collective negotiations on personnel matters, including wages, hours and working conditions and to promote effective methods for prompt adjustment of differences.

This Agreement is made and entered into between Aberdeen School District Number 5 (hereinafter "District") and the Public School Employees of Aberdeen, an affiliate of Public School Employees of Washington / SEIU 1948 (hereinafter "Association").

In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the parties agree as follows:

**ARTICLE I**

**RECOGNITION AND COVERAGE OF AGREEMENT**

**Section 1.1.**

The District hereby recognizes the Association as the exclusive representative of all employees in the bargaining unit described in Section 1.4, and the Association recognizes the responsibility of representing the interests of all such employees.

**Section 1.2.**

Nothing contained herein shall be construed to include in the bargaining unit any person whose duties as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the Board of Directors or superintendent of the District pursuant to RCW 41.56.030 (2).

**Section 1.3.**

Upon a reasonable request, the District will provide the Association with amendments, changes and additions to job descriptions.

**Section 1.4.**

The bargaining unit to which this Agreement is applicable shall consist of all classified employees in the following general job classifications: Secretarial, Paraeducators including those in before-school and after-school programs, and Professional/ Technical/Specialists. The following positions shall be exempt from the bargaining unit: Superintendent's Executive Assistant (1), Human Resources Administrative Assistant (1), Business Office Administrative Assistant (1), Payroll Specialist and any other future confidential assistants. After School program hours are supplemental and not included in the base hours.

**Section 1.5.**

Substitute employees who work thirty (30) days in the current or immediately preceding work year, and who continue to be available for employment shall be included in the bargaining unit. The only



1 provisions of this Agreement applicable to bargaining unit substitutes shall be Sections 6.3, 6.4, 13.5,  
2 and Schedule A (Bargaining Unit Substitute Rate). Article XIV, the Grievance Procedure, shall be  
3 applicable to the specific sections stated in the immediately preceding sentence. The provisions stated  
4 in this subsection shall be the sole provisions of the Agreement applicable to bargaining unit  
5 substitutes.

6  
7 **Section 1.6.**

8 Temporary employees shall be defined as leave replacement employees and employees hired for a  
9 fixed period of time with a designated ending date no longer than ninety (90) instructional days.  
10 Temporary employees shall be eligible for benefits as allowed by law or as otherwise provided in this  
11 Agreement.

12  
13 In the event a temporary position has a duration for a period of more than one (1) year or is reposted  
14 for a second continuous year, said position shall be posted as a regular position. Notwithstanding the  
15 immediate preceding sentence, the District has the right to post a temporary position as a regular  
16 position prior to the one (1) year limit.

17  
18 New employees hired to fill a temporary position will be released from employment without further  
19 benefits under the contract on the posted termination date.

20  
21  
22 **ARTICLE II**

23  
24 **RIGHTS OF THE EMPLOYER**

25  
26  
27 **Section 2.1.**

28 It is agreed that the customary and usual rights, powers, functions, and authority of management are  
29 vested in management officials of the District. Included in these rights in accordance with and subject  
30 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work  
31 force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to  
32 suspend, discharge, demote, or take disciplinary action against employees; and the right to release  
33 employees from duties because of lack of work or for other legitimate reasons. The District shall  
34 retain the right to maintain efficiency of the District operation by determining the methods, the means,  
35 and the personnel by which such operation is conducted.

36  
37 **Section 2.2.**

38 The right to make reasonable rules and regulations shall be considered acknowledged functions of the  
39 District. In making rules and regulations relating to personnel policies, procedures and practices, and  
40 matters of working considerations, the District shall give consideration to the rights of the Association  
41 and the employees and to the obligations imposed by this Agreement.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

## ARTICLE III

### RIGHTS OF THE EMPLOYEES

**Section 3.1.**

It is agreed that the employees in the unit defined herein will have and will be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association in accordance with and subject to applicable laws, regulations and the provisions of this Agreement. The freedom of such employees to assist the Association will be recognized as extending to participation in the management of the Association. The District will take no action which will coerce, discriminate, or restrain membership in the employee organization.

**Section 3.2.**

Each employee will have the right to bring matters of personal concern to the attention of appropriate Association representatives and/or appropriate officials of the District.

**Section 3.3.**

Employees subject to this Agreement have the right to have Association representatives or other persons to a maximum of two (2) unless mutually agreed otherwise, present at discussions between themselves and supervisors or other representatives of the District as hereinafter provided in the Grievance Procedure of the Agreement. Included are investigatory interviews when an employee reasonably believes that discipline could result. The right to Association representation shall not reasonably delay such discussions.

**Section 3.4.**

Each employee reserves and retains the right to delegate any right or duty contained in this Agreement, exclusive of compensation for services rendered, to appropriate officials of the Association.

**Section 3.5.**

Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement on the basis of race, color, national origin, religion, creed, age, sex, sexual orientation, gender expression or identity, honorably discharged veteran or military status, pregnancy, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal, or any other basis prohibited by law.

**Section 3.6. Personnel File.**

There shall be only one (1) official personnel file for each employee. Said files shall be kept in the District personnel office. Supervisors, however, have the right to keep an employee working file at their job site. Each employee shall have the right upon request, and after making an appointment for that purpose, to review, in the presence of a District administrator or designee, the contents of his/her official personnel file. At the request of the employee, the District will provide copies of material contained in the file. A reasonable charge may be made for providing copies.

No performance related material shall be placed in the employee's official personnel file unless said material has been shown to the employee and the employee has been given an opportunity to sign the material, indicating that the employee has received said material. However, the employee's signature does not necessarily indicate that the employee agrees with the content of said material. An employee may attach comments to any material that is a part of the personnel file.

1 After two (2) years, derogatory material, except evaluations, ongoing disciplinary documentation, and  
2 material regarding allegations of criminal misconduct, may be removed from the file. Materials  
3 relating to sexual misconduct are prohibited by state law from being removed. Materials relating to an  
4 offense for which an employee could have been discharged shall only be removed by mutual  
5 agreement between the employee and the District. Either the employee or the District may initiate the  
6 action to have material removed.

7  
8 **Section 3.7.**

9 The District shall maintain a separate supplemental confidential file for each classified employee of the  
10 District. Said files shall be kept in the District administration office and will contain such sensitive  
11 information as medical history, health related information, and criminal justice background clearance  
12 information. This supplemental file will insure confidentiality of sensitive information regarding the  
13 employee. Employees will full access to their own files.

14  
15 **Section 3.8.**

16 The District agrees to provide safe and non-hazardous working conditions within the District facilities.  
17 The employees will use all equipment required by state and federal regulations and provided by the  
18 employer. The District agrees to comply with all appropriate and applicable health and safety  
19 regulations. Employees accept the responsibilities stated in WAC 296-24-025 General Safety and  
20 Health Standards and will participate in any mandatory District-provided training.

21  
22 **Section 3.8.1.**

23 Any case of assault upon an employee shall promptly be reported to the employer or the  
24 employer's designated representative and a written incident report shall be filled out.

25  
26 **Section 3.8.2.**

27 Safety and compliance training will be required of all employees on dates and times designated  
28 by the District. Compensated time will be scheduled for employees to complete District  
29 required safety and compliance training.

30  
31 **Section 3.8.3.**

32 Safe Schools will be paid as additional hours (the amount of time as designated by the Safe  
33 Schools program) which will be paid in the November pay warrant. Employees must finish  
34 Safe Schools by October 31<sup>st</sup> to receive payment.

35  
36 **Section 3.9.**

37 Employees who administer student catheterization services shall be provided the training and right of  
38 refusal described in RCW 28A.210.280.

39  
40 **Section 3.10.**

41 Employees shall receive compensation at their regular hourly rate for attendance at all required  
42 meetings.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

## ARTICLE IV

### RIGHTS OF THE ASSOCIATION

**Section 4.1.**

The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing, in accordance with the Collective Bargaining Act of 1967 and subsequent amendments thereto.

**Section 4.2.**

The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance of a member of the unit.

**Section 4.3.**

The District will, at the time of hire, provide each new employee with a copy of the Agreement. Agreements to be furnished by the Association.

**Section 4.4.**

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington / SEIU 1948 State Organization.

**Section 4.5.**

Upon a reasonable request by the Association, the name, address, and salary of employees within the bargaining unit shall be provided annually on October 1. The name, address, and salary of new employees will be provided the Association.

**Section 4.6.**

Representatives of the Association, upon a request being approved by the superintendent of schools or the superintendent's designee, shall have access to the District premises during business hours, provided that the Association Representative will not in any way hamper or obstruct the employee(s) normal work.

**Section 4.7. Bulletin Boards.**

The District shall provide designated bulletin board space in each school for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. The responsibility for the prompt removal of the notices from the bulletin boards after they have served their purpose shall rest with the individual who posted such notice.

**Section 4.8.**

The Association shall have the privilege of using school facilities for meetings outside school hours, provided the facility is scheduled through the District process.

