

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

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
October 2, 2018

AGENDA

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

Flag Salute

[Consent Agenda](#)

1. Minutes

Comments from Board Members

1. Introduction of Student Representatives

Comments from Student Representative

Comments from the Audience

Old Business

Superintendent's Report

1. Enrollment Update
2. Budget Advisory Committee
3. Miller 6th Grade Task Force

Instructional Services

1. [Teaching and Learning Report](#)

Financial Services

1. Budget Revision

New Business

1. [Policy 5000 Series](#)
2. [Detention Center Agreement](#)
3. [Transportation Cooperative Agreement](#)
4. Next Meeting

Comments from the Audience

Board Meeting Agenda
September 18, 2018

Executive Session

1. Personnel Matters
 - a. Certificated
 - b. Classified
2. Superintendent Evaluation and Goals

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

October 2, 2018 – 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 September 18, 2018, are enclosed for your review and approval.

Comments from Board Members

1. Introduction of Student Representatives Natalie Hurd and Katelynn Lewis.

Comments from Student Representative

Comments from the Audience

Old Business

Superintendent's Report

1. Enrollment Update – Superintendent Henderson will provide the October enrollment count.
2. Budget Advisory Committee – Superintendent Henderson will provide an update on formation of a Budget Advisory Committee.
3. Miller Sixth-Grade Task Force – Superintendent Henderson will provide an update on formation of a task force to assist in the planning for sixth grade to move to Miller Junior High School.

Instructional Services

1. Teaching and Learning Report – Teaching and Learning Director Traci Sandstrom will present the Teaching and Learning Report for September. [Enclosure 2](#)

Financial Services

1. Upcoming Budget Revision – Executive Director of Business and Operations Elyssa Louderback will discuss a revision to the District's four-year budget projection.

New Business

1. Policy 5000 Series – Updates to District policies in the 5000 Series – Personnel, as recommended by the Washington Association of School Directors and reviewed by the administration, are presented for first reading. [Enclosure 3](#)

Board Information
October 2, 2018

2. Detention Center Agreement – The 2018-2019 interagency agreement with Grays Harbor County for joint operation of the Grays Harbor Detention Center is enclosed for your review and approval. [Enclosure 4](#)
3. Transportation Cooperative Agreement – Renewal of the agreement with the Hoquiam School District for operation of the transportation cooperative is enclosed for your review and approval. [Enclosure 5](#)
4. Next Meeting – The next regular meeting of the Board is set for 5 p.m. Tuesday, October 16, 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 45 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 6](#)
 - a. Certificated
 - b. Classified
2. Superintendent Evaluation and Goals

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – September 18, 2018

At 5:00 p.m. President Bielski convened the regular meeting of the Aberdeen School Board in the Community Room at Aberdeen High School. Members present were Jennifer Durney, William Dyer and Erin Farrer, along with Superintendent Alicia Henderson and approximately 75 patrons and staff. Director Jeff Nelson was excused. The meeting began with the Flag salute.

CALL TO ORDER

President Bielski thanked everyone for their attendance and moved items 7-10 related to the new agreement with the Aberdeen Education Association to the first items under New Business.

CONSENT AGENDA

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 August 18, 2018; August payroll vouchers 825882 through 825923 totaling \$3,512,993.09; General Fund vouchers 825924 through 825925, 825953 through 825954, 825956 through 826095 and 826097 totaling \$1,608,171.97, ASB Fund vouchers 825934 through 825952, 825955 and 826096 totaling \$15,964.44, and Private Purpose Trust Fund vouchers 825926 through 825933 totaling \$12,237.14; a trip request for the WWET Club at Miller Junior High School to travel to Portland, Ore., on December 1 to experience the city; accepted a \$3,500 grant from the Grays Harbor Community Foundation, through the Abel-Weatherwax Foundation, in support of Snug Harbor; accepted correspondence from the Office of Superintendent of Public Instruction regarding the transfer of funds for compliance with the K-3 Class Size Reduction requirements.

Superintendent Alicia Henderson provided the September enrollment report, which included a projection that the District will end the year below budgeted enrollment based on historical data. The September count of 3,249 is 41 FTE below the budgeted amount.

SUPERINTENDENT'
REPORT

ENROLLMENT

Superintendent Henderson discussed formation of a Budget Advisory Committee to provide input to the Board on budget priorities, cost-savings and efficiencies to achieve the significant reductions that will be required over the next several years to balance the budget. She announced an immediate freeze on non-essential travel and hiring.

BUDGET ADVISORY
COMMITTEE

Superintendent Henderson discussed the work that will take place to establish how online learning opportunities such as APEX and the Grays Harbor Academy are used in the District in follow-up to concerns expressed at a previous meeting.

ONLINE LEARNING

Superintendent Henderson discussed formation of the 6th Grade to Miller Task Force that will assist in the planning for sixth grade to move to Miller Junior High School.