**Section 4.9.**

The Association will be granted use of employee mailboxes for communication. An Association representative may place notices in the individual mailboxes and may use District email to distribute general notices. The Association accepts legal and fiscal responsibility for all contents.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**ARTICLE V**

**APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION**

**Section 5.1.**

It is agreed and understood that matters appropriate for negotiations between the District and the Association are hours, wages, grievance procedures and general working conditions in the bargaining unit subject to this Association.

**Section 5.2.**

The superintendent and/or designee(s) and Association president and/or designee(s) will meet at the request of either party to discuss appropriate matters of mutual concern. The party calling the meeting shall state the nature of such meeting and the subject(s) to be discussed at such meeting, prior to the meeting.

**Section 5.3. Professional Development Committee.**

The District and Association agree to meet and confer on District level professional development for employees covered by this agreement.

**Section 5.4.**

The Association will designate a Conference Committee (not to exceed seven members) consisting of trustees and officers who will meet with the superintendent of the District and/or designated representative(s) on a mutually agreeable regular basis to discuss appropriate matters.

**Section 5.4.1. Administering the Contract.**

The superintendent, one other representative of the District, the Association president and one other Association member or Association staff representative will meet as needed to discuss the orderly monitoring of the contract. At the discretion of either party, additional meetings shall be scheduled at a mutually agreeable time. By mutual agreement of the parties, the number of representatives may be changed.

**Section 5.5.**

The District will provide an opportunity for Association representatives to meet and confer with other District bargaining teams to make recommendations for the school calendar for the following year.

**ARTICLE VI**

**HOURS OF WORK**

**Section 6.1.**

Each employee shall be assigned to a definite and regular shift and workweek with designated times of beginning and ending, which shall not be changed, except in emergency situations without prior notice to the employee of one (1) calendar week; provided, however this notice may be waived by mutual agreement.

1 **Section 6.2.**

2 The work week shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)  
3 consecutive days of rest, Saturday and Sunday.

4  
5 **Section 6.3.**

6 Each shift of seven (7) or more hours per day shall include an unpaid duty free thirty (30) minute  
7 uninterrupted lunch period as near the middle of the shift as is practicable, and also including a paid  
8 fifteen (15) minute first half and a paid fifteen (15) minute second half rest period, both of which rest  
9 periods shall occur as near the middle of each half shift as is practicable. No employee shall be  
10 required to work more than five (5) consecutive hours without a meal period.

11  
12 **Section 6.4.**

13 Work shifts which are more than five (5) or more consecutive hours shall be designated an unpaid  
14 lunch period of thirty (30) minutes. Lunch periods shall be free from interruptions and shall be  
15 given as near the middle of the work shift as is practicable.

16  
17 The regular workday shall include one (1) fifteen (15) minute rest period for each three and one-half  
18 (3½) hour period of work. In the event an employee is assigned to a work period of less than three and  
19 one-half (3½) hours but at least three hours, the employee shall be given a rest period of ten (10)  
20 minutes. For work periods of less than three (3) hours, no break is required.

21  
22 **Section 6.5.**

23 Employees required to work through their regular lunch period will be provided a time for lunch. In  
24 the event the District requires an employee to forego the lunch period and the employee works the  
25 entire shift, including the lunch period, the employee shall be compensated for the foregone lunch  
26 period at the employee's regular rate, subject to the overtime provisions of Section 6.8, if the workday  
27 exceeds eight (8) hours.

28  
29 **Section 6.6.**

30 In the event of an unscheduled school closure due to inclement weather or other emergency, the  
31 District will request local radio stations and other forms of media to announce such closure. Building  
32 administrators will give instructions annually to classified employees regarding when or if they need to  
33 report to work on days when school is closed or running late due to inclement weather or emergency  
34 situations.

35  
36 **Section 6.7.**

37 Employees required to work at least two consecutive hours of a shift regularly filled by a higher  
38 classification employee shall receive compensation at the base rate of the higher classification. (In the  
39 event that the base rate of pay of the higher classification would result in a lesser hourly salary for the  
40 employee, then the employee who is working in the higher classification would be paid at the lowest  
41 hourly rate that would provide the employee an hourly increase in pay.)

42  
43 **Section 6.8. Overtime.**

44 Overtime is defined as being one and one-half (1½) times the employee's regular hourly rate of pay.

45  
46 **Section 6.8.1.**

47 All employees working more than eight (8) hours per day and all employees working more than  
48 forty (40) hours per week shall be compensated at the overtime rate of pay.



1 employee will be given two (2) days notice. No payment shall be received if the employee is on  
2 unpaid leave immediately before or after the holiday.

- 3
- 4 1. New Year's Day 7. Veterans' Day
- 5 2. Martin Luther King Day 8. Thanksgiving Day
- 6 3. Presidents' Day 9. Day After Thanksgiving Day
- 7 4. Memorial Day 10. Christmas Day
- 8 5. Independence Day 11. Day Before or Day After Christmas Day
- 9 6. Labor Day

10  
11 **Section 7.2. Holidays - Less than 12 Month Employees.**

12 All less than twelve (12) month employees shall receive the following paid holidays that fall within  
13 their work year provided that they have worked their last scheduled shift or portion thereof preceding  
14 the holiday and their first scheduled shift or portion thereof following the holiday(s) or are on paid  
15 leave; provided, the time the shift ends is not prior to the time the students have been released or their  
16 normal shift ending, whichever is earlier. In the event the administrator requires their services beyond  
17 this time, the employee will be given two (2) days notice. No payment shall be received if the  
18 employee is on unpaid leave immediately before or after the holiday.

19  
20 For employees whose hours per day vary during the week, holiday pay will be based on the average  
21 hours worked per day.

- 22
- 23 1. New Year's Day 6. Veterans' Day
- 24 2. Martin Luther King Day 7. Thanksgiving Day
- 25 3. Presidents' Day 8. Day After Thanksgiving Day
- 26 4. Memorial Day 9. Christmas Day
- 27 5. Labor Day 10. Day Before Or Day After Christmas Day

28  
29 **Section 7.3. Worked Holidays.**

30 Employees who are required to work on the above described holidays shall receive the pay due them  
31 for the holiday, plus their base rate for all hours worked on such holidays.

32  
33 **Section 7.3.2.**

34 Should a holiday occur while an employee is on paid vacation, the employee will receive  
35 holiday pay at their regular rate of pay for that day and it will not be counted as vacation.

36  
37 **Section 7.4. Vacations.**

38 Twelve (12) month employees covered by this Agreement shall earn annual vacation according to  
39 years worked on the following basis:

<u>Years Worked</u>	<u>Vacation Earned</u>
40	
41	
42	1 year 10 days
43	2 years 11 days
44	3 years 12 days
45	4 years 13 days
46	5 years 14 days
47	6 years 15 days
48	7 years 16 days



1	8 years	17 days
2	9 years	18 days
3	10 years	19 days
4	11 years	20 days
5	12 years	21 days
6	13 years	22 days
7	14 years	23 days
8	15 years	24 days
9	16+	25 days

10  
11 **Section 7.4.1.**

12 All vacation shall be taken at a time that is approved by the District. Vacation leave requests  
13 shall be mutually agreed upon with the employee’s immediate supervisor and must be  
14 submitted at least two days in advance. Exceptions may be approved by the supervisor.

15  
16 **Section 7.4.2.**

17 Vacation earned but not used may be carried over for one (1) year from the employee’s  
18 anniversary date. No vacation may be carried over for more than one (1) year; provided,  
19 however, no employee shall be denied accrued vacation benefits due to District employment  
20 needs.

21  
22 **Section 7.4.3.**

23 Vacation hours will be accrued monthly. Vacation pay will be paid at the rate of the employee's  
24 regular base pay. For employees working less than eight (8) hours each day, vacation pay will  
25 be based on the hours worked per day. An employee who is entitled to, but has not received,  
26 paid vacation at the time of his/her termination or retirement shall receive pay for such earned  
27 vacation with his/her final paycheck not to exceed thirty (30) days.

28  
29  
30  
31 **ARTICLE VIII**

32  
33 **LEAVES**

34  
35 **Section 8.1. Sick Leave.**

36  
37 **Section 8.1.1.**

38 Annually in September, twelve (12) month employees shall be credited with an allowance of  
39 twelve (12) days sick leave based on the regularly scheduled hours worked per day; eleven (11)  
40 month employees shall be credited with an allowance of eleven (11) days sick leave based on  
41 the regularly scheduled hours worked per day; ten (10) month employees shall be credited with  
42 ten (10) days sick leave per year based on the regularly scheduled hours worked per day. Sick  
43 leave shall be vested when earned and may accumulate up to the number of days established by  
44 RCW 28A.400.210 (180 days or the employee’s work year, whichever is greater). Sick leave  
45 shall accumulate based on the employee’ regularly scheduled hours per day in the month it is  
46 recorded and be allocated on a quarter-hour basis. Sick leave benefits shall be paid on the basis  
47 of the hourly rate applicable to the employee's regularly scheduled hours per day.  
48

1 In the event sick leave is exhausted, see Section 8.8. (Leaves of Absence).

2  
3 **Section 8.1.2.**

4 Pursuant to the current statute, employees may cash in unused sick leave annually or upon  
5 death or retirement. Employees may cash in sick leave upon resignation if they meet the  
6 qualifying requirements of RCW 28A.400.212(2).

7  
8 **Section 8.1.3.**

9 In the event an employee is absent for reasons which are covered by Workers' Compensation  
10 insurance, the employee may elect to receive only Workers' Compensation time loss benefits  
11 rather than utilize available accumulated sick/vacation leave. An employee may elect to  
12 receive available accrued sick leave or vacation leave in addition to Workers' Compensation  
13 time loss benefits for the number of hours/days they are disabled from work. They may  
14 supplement their Workers' Compensation benefits with sick/vacation leave up to receiving a  
15 full day's pay of sick leave/vacation in addition to time loss benefits. The hours are deducted  
16 from their accrued sick/vacation leave balance.

17  
18 **Section 8.1.4. Use of Sick Leave.**

19 Each employee may use sick leave for personal illness, family illness, or emergencies as  
20 outlined elsewhere in this contract. Pursuant to WAC 296-128-660 (Verification for Illness  
21 Exceeding Three Days), the District may require a signed statement from a physician for an  
22 employee's personal illness exceeding five (5) days.

23  
24 **Section 8.2. Leave for Family Illness.**

25  
26 **Section 8.2.1.**

27 Employees will be granted leave with pay charged against sick leave for serious illness in the  
28 immediate family, to care for a child (including daughter-in-law and son-in-law) of the  
29 employee with a health condition that requires treatment or supervision; or to care for a spouse,  
30 parent, parent-in-law or grandparent and other members of the immediate household: who have  
31 a serious health condition or an emergency condition. Federal and/or State Family Leave laws  
32 shall apply. The District will allow Paid Family Birth Leave for a grandparent for the birth of a  
33 grandchild up to one (1) day locally and up to two (2) days if the leave requires overnight travel  
34 out of the area.

35  
36 **Section 8.3. Bereavement Leave.**

37  
38 **Section 8.3.1.**

39 Employees will be granted a leave with pay of not more than five (5) working days when the  
40 absence is occasioned by the death of father, mother, step parent, parent substitute, brother,  
41 sister, brother or sister-in-law, aunts, uncles, nieces and nephews, spouse, children,  
42 grandchildren, parent of spouse, grandparent, daughter-in-law, son-in-law or other household  
43 member. One (1) day will be granted for family members not listed above. It is agreed  
44 between the parties that bereavement leave is noncumulative and is not deducted from  
45 accumulated sick leave. In extenuating circumstances for travel out of state or executor duties,  
46 the employee may be granted up to two (2) additional days deducted from sick leave.

1 Under circumstances where the actual memorial or burial service is held at a later date, an  
2 employee may request bereavement leave be delayed.

3  
4 At an employee's request, a bereavement leave without pay not to exceed ten (10) working  
5 days, will be granted after the leave with pay has been taken.  
6

#### 7 **Section 8.4. Personal Leave.**

##### 8 **Section 8.4.1.**

9 Upon advanced approval of employee's supervisor, an employee may be granted up to two (2)  
10 days leave with pay, per year, for personal reasons. In the event an employee receives approval  
11 for more than two (2) personal leave days during a given year, such days shall be without pay.  
12 Employees shall request leave no less than two (2) days prior to the anticipated leave date.  
13 Personal leave may not be taken the first or last week of student attendance or to extend a three-  
14 day weekend, holiday or any vacation period. Exceptions to these restrictions may be approved  
15 by the Superintendent. However, employees whose regular schedule is less than five (5) days  
16 per week are permitted to use personal leave on a regularly scheduled workday provided, those  
17 days are not adjacent to a holiday. All other provisions of this paragraph apply.  
18  
19

##### 20 **Section 8.4.1.1.**

21 Employees who do not use their personal leave during the school year shall be allowed  
22 to cash the personal leave out. This request must be made in writing to the business  
23 office by June 30<sup>th</sup> of that year. Cash out payments will be based on the employee's  
24 hourly rate.  
25

26 Employees who do not use their personal leave or do not request a personal leave cash  
27 out payment may carry over a maximum of one (1) day of personal leave into the next  
28 school year. The maximum amount of personal leave in any year is three (3) days. The  
29 maximum amount of personal leave for cash out in any year is three (3) days.  
30

#### 31 **Section 8.5. Emergency Leave.**

##### 32 **Section 8.5.1.**

33 Employees may be granted leave with pay chargeable to sick leave when absence is occasioned  
34 by unforeseen personal emergencies not covered in other sections of the Article. In cases of  
35 inclement weather, use of leave will be at the discretion of the superintendent.  
36  
37

#### 38 **Section 8.6. Parenting Leave.**

##### 39 **Section 8.6.1.**

40 Accumulated sick leave days may be used for the purpose of pregnancy disability, childbirth  
41 and recovery. The duration of the leave will be determined on a physician's authorization  
42 indicating the period of time the employee is unable to perform normally assigned duties.  
43  
44

45 If the employee wishes to be absent from his/her job in excess of the time when he/she was  
46 unable to perform his/her normally assigned duties (as certified by his/her physician) he/she  
47 may request an unpaid extended leave of absence. Provisions of the Family and Medical Leave  
48 Act would apply.

1           **Section 8.6.2. Paternity Leave.**

2           Up to ten (10) days of sick leave will be allowed for the birth or adoption of a child.  
3           Complications that arise after the ten (10) day period will be treated as family illness. Personal  
4           leave days may also be used during the first week following the birth of the child without  
5           regard to the vacation, three-day weekend or holiday restrictions.  
6  
7

8           **Section 8.7. Judicial Leave.**

9           In the event an employee is summoned to serve as a juror, or is named as a codefendant with the  
10          District, such employee shall receive a normal day's pay for each day of required presence in court. If  
11          a person is not selected for jury duty, he/she will report back to his/her regular job as soon as he/she is  
12          released. The District may request a copy of the jury summons or other supporting documentation for  
13          verification.  
14

15          **Section 8.7.1. Witness and Victim Reimbursement.**

16          When an employee is summoned as a witness in a case when he or she has no personal  
17          involvement, or is the victim of a crime that requires his/her presence in court, the District will  
18          pay the employee the difference between what is payable by the judicial jurisdiction and their  
19          regular salary for up to two (2) days per incident. Payment to be charged against sick leave.  
20

21          **Section 8.8. Leave of Absence.**

22          The Board of Directors may, at the employee's request grant a leave of absence for a period not to  
23          exceed one (1) year, without pay, to a regularly employed classified staff member. In the event of ill  
24          health or temporary disability, the classified employee shall have a period of ten (10) days from the  
25          time his/her sick leave is exhausted to request a leave of absence. In the event that the employee does  
26          not request a leave of absence, the employment status shall be considered terminated. Leave will not be  
27          granted to accept other employment outside the District.  
28

- 29          A. **Leave of Thirty (30) Calendar Days or Less.** The employee's position on the wage scale and  
30          seniority date will be protected. No adjustment will be made in vacation days or other fringe  
31          benefits.  
32  
33          B. **Leaves of Thirty-One (31) to Ninety (90) Calendar Days.** The employee's position on the wage  
34          scale and seniority date will be protected. An adjustment will be made in earned vacation and an  
35          adjustment will be made in the annual increment date. The employee will not accumulate vacation  
36          time or other fringe benefits for the period of time he/she is on leave that is in excess of thirty (30)  
37          days.  
38  
39          C. **Leaves of Ninety-One (91) Calendar Days to One (1) Year.** The employee's seniority date will  
40          be protected. No vacation time or any other fringe benefits will accrue during the period of time in  
41          excess of thirty (30) days that the employee is on leave.  
42

43          **Section 8.8.1. Application for Leave.**

44          The employee must make application for leave. Such application must be in writing to the  
45          Board of Directors, through the Superintendent. In the case of leave because of ill health or  
46          temporary disability, the application must be accompanied by a written statement from a  
47          physician stating that a health condition or temporary disability exists which necessitates such  
48          leave.

1 **Section 8.8.2. Duration of Disability Leave.**

2 The leave of absence, unless otherwise specified by the District, shall begin after the  
3 employee's sick leave is used and will continue for the time requested to a maximum of one (1)  
4 calendar year. The board, at its discretion, may terminate a disability leave prior to the  
5 scheduled termination date in the event that the employee is able to perform his/her assigned  
6 duties.

7  
8 **Section 8.8.3. Application for Reinstatement.**

9 For any leave in excess of ninety (90) calendar days, the employee shall be required to make  
10 written application to the Board of Directors, through the superintendent, for reinstatement.  
11 The application should be made as soon as the date of return is known, but in any event, no  
12 later than thirty (30) days prior to the expiration of such leave. Failure to comply with the  
13 timelines for written application for reinstatement provided herein shall result in discharge from  
14 employment. (In case of leave because of ill health or temporary disability, the application for  
15 reinstatement must be accompanied by a written statement from a licensed physician stating  
16 that the employee is able to perform his/her normally assigned duties.)

17  
18 **Section 8.8.4. Assignment On Return From Leave.**

19 An employee who returns from a leave of less than ninety (90) calendar days will be assured  
20 his/her original assignment, or a comparable assignment. An employee who returns from a  
21 leave in excess of ninety (90) calendar days will be assured the first available position for  
22 which the District determines that he/she is qualified. The salary will be the salary of the new  
23 position to which the employee is assigned.

24  
25  
26  
27 **ARTICLE IX**

28  
29 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

30 **Section 9.1.**

31 The seniority of an employee shall be established as of the date on which the employee began  
32 continuous daily employment (hereinafter "hire date") unless such seniority shall be lost as provided in  
33 this Agreement. Refer to 9.8.1. for additional information.

34  
35 **Section 9.1.1.**

36 In the event more than one (1) employee in the bargaining unit set forth in Article I Section 1.4.  
37 of this Contract is awarded the same seniority date, the most senior employee shall be  
38 determined as follows:

39 A. The employee with the earliest application date in their personnel file.

40  
41 In the event two (2) employees have the same application date:

42 B. The employee with the most hours scheduled on the first day of employment.

43  
44 In the event two (2) employees have the same scheduled hours on their first day:

45 C. The employee names will be placed in a hat and names will be drawn from the group  
46 and placed in the seniority list in the order drawn. A representative of the  
47 Association and a representative of the District will be present during the drawing.  
48

1           **Section 9.1.2.**

2           The District shall publish annually, by December 1<sup>st</sup> of each instructional year, an official dated  
3           seniority list, ranking all employees in the bargaining unit specified in Section 1.4. If additions  
4           of staff are made subsequent to December 1<sup>st</sup>, the District will notify the Association  
5           membership officer and the Association president.  
6

7           **Section 9.2.**

8           Each new employee shall remain in a probationary status for a period of not more than one hundred  
9           eighty (180) calendar days following the hire date and will be provided with a ninety-day (90)  
10          evaluation. During the probationary period, the retention of an employee shall be solely and entirely  
11          within the discretion of the District. Employees transferring to a new position will be subject to a  
12          ninety-day (90) probationary period in the new position (when transferring from one classification to  
13          another - Secretarial to Paraeducator or Professional Technical) and will be provided with a forty-five  
14          (45) day evaluation. Employees who are not successful in a new position, will be placed in the next  
15          available position in their previous classification.  
16

17          **Section 9.3.**

18          Upon completion of the probationary period, the employee will be subject to all rights and duties  
19          contained in the Agreement.  
20

21          **Section 9.4.**

22          Seniority rights of an employee shall be lost for the following reasons:

- 23
- 24           A. Resignation;
  - 25           B. Discharge;
  - 26           C. Retirement; or
  - 27           D. Failure to return to work in response to a call-back from layoff.
- 28

29          **Section 9.5.**

30          Seniority rights shall not be lost for the following reasons:

- 31
- 32           A. Time lost by reason of industrial accident, industrial illness, or jury duty;
  - 33           B. Time spent on other authorized leaves; or
  - 34           C. Time spent on layoff status as outlined in Article IX.
- 35

36          **Section 9.6.**

37          Seniority rights shall be effective within the bargaining unit; except as provided in Section 9.9. of this  
38          Article.  
39

40          **Section 9.7.**

41          The District shall offer regularly scheduled additional hours of employment to qualified available  
42          employees within the building in the same general job classification on a seniority basis, which the  
43          employee will retain the right to refuse, and has the right to schedule and assign current employees in  
44          the same job classification in the building prior to posting remaining unfilled hours as an open  
45          position. Additional summer hours will be assigned within the building by seniority. Additional days  
46          may be added to an existing position without posting where the additional hours and days accumulate  
47          to less than one hundred and eighty (180) hours.  
48

1           **Section 9.7.1.**

2           The District shall publicize within the bargaining unit the availability of new or open positions  
3           for at least five (5) working days. An open position is defined as available currently funded  
4           unfilled hours in a building or department. No more than one (1) hour per day can be added to a  
5           current position during the school year, otherwise the position will be posted as a new position.  
6           The District reserves the right to publicize open positions through other channels. All interested  
7           applicants for an open position must submit an application in accordance with the application  
8           procedure listed on the job announcement prior to the posted closing date.

9  
10           Summer school positions will be posted. Priority will be given within the building first by  
11           seniority subject to District program needs and qualifications, then District wide by seniority  
12           also subject to District program needs and qualifications.

13  
14           **Section 9.8.**

15           The employee with the earliest hire date shall have preferential rights regarding transfers and  
16           assignment to new or open jobs or positions when ability, performance, and qualifications are  
17           substantially equal with junior employees and/or other applicants.

18  
19           In addition to the interview process the following qualifications will be considered in selecting an  
20           applicant for transfers to an open position: experience, job knowledge, productivity, quality of work,  
21           technical knowledge, skills, dependability, flexibility, initiative/creativity, communication skills,  
22           human relation skills, student relations, attendance and punctuality, conduct and appearance, and  
23           safety.

24  
25           If an employee is not selected, the District will, upon a reasonable request of the affected employee,  
26           schedule a conference with the employee to discuss the matter. The employee may have Association  
27           representation at said meeting.

28  
29           **Section 9.8.1.**

30           When the District posts a temporary position with a definite termination date, existing  
31           employees transferred per Section 9.7. shall have return rights to their previous or similar job.  
32           A new employee hired to fill the temporary position, or the position of the transferred  
33           employee, will, on the posted termination date, be released from employment without further  
34           benefit under the contract.

35  
36           If that job is continued beyond the initial termination date and is reposted for more than the  
37           initial term, all employees who meet the minimum qualifications will have the right to apply.  
38           All applicants will receive equal treatment in the screening process when the position is filled  
39           on a permanent basis.

40  
41           In the event an employee in the previous paragraph holds a position for a period of more than  
42           one (1) year or the position is posted for a second continuous instructional year, said position  
43           shall be posted as a regular position. Should a temporary employee be hired for a regular  
44           position within the same classification and within six (6) months of the end of their occupancy  
45           of a temporary position, their hire date will be retroactive to the beginning of the temporary  
46           position, minus any break in service. Notwithstanding the immediately preceding sentence the  
47           District has the right to post such position as a regular position prior to the one (1) year limit.

1 This provision shall not apply to after school programs funding. The Union and the District will  
2 meet to determine if additional grants qualify for this exemption.

3  
4 **Section 9.9. Reduction In Force And Rehiring Procedure.**

5  
6 **Section 9.9.1.**

7 In the event of a reduction in force (as opposed to reduction in hours), employees shall be  
8 terminated based on seniority earned within the general job classification of Secretary/Clerical,  
9 Paraeducator, and Professional Technical Specialist (as set forth in Appendix A). An employee  
10 who has changed general job classifications may retreat back to the most recent general job  
11 classification where he/she has had at least one (1) year experience during the last five (5) years  
12 and retain seniority with that general job classification. Individuals who are employed in more  
13 than one (1) general job classification shall accrue seniority in each general job classification in  
14 which the individual is employed. If the District eliminates the job of a senior employee, said  
15 employee may bump into the job of a junior employee in their general job classification. The  
16 senior employee must have the appropriate qualifications for the job they bump into.

17  
18 **Section 9.9.1.1.**

19 An employee that is bumped out of their position and has no option except to take a  
20 lower general job classification position at a lower pay rate, in accordance with Section  
21 9.9.1., shall be paid at the hourly rate in the new classification that is closest to the  
22 hourly rate of their previous position.

23  
24 **Section 9.9.2.**

25 In the event of a layoff, employees so affected are to be placed on a re-employment list  
26 maintained by the District. Such employees are to have priority in filling an opening in the  
27 general job classification (as provided in Section 9.9.1. of this Article) held immediately prior  
28 to layoff. Names shall remain on the re-employment list for a period of eighteen (18) calendar  
29 months.

30  
31 **Section 9.9.3.**

32 Employees on layoff status shall file their addresses and telephone numbers, in writing, with  
33 the personnel department of the District and shall thereafter promptly advise the District, in  
34 writing, of any change of address or change in telephone number.

35  
36 **Section 9.9.4.**

37 An employee shall forfeit all rights to re-employment with the District if the employee does not  
38 comply with the requirement to provide a current address and telephone number or if the  
39 employee does not accept the offer of re-employment with the District within five (5) days;  
40 provided, that such employee is offered a position substantially equal to that held prior to  
41 layoff. An employee on layoff status who rejects an offer of re-employment shall be  
42 terminated.

43  
44 **Section 9.10. Reduction in Hours.**

45  
46 **Section 9.10.1.**

47 Nothing contained in this Article shall be construed to prohibit the District from making a  
48 systematic reduction in the hours worked by employees at individual work sites as the need



1 arises because of program or budgetary reasons. Subject to work site scheduling conflicts or  
2 program requirements as determined by the designated administrator (i.e., one-on-one  
3 Paraeducator) no additional personnel shall be hired in positions covered by this Agreement at  
4 the work site until all hours are reinstated to pre-reduction levels as determined by the  
5 employee's hours as of October 1<sup>st</sup> of the previous contract year. After-school program hours  
6 are exempt from this provision). Every reasonable effort will be made to restore time to  
7 reduced employees on a seniority basis.

8  
9 **Section 9.10.2.**

10 In the event the District reduces an employee's hours of employment by thirty-one (31) or more  
11 minutes of regular daily assigned time, the impacted employee shall have the right to bump,  
12 within five (5) working days, any junior employee in their general job classification with  
13 substantially the same number of hours. For the purpose of this section the following will  
14 apply.

- 15
- 16 A. "Substantially the same number of hours" equals one (1) hour more than the employee's  
17 base hours, the same amount of base hours or any hours less than the employee's base  
18 hours.
  - 19
  - 20 B. An employee's hours on October 1<sup>st</sup> of the previous contract year, plus any time restored  
21 to the employee pursuant to Section 9.10.1. of this Agreement shall constitute the  
22 employee's base assignment.
  - 23
  - 24 C. An employee who is awarded an open or new position pursuant to Section 9.7. of this  
25 Agreement establishes new base hours.
  - 26
  - 27 D. An employee who sustains an involuntary reduction of time that is not restored may, if  
28 additional time is cut and accumulates to thirty-one (31) or more minutes, exercise their  
29 bumping rights as stated above.
  - 30
  - 31
  - 32 E. An employee who chooses to exercise their bumping rights sets new base hours with no  
33 further right to restoration.
  - 34
  - 35 F. An employee who chooses not to exercise their bumping rights maintains their right to  
36 restoration of hours.

37  
38 Employees may exercise their seniority "bumping" rights for assignments provided they,

- 39
- 40 A. have prior successful experience in the specific position; or
  - 41
  - 42 B. meet the current qualifications for the position; and
  - 43
  - 44 C. possess greater seniority than the employees who would otherwise be retained in the  
45 position.
- 46  
47  
48

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**ARTICLE X**

**DISCIPLINE AND DISCHARGE OF EMPLOYEES**

**Section 10.1.**

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the Grievance Procedure hereinafter provided if so requested by the employee. At any meeting held between an employee and a supervisor which could result in discipline, the employee will be provided union representation. The employee will be given up to one day to arrange union representation. The employee shall have the right to choose any PSE representative as long as they are reasonably available. The employee may choose any PSE union member as their representative.

The District shall have the right to use progressive discipline with employees. The steps in progressive discipline are as follows:

1. Oral Warning
2. Written Reprimand
3. Suspension with or without pay
4. Discharge

**Section 10.2.**

At such time as District wage rates are set, and other cost items and revenues determined, the District will provide employees who work less than twelve (12) months advance notification of the intent to re-employ.

**Section 10.3.**

The District will give employees seven (7) calendar days notice of intent to discharge or layoff, except in extraordinary cases.

**ARTICLE XI**

**PERFORMANCE EVALUATION**

**Section 11.1.**

The District's annual evaluation of employees shall be subject to the following rights and procedures. The evaluation will be presented to the employee at a conference with the Administrator, Director, or Supervisor (not the teacher) no later than June 1<sup>st</sup> for all employees. The employee will sign the evaluation; in so doing the employee does not signify agreement with the substance of the evaluation. The employee's signature shall signify only that the employee has read the evaluation. Probationary employees and employees transferring to a different position shall be evaluated before the end of the probationary period. An employee who accepts a posted position shall be subject to the provisions of Section 9.2. At the time the employee signs the evaluation, the employee will be given a copy of the evaluation.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

## ARTICLE XII

### INSURANCE AND RETIREMENT

**Keep Article 12 open until the conclusion of the 2019 legislative session to reflect language regarding SEBB. At that point the parties will negotiate Article 12 consistent with SEBB implementation (expected to be January 1, 2020)**

**Section 12.1.**

The District shall pay a District insurance contribution of the State funded amount, per month on an FTE basis [for District insurance contribution calculation purposes one (1) FTE shall be based and prorated on one-thousand four hundred forty (1,440) compensated hours per year], for each employee enrolled in mutually approved medical, dental and vision insurance plans. Premium benefits shall be paid for twelve (12) months.

Employees regularly scheduled to work less than seventeen and a half (17.5) hours per week are not eligible for insurance benefits.

The District shall first use the state allocation funds to pay the total premium for dental and vision plans for employees and dependents.

All employees will pay a minimum premium of one (1) percent of their total medical premium per month (this does not include vision and dental). The remaining state allocation funds will be used to provide for the cost of the approved medical plans for employees. Any excess premium cost will be paid by the employee through payroll deduction. Duplicate medical coverage will not be provided for employee or dependents.

The District will pay the entire medical retirement subsidy (carve-out) and the long-term disability (LTD) from funds other than the state insurance allocation.

In addition, the District shall pool bargaining unit unused District insurance allocation to supplement employee medical costs which exceed an individual employee's District insurance contribution. The pool when established in October of each year will be fixed for the balance of the contract year. No adjustment will be made after the pool is established in October of each year for any increase or decrease in an employee's hours of work. Additions to coverage (children, spouse, etc.) occurring after the annual open enrollment period closes will be paid totally by payroll deduction. New employees, hired after the annual open enrollment period closes, will receive the funds their hours generate as stated herein.

This Section of the contract (Article XII, Section 12..1) will be opened to negotiate any state legislative actions to reflect changes in health care allocations, pooling or benefits funded by the State and to negotiate the effects of the federal health care reform insurance exchanges being implemented on January 1, 2014.

**Section 12.2.**

The District shall provide tort liability coverage for all employees subject to this Agreement.

1 **Section 12.3.**

2 In determining whether an employee subject to this Agreement is eligible for participation in the  
3 Washington State Public Employee's Retirement System, the District shall report all hours worked,  
4 whether straight time or overtime.  
5

6 **ARTICLE XIII**

7 **ASSOCIATION MEMBERSHIP AND CHECKOFF**

8  
9  
10 **Section 13.1. Membership**

11 The District and PSE/SEIU1948 understand that at the center of our labor management relationship is  
12 the shared interest in providing the best services to the public. All bargaining unit employees shall  
13 have the option of joining and maintaining membership in PSE/SEIU 1948 upon employment with the  
14 District in the bargaining unit.  
15

16 **Section 13.2. Membership Rescission**

17 Union members requesting to rescind membership and membership rights in their exclusive  
18 Professional Advocacy Organization shall make such request in writing to PSE/SEIU 1948, following  
19 the Constitution and Bylaws, and any and all relevant conditions, policies and procedures. Providing  
20 such conditions have been met, PSE/SEIU1948 shall inform the District of the employee's non-  
21 member status consistent with the notification section 14.3.  
22

23 **Section 13.3. New Hire Notification**

24 The District shall notify PSE/SEIU1948 and the agreed bargaining unit representative of all new hires  
25 within ten (10) days of hire date, or as soon as practical, including name, home mailing address, job  
26 title, work email, work location and hire date.  
27

28 **Section 13.4. Dues and Checkoff**

29 PSE/SEIU1948 shall provide the District with a full and complete list of bargaining unit employees  
30 who are current members of PSE/SEIU1948, and shall provide updates, additions, and/ or other  
31 changes in membership status to the District upon request. The District agrees to accept dues  
32 authorizations via voice authorization or by E-signature in accordance with "E-SIGN".  
33 PSE/SEIU1948 will provide a list of those members who have agreed to union membership via voice  
34 authorization. In addition, upon request, PSE/SEIU1948 will grant access to the District to the .wav  
35 files associated with the voice authorization. PSE/SEIU1948 will be the custodian of the records  
36 related to voice/E-signature authorizations. PSE agrees that, as the custodian of the records, it has the  
37 responsibility to ensure the accuracy and safe-keeping of those records. The District shall deduct PSE  
38 dues from the pay of any employee who authorizes such deductions in writing pursuant to RCW  
39 41.56.110. The District shall transmit all such funds deducted to the Treasurer of Public School  
40 Employees of Washington on a monthly basis.  
41

42 **Section 13.5. Political Action Committee.**

43 The District shall, upon receipt of a written authorization form that conforms to legal requirements,  
44 deduct from the pay of such bargaining unit employee the amount of contribution the employee  
45 voluntarily chooses for deduction for political purposes and shall transmit the same to the Union on a  
46 check separate from the Union dues transmittal check. The employee may revoke the request at any  
47 time. At least annually, the PSE state office will notify the employee about the right to revoke the  
48 request.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**Section 13.6. Agency Fee Restoration Contingency.**

In the event there is a change in law or holding by a court of competent jurisdiction that allow for the withholding of dues or equivalent fee as a condition of employment, PSE/SEIU 1948 and the District agree to restore the union security and dues deduction provisions of the CBA in effect at the time of the Janus decision.

**Section 13.7.**

As soon as possible after hire but in no case more than twenty (20) days union representatives will be provided with access of half (1/2) hour to new employees who will be paid for that time. One (1) assigned union representative will be provided paid time to make this presentation. Such access will be exclusively for access by union representative to new employees and not part of some other activity.

**ARTICLE XIV**

**GRIEVANCE PROCEDURE**

**Section 14.1.**

Grievances or complaints arising between the District and its employees within the bargaining unit defined in Article I herein, with respect to matters dealing with the interpretation or application of the terms and conditions of this Agreement, shall be resolved in strict compliance with this Article. Time limits under unusual circumstances may be extended by mutual consent. Employees have the right to forego Association representation in this procedure.

**Section 14.2. Grievance Steps.**

**Section 14.2.1. Step One.**

Employees shall first discuss (face to face) the grievance with their immediate supervisor. If the employee so wishes, he/she may be accompanied by an Association representative at subsequent discussions. All grievances not brought to the immediate supervisor in accordance with the preceding sentence within fifteen (15) working days of the occurrence of the grievance shall be invalid and subject to no further processing.

**Section 14.2.2. Step Two.**

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall reduce to writing a statement of the grievance containing the following:

- A. The facts on which the grievance is based (which shall include the name of the person deemed responsible for the alleged grievance; or in the event the person allegedly responsible for the grievance is in doubt, the name of the individual with which the preliminary conference was held);
- B. A reference to the provisions in this Agreement which have been allegedly violated; and
- C. The remedy sought.

1  
2 The employee shall submit the written statement of grievance to the immediate supervisor for  
3 reconsideration within twenty (20) working days of the occurrence of the grievance and shall  
4 submit a copy to the official in the administration responsible for personnel. The parties will  
5 have ten (10) working days from submission of the written statement of grievance to resolve it  
6 by indicating on the statement of grievance the disposition. If an agreeable disposition is made,  
7 all parties to the grievance shall sign it.  
8

9 **Section 14.2.3. Step Three.**

10 If no settlement has been reached within ten (10) working days referred to in the preceding  
11 subsection, the written statement of grievance shall be submitted within ten (10) working days  
12 to the District superintendent or the superintendent's designee. After such submission, the  
13 parties will have ten (10) working days to schedule a mutually agreeable time to hold a hearing  
14 to consider the grievance. The superintendent or the superintendent's designee will have five  
15 (5) working days after the meeting to respond in writing.  
16

17 **Section 14.2.4. Step Four.**

18 If the grievance is not resolved at Step Three, the Association may refer the grievance to  
19 arbitration by requesting an arbitrator from the Washington State Public Employment Relations  
20 Commission. Referral to arbitration must be made within fifteen (15) working days after the  
21 decision in Step Three and will be accompanied with the following information:  
22

- 23 A. The facts on which the grievance is based (which shall include the name of the person  
24 deemed responsible for the alleged grievance; or in the event the person allegedly  
25 responsible for the grievance is in doubt, the name of the individual with which the  
26 preliminary conference was held);  
27  
28 B. A reference to the provisions in this Agreement which have been allegedly violated; and  
29  
30 C. The remedy sought.  
31

32 In connection with any arbitration proceeding held pursuant to this Agreement, it is understood  
33 as follows:  
34

- 35 1. The arbitrator shall have no power to render a decision that will add to, subtract  
36 form, or alter, change, or modify the terms of this Agreement. The arbitrator's  
37 power shall be limited to interpretation or application of the terms of this  
38 Agreement, and all other matters shall be excluded from arbitration.  
39  
40 2. The decision of the arbitrator shall be final, conclusive and binding upon the District,  
41 the Association and the employee involved.  
42  
43 3. The cost of the arbitrator shall be borne equally by both parties. Each party shall bear  
44 the cost of presenting its own case.  
45  
46 4. The arbitrator's decision shall be made in writing and shall be issued to the parties as  
47 soon as possible after the case is submitted to the arbitrator.  
48

1 **Section 14.3.**

2 The District shall not discriminate against any individual employee for taking action under this Article.  
3  
4

5 **ARTICLE XV**

6 **TRANSFER OF PREVIOUS EXPERIENCE**  
7

8 **Section 15.1.**

9 Employees shall receive all leave and seniority benefits as outlined in RCW 28A.400.300.  
10  
11  
12

13 **ARTICLE XVI**

14 **SALARIES AND EMPLOYEE COMPENSATION**  
15

16 **Section 16.1.**

17 Employees shall be compensated in accordance with the provisions of this Agreement for all hours  
18 worked. Each employee shall receive a full accounting and itemization of authorized deductions and  
19 hours worked.  
20  
21

22 **Section 16.2.**

23 Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in  
24 Schedule A attached hereto and by this reference incorporated herein.  
25  
26

27 For the period of September 1, 2019 through August 31, 2020, Schedule A shall be as attached (which  
28 reflects a ten (10%) percent salary increase).  
29

30 For the period of September 1, 2020 through August 31, 2021, Schedule A shall be improved by the  
31 IPD or three (3%) percent whichever is greater.  
32

33 For the period of September 1, 2021 through August 31, 2022, Schedule A shall be improved by the  
34 IPD or three (3%) percent whichever is greater.  
35

36 Incremental steps on Schedule A shall be funded by the District.  
37

38 **Section 16.2.1.**

39 Eligibility for salary schedule advancement will be based upon the employee's years of  
40 experience. Advancement from one step to another will occur only on September 1<sup>st</sup>.

41 Employees whose first day of work for the District occurred prior to March 1<sup>st</sup> of a year will be  
42 credited with a year of employment for salary advancement purposes. Employees whose first  
43 day of work for the District occurred on or after March 1<sup>st</sup> of a year will have zero (0) years of  
44 salary advancement credit on the following September 1<sup>st</sup>.  
45

1  
2 **Section 16.2.2.**

3 Generally, employees changing positions within their general job classification will be paid at  
4 the step reflecting their longevity within that general job classification. Any employee who  
5 changes general job classifications shall be placed on the first step of the new pay level that  
6 provides the employee a five (5%) percent wage increase. Schedule A

7 **Section 16.2.2.1. Salary Placement**

8 The Aberdeen School District and the Public School Employees of Washington / SEIU  
9 1948 agree to make an exception to the “Any employee who changes job positions or  
10 classifications shall be placed on the First Step of the new pay level that provides the  
11 employee a wage increase.” This agreement shall apply to new PSE employees hired  
12 on or after August 1, 2017.

13  
14 The District and Union agree to consider previous employment that is determined to be  
15 “like” and “similar in nature” based upon written and signed Verification of  
16 Employment statements provided by previous employers for salary placement purposes.

17  
18 It is also agreed that verified and applicable previous employment will be counted as  
19 follows: Every five (5) consecutive years of “like” and “similar in nature” employment  
20 will count toward one (1) additional step increase on the appropriate salary schedule  
21 (e.g. 3 years’ experience = step 0, 5 years’ experience = step 1, etc.)

22  
23 New employees will have up to ninety (90) calendar days from the date of hire to  
24 provide written and signed Verification of Employment statements to the District for  
25 salary placement purposes. Compensation will be retroactive to the first date of  
26 employment.

27  
28 New employees disputing the District’s determination for salary placement based on the  
29 written and signed Verification of Employment statements may exercise Article XIV,  
30 Grievance Procedure, as provided in the Collective Bargaining Agreement.

31  
32 **Section 16.2.3.**

33 The District will divide the annual compensation for all employees into twelve (12) equal  
34 installments. New employees are required to complete the automatic payroll deposit form and  
35 receive their monthly payment by direct deposit.

36  
37 **Section 16.2.4.**

38 Employees, who work the month of August preceding Schedule A, shall be compensated at the  
39 succeeding Schedule A rate of pay.

40  
41 **Section 16.2.5.**

42 Paraeducators (Class D and E) in the State of Washington must have a secondary school (high  
43 school) diploma or its recognized equivalent and meet one of the following options: an  
44 Associate of Arts or Science degree; Seventy-two (72) quarter college credits at the one-  
45 hundred (100) level or above; or pass a skills test approved by the State of Washington.  
46 Employees that meet the requirements by credits or a degree must provide an official transcript  
47 to the Human Resources Department. The employee must provide official documentation of  
48 the skills test score to the Human Resources Department.



1  
2 **Section 16.2.6. Longevity Pay.**

3 Employees shall be paid in addition to their regular hourly rate longevity pay as follows:  
4  
5

6  
7 **Longevity Pay**

- 8 15 years – fifteen cents (\$0.15)  
9 20 years – twenty cents (\$0.20)  
10 25 years – twenty-five cents (\$0.25)  
11 30 years – thirty cents (\$0.30)  
12 35 years – thirty-five cents (\$0.35)  
13

14 **Section 16.3.**

15 For purposes of calculating daily hours, actual time worked will be recorded.  
16

17 **Section 16.4.**

18 Any employee required to travel as a condition of employment from one work site to another work site  
19 in a private vehicle during working hours shall be reimbursed for such travel on a per-mile basis at the  
20 rate established by District policy for all its employees.  
21

22 **Section 16.5.**

23 Employees required to remain overnight on District business shall be reimbursed for room and board  
24 expenditures. If an employee attends a workshop or camp where room and board is provided by the  
25 District, no expense reimbursement will be made.  
26

27 **Section 16.6.**

28 Employees attending training courses other than during their regular work day, required by District  
29 policy as a condition of employment will be paid by the School District, at the employee's regular  
30 hourly rate of pay for all time in attendance, plus any fee, tuition, or transportation costs.  
31

32 **Section 16.7.**

33 In the event a building administrator has assigned school coordinator responsibilities to any one  
34 paraeducator for one (1) hour or more per day for the purpose of duty-free lunch and mandatory break  
35 coverage, that paraeducator will receive the assistant secretary rate of pay for that hour of coverage at  
36 the nearest step that provides a wage increase of at least three (3%) percent.  
37

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**Section 16.8. Attendance Incentive Program.**

To be eligible for this award, the employee must be a current employee at the commencement and conclusion of the award period. This award shall not be available to those employees who have been suspended without pay for disciplinary or related reasons.

Attendance incentive awards for the period from September 1<sup>st</sup> through January 31<sup>st</sup> shall be awarded to any eligible employee who is not absent from work anytime for sick leave, emergency leave, or leave without pay, except for bereavement leave, jury duty leave, or release time for union duties, shall receive the attendance incentive award as outlined below. Payment shall be made with the regular March pay.

Attendance incentive awards for the period from February 1<sup>st</sup> through the end of the school year shall be awarded to any eligible employee who is not absent from work anytime for sick leave, emergency leave, or leave without pay, except for bereavement leave, jury duty leave, or release time for union duties, shall receive the attendance incentive award as outlined below. Payment shall be made with the regular August pay.

Unit members who are eligible for incentive pay will be paid one (1) additional day of pay equivalent to the average hours worked each period.

This incentive is available only to those members who are in paid status on June 30.

**ARTICLE XVII**

**PROFESSIONAL DEVELOPMENT**

**Section 17.1.**

One (1) training day will be offered by the District at no cost to the employee prior to the opening of the school year. This training opportunity shall align with one of the District-directed certificated TRI days as scheduled on the District approved calendar,

**Section 17.2.**

Payment for this day will be by individual timesheet to be completed by each employee for attendance at this professional development opportunity. Employees will be paid by the District at the employee's regular hourly rate of pay for all time in attendance.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**ARTICLE XVIII**

**TERM AND SEPARABILITY OF PROVISIONS**

**Section 18.1.**

The term of this Agreement shall be September 1, 2019 through August 31, 2022.

**Section 18.2.**

All provisions of this Agreement shall be applicable to the entire term of this Agreement notwithstanding its execution date, except as provided in the following section.

**Section 18.3.**

This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; and provided that this Agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment. The parties recognize that funding for classified salaries may significantly change as a result of the legislative implementation of funding to meet the requirement of the McCleary decision and clarification of that funding in the 2019-2021 state budget. Should classified salary funding change away from an increase across the board the parties will reopen to negotiate the implementation of the increased funding in years two (2) and three (3) (2020-2021 and 2021-2022).

**Section 18.4.**

If any provision of this Agreement or the application of any such provision is held invalid, the remainder of this Agreement shall not be affected thereby.

**Section 18.5.**

Neither party shall be compelled to comply to any provision of this Agreement which conflicts with State or federal statutes or regulations promulgated pursuant thereto.

**Section 18.6.**

In the event either of the two (2) previous sections is determined to apply to any provision of this Agreement, such provision shall be negotiated pursuant to Section 18.3.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48

**SIGNATURE PAGE**

PUBLIC SCHOOL EMPLOYEES  
OF WASHINGTON/SEIU LOCAL 1948

PUBLIC SCHOOL EMPLOYEES  
OF ABERDEEN #1201

ABERDEEN SCHOOL DISTRICT #5

BY: \_\_\_\_\_  
Molly Leithold, Chapter President

BY: \_\_\_\_\_  
Sandra Bielski, School Board President

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Alicia Henderson, Superintendent

DATE: \_\_\_\_\_

**SCHEDULE A**  
**ABERDEEN SCHOOL DISTRICT 5**  
**SEPTEMBER 1, 2019 – AUGUST 31, 2020**

CLASS	POSITION	Step 1	Step 2	Step 3	Step 4	Step 5
A	Teaching/Learning Office Coordinator	\$21.91	\$23.01	\$24.17	\$25.71	\$26.63
	Special Services Office Coordinator					
	School Office Coordinator					
	CTE Office Coordinator					
	High School Comptroller					
	Preschool Secretary					
	Purchasing/Maintenance Coordinator					
B	State/Federal Program Secretary	\$18.78	\$19.72	\$20.67	\$21.75	\$22.89
	Technology Department Secretary					
	Registrar					
	Food Service Secretary					
	Sub Coordinator/Reception					
	Human Resources Assistant					
C	Assistant School Secretary	\$17.67	\$18.55	\$19.47	\$20.45	\$21.47
	Attendance Secretary					
	School Counselor Secretary					
	Gear Up Secretary					
	Accounts Payable Assistant					
D	Print Shop Coordinator	\$15.98	\$16.79	\$17.62	\$18.50	\$19.44
	Interpreter for Deaf (non licensed)					
	Interpreter for Language (non licensed)					
	LRC Technician					
	Special Service Vocational Assistant					
	Student/Family Support Assistant					
	ParaEducator - KIDS Room					
	ParaEducator - PASS					
	ParaEducator					
ParaEducator - Bilingual						
E	ParaEducator Behavior Intervention Assistant	\$17.58	\$18.46	\$19.39	\$20.36	\$21.37
	Para Educator - Special Education Program					
	Specific (program codes listed below)*					
F	Family Service Worker	\$20.78	\$21.79	\$22.85	\$24.00	\$25.20
	Multi-Media Technician					
	ParaEducator - Behavior Intervention w/ cert					
	(grandfathered position) Dave Douglas					
	Occupational Therapy Aide (grandfathered position) Connie Hebish					
	Interpreter - Language with degree, certificate or 5 years experience					
G	Child Care Coordinator	\$21.91	\$23.01	\$24.17	\$25.71	\$26.63
	ECEAP Family Service Worker					
	Gear Up Graduation Specialist					
	Homeless Liaison - McKinney-Vento Act					
H	Licensed/Certified Occupational Therapy Asst	\$30.49	\$31.99	\$33.63	\$35.31	\$37.07
	Licensed/Certified Speech Language Pathology					
	Asst.					

\*program codes: 2131/2431- Autism: 2132/2432 - EBD; 2133/2433 - ID; 2134/2434 - Transitions  
 Substitute Rate: Step 1 of position assigned - E class subs earn D class rate.

In years two and three (2020-21, 2021-22) salaries would increase by IPD or 3% each year which ever greater.

## Appendix A

### **Secretary**

Teaching/Learning Office Coordinator	Registrar
Special Services Offices Coordinator	Sub Coordinator/Reception
School Office Coordinator	Food Service Secretary
CTE Office Coordinator	Attendance Secretary
Preschool Secretary	Gear Up Secretary
State/Federal Program Secretary	Assistant School Secretary
Technology Department Secretary	Accounts Payable Assistant
High School Comptroller	School Counselor Secretary

### **Paraeducator**

Print Shop Coordinator	LRC Technician
Interpreter for Deaf (non-licensed)	Special Service Vocation Assistant
Interpreter for Language (non-licensed)	Student/Family Support Assistant
Speech Language Pathology Assistant (non-licensed)	Paraeducator
Paraeducator – Behavior Intervention Assistant	Paraeducator – Bilingual

### **Professional Technical/Specialists**

Family Service Worker	Multi Media Technician
Paraeducator – Behavior Intervention w/cert (grandfathered)	Child Care Coordinator
Occupation Therapy Aide (grandfathered)	ECEAP Family Service Worker
Interpreter – Language w/degree, cert or Five years' exp	Homeless Liaison – McKinney-Vento Act
Specialists – Licensed/Certified Occupational Therapy Asst. Licensed/Certified Speech Language Pathology Asst.	

1 **Appendix B**

**2019-20 PSE Clerical and Specialist Positions**

Position	Full Days	Holidays	Hours	ER Days	Hours	Start	End	ER Dates	Calendar	Notes
AHS Office Coordinator	249	11	8	0	0	8/1/2019	7/31/2020	N/A	Cal 1	
CTE Office Coordinator	249	11	8	0	0	8/1/2019	7/31/2020	N/A	Cal 1	
Special Services Office Coordinator	249	11	8	0	0	8/1/2019	7/31/2020	N/A	Cal 1	
Substitute Coordinator/Receptionist	249	11	8	0	0	8/1/2019	7/31/2020	N/A	Cal 1	
Puchasing/Maintenance Coordinator	249	11	7	0	0	8/1/2019	7/31/2020	N/A	Cal 1	
PreSchool Secretary	199	10	8	1	4	8/14/2019	6/24/2020	11/27/2019	Cal 2	10+10
AHS Registrar	194	10	7.5	1	3.75	8/14/2019	6/17/2020	11/27/2019	Cal 2	10+5
AHS Comptroller	199	10	7.5	1	3.75	8/7/2019	6/17/2020	11/27/2019	Cal 2	15+5
AHS Attendance Secretary	185	10	8	1	4	8/26/2019	6/16/2020	11/27/2019	Cal 2	2+4
AHS Counseling Secretary	184	10	7	1	3.75	8/22/2019	6/11/2020	11/27/2019	Cal 2	4+1
AHS Multi Media Technician	187	10	7.5	1	3.75	8/21/2019	6/15/2020	11/27/2019	Cal 2	5+3
Elementary Office Coordinator (L)	205	10	8	0	0	8/7/2019	6/24/2020	N/A	Cal 3	15+10
Harbor High Office Coordinator	201	10	8	0	0	8/12/2019	6/23/2020	N/A	Cal 3	12+9
Miller Office Coordinator	200	10	8	0	0	8/12/2019	6/22/2020	N/A	Cal 3	12+8
Elementary Office Coordinator (S)	199	10	8	0	0	8/12/2019	6/19/2020	N/A	Cal 3	12+7
Harbor High Attendance Secretary	187	10	6.75	0	0	8/21/2019	6/12/2020	N/A	Cal 3	5+2
Technology Secretary	200	10	8	0	0	8/14/2019	6/24/2020	N/A	Cal 3	10+10
MJH School Counselor/ASB Secretary	190	10	8	0	0	8/19/2019	6/15/2020	N/A	Cal 3	7+3
Miller Assistant Secretary Position 1	190	10	8	0	0	8/19/2019	6/15/2020	N/A	Cal 3	7+3
AHS Assistant Secretary	190	10	8	0	0	8/19/2019	6/15/2020	N/A	Cal 3	7+3
Miller Assistant Secretary Position 2	190	10	8	0	0	8/19/2019	6/15/2020	N/A	Cal 3	7+3
Printshop Coordinator	154	10	5	0	0	8/20/2019	6/17/2020	N/A	Cal 4	Mon-Th
Teaching & Learning Secretary	219	10	8	0	0	7/29/2019	7/2/2020	N/A	Cal 6	22+16+1 (Feb14)
Gear Up Secretary	120	10	6.67	0	0	8/9/2019	6/24/2020	N/A	GearUp	
Accounts Payable Assistant				0	0	8/1/2018	7/31/2019	N/A	none	none
Program Secretary SpEd (F&S)	205	10	5	0	0	8/7/2019	6/24/2020	N/A	Cal 6	15+10
ELL and SpED Records Secretary (F&S)	198	10	8	1	4	8/14/2019	6/23/2020	11/27/2019	Cal 2	10+9
Food Service Secretary	190	10	7	0	0	8/21/2019	6/17/2020	N/A	Cal 3	5+5
Title 1 & LAP Secretary (F&S)	204	10	6	1	3.5	8/7/2019	6/24/2020	11/27/2019	Cal 3	15+10
HR Support	170	10	6	0	0	8/6/2019	6/26/2020	N/A	HR Support	Tu-F
McKinney-Vento Liaison	201	10	8	1	4	8/12/2019	6/24/2020	11/27/2019	Cal 2	12+10
										Not filled in 2019-20
										New in 2019-20

2

PSE - Paras Other

	Position	Full Days	Holidays	Hours	ER Days	Hours	Start	End	ER Days	Calendar	Notes
	Elementary Para-educator	170	10		10		8/28/2019	6/10/2020	11/27/19, 6/10/20, 8 conference days	AJ	1 additional day before school by timesheet
	Secondary Para-educator	174	10		2		8/28/2019	6/10/2020	11/27/19, 6/10/20	AHS	1 additional day before school by timesheet
	Elementary LRC Technician	170	10		10		8/28/2019	6/10/2020	11/27/19, 6/10/20, 8 conference days	AJ	1 additional day before school by timesheet
	Secondary LRC Technician	174	10		2		8/28/2019	6/10/2020	11/27/19, 6/10/20	AHS	1 additional day before school by timesheet
	Preschool Para-educator	145	10		2		8/28/2019	6/10/2020	11/27/19, 6/10/20	Cal 4	1 additional day before school by timesheet
	Miller ELL Para-educator	174	10		2		8/28/2019	6/10/2020	11/27/19, 6/10/20	AHS	2 additional days before school by timesheet
	Preschool Family Worker	185	10	7 or 8	1	3.5 or 4	8/21/2019	6/11/2020	11/27/2019	Cal 2	5 before & 1 after
	District Behavioral Para	180	10		2		8/26/2019	6/10/2020	11/27/19, 6/10/20	DB	
	Migrant Family Service	169	10	8	1	4	8/21/2019	6/10/2020	11/27/2019	Mig Fam SW	
	Migrant Family Service	2					8/15/2019	8/16/2019		Migrant Workshop	
	Migrant Family Service	4							10/16/19; 1/29/20, 3/9/20; 3/10/20, 8/28/19, 8/29/19, 8/30/19; 11/4/19, 11/5/19, 11/6/19, 11/7/19; 3/30/20, 3/31/20, 4/1/20, 4/2/20	Interp Days	
	Migrant Family Service	11							4/2/20	Mig Fam Conf	
	MJH Behavior Para	176	10	8	2	4	8/28/2019	6/10/2020	11/27/19, 6/10/20	MJH Beh P	1 additional day before school by timesheet
	Voc Asst	176	10		2		8/26/2019	6/10/2020	11/27/19, 6/10/20	Voc Asst	
	Snug Harbor Coordinator	185	10	8	0		8/26/2019	6/15/2020	N/A	Cal 3	2+3
	Harbor H & Snug H Paras	171	10		9	3.5	8/28/2019	6/10/2020	11/27/19, 6/10/20, 11/27/19, 6/10/20, 10/28/19, 10/29/19, 10/30/19, 2/19/20, 2/20/20, 2/21/20, 4/17/20	HHP	
	Harbor H & Snug H Paras ER	9							4/17/20	HHPER	
	Detention Center Paras	178	10		2		8/28/2019	6/10/2020	11/27/19, 6/10/20, 8 conference days	Detention Para	
	Guadalupe Arais Morelia	170	10		10		8/28/2019	6/10/2020	conference days	AJ	3 additional days before school by timesheet
	Stevens Fam Serv Worker	182	10	7	0		8/26/2019	6/10/2020	N/A	Cal 3	
	Elementary EL Paras	follow elementary para schedule									
	Secondary EL Paras	follow secondary para schedule									
	Marisol Guzman Hernandez	185	10	7	1	3.5	8/20/2019	6/10/2020	11/27/2019	Cal 2	
	Miller & AHS Early Release				2				11/27/19, 6/10/20	AW	Early Release 2 days
	Elementary Early Release				10				11/27/19, 6/10/20 & 8 conference days	AG	
	Secondary Conference								10/16/19; 1/29/20, 3/9/20, 3/10/20	Interp Days	
	Interpreter	4							3/9/20, 3/10/20	Interp Days	
	Y. Barragan	188	10		2		8/14/2019	6/10/2020	11/27/19; 6/10/20	Dist Interp	10 before
	Gear Up Coordinator	200	10	8	0	N/A	8/12/2019	6/22/2020	N/A	Cal 3	12+8
	Therapy Asst & District Interp	179	10		2		8/27/2019	6/10/2020	11/27/19; 6/10/20	Cal 7	
	COTA & SLPA	186	10	8	1	4	8/21/2019	6/12/2020	11/27/2019	Cal 2	5+2

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19



1  
2  
3  
4  
5  
6  
7  
8 **ADDENDUM TO CONTRACT**

9  
10 **Aberdeen School District**  
11 **Insurance Program**

12 **INSURANCE COVERAGE SYNOPSIS**

13 **LIABILITY INSURANCE:** The District’s insurance program provides liability coverage for all  
14 employees while they are performing within the scope of their duties for the Aberdeen School District. If  
15 claims made against the District for any one occurrence exceed the policy limit, the District has an Excess  
16 Liability policy providing an additional coverage.

17 **AUTO LIABILITY INSURANCE:** An employee of the District is covered under the District policy  
18 while driving a District-owned vehicle (or a vehicle rented or leased by the District). If the amount owed  
19 for any one accident exceeds the policy limit, the District Excess Liability policy provides additional  
20 coverage.

21 Employees shall not be required to use their personal vehicles to transport students.

22  
23 **ERRORS AND OMISSION INSURANCE:** Employees of the District are covered under this  
24 professional liability.  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48