6TH GRADE TO
MILLER TASK FORCE

Teaching and Learning Director Traci Sandstrom presented a report detailing the results of the Math and ELA Smarter Balanced testing from 2017-2018.

SMARTER BALANCED
MATH & ELA RESULTS

On a motion by Bill Dyer and seconded by Erin Farrer, the Board approved the 2018-2019 Basic Education Compliance Report.

BASIC EDUCATION
COMPLIANCE

Executive Director of Business and Operations Elyssa Louderback presented the Fiscal Status Report for August. She reported an ending fund balances of \$3,796,049.66 in the General Fund, \$141,553.67 in the Capital Projects Fund, \$2,228,904.90 in the Debt

FISCAL STATUS
REPORT

Service Fund, \$189,079.47 in the ASB Fund and \$298,581.12 in the Transportation Vehicle Fund.

Athletic Director Aaron Roiko provided the 2018 Fall Athletics Report for Aberdeen High School and Miller Junior High School. He reported that the 27 percent participation level at Aberdeen High School is up 5.5 percent over 2017 and the 26 percent participation level at Miller Junior High is a 1.3 percent increase.

ATHLETICS REPORT

Athletic Director Aaron Roiko submitted the 2018 combine with Wishkah School District for girls' soccer.

WIAA COMBINE

Following a presentation by Superintendent Henderson, on a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved a three-year renewal of the collective bargaining agreement with the Aberdeen Education Association with negotiated changes as presented to include a 3 percent salary increase in years two and three or the Implicit Price Deflator, whichever is greater and incorporate into the contract existing memorandums of agreement for sections 6.1.1 through 6.1.8 Workload Levels, 7.2.3.2 WAKids; 7.4.3 and 7.4.6 Employee Workday; and 13.1.1 through 13.1.8 Due Process -- Disciplinary Action.

AEA COLLECTIVE
BARGAINING
AGREEMENT

On a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved the 2018-2019 Certificated Salary Schedule as negotiated with the Aberdeen Education Association.

2018-2019
CERTIFICATED
SALARY SCHEDULE

On a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved the 2018-2019 Co-Curricular Salary Schedule as negotiated with the Aberdeen Education Association.

2018-2019 CO-
CURRICULAR SALARY
SCHEDULE

On a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved the revised academic calendar for 2018-2019 to reflect changes in the number of professional development days as negotiated with the Aberdeen Education Association.

2018-2019 ACADEMIC
CALENDAR

President Bielski stated that the Board appreciates the hard work spent to reach agreement and that the Board especially appreciated the professionalism of Superintendent Henderson and her constant communication in seeking guidance from the Board.

On a motion by Bill Dyer and seconded by Jennifer Durney, the Board approved the 2018-2019 agreement with the Quinault Indian Nation for the TANF (temporary aid to needy families) Youth Program.

QUINAULT TANF
AGREEMENT

On a motion by Jennifer Durney and seconded by Erin Farrer, the Board approved the 2018-2019 agreement with the YMCA of Grays Harbor for the swim program in the amount of \$85,293.

YMCA SWIM
AGREEMENT

On a motion by Bill Dyer and seconded by Erin Farrer, the Board approved renewal of the interdistrict cooperative agreement with the Tumwater School District for operation of the Twin Harbors Branch of the New Market Skills Center in the Aberdeen School District.

NEW MARKET SKILLS
CENTER AGREEMENT

On a motion by Erin Farrer and seconded by Jennifer Durney, the Board approved a personal services contract with Erin Jones to provide presentations as part of GearUp at Miller Junior High School.

GEARUP SERVICES
CONTRACT

On a motion by Bill Dyer and seconded by Erin Farrer, the Board approved a personal services contract with Anita Guinn & Associates for Dee Sens to work as a conditional speech language pathologist in the District.

CONTRACT FOR
EDUCATION
SERVICES

On a motion by Erin Farrer and seconded by Jennifer Durney, the Board approved a dual credit agreement with Grays Harbor College establishing dual credit classes (formerly tech prep) at Aberdeen High School.

DUAL CREDIT
AGREEMENT WITH
GHC

The next meeting of the Board is set for 5 p.m. Tuesday, October 2, in the Community Room at Aberdeen High School.

NEXT MEETING

At 5:52 p.m., President Sandra Bielski recessed the meeting for an executive session expected to last 60 minutes under RCW 42.30.110(g) (to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee). At 6:45 p.m. the regular meeting reconvened.

EXECUTIVE SESSION

Following a presentation by Assistant Superintendent Jim Sawin, on a motion by Bill Dyer and seconded by Jennifer Durney, the Board approved the Personnel Report. Under certificated matters, Under certificated matters, the Board approved the hiring of Elizabeth Paul as a Speech Language Pathologist for the District effective October 8 and Roberta Player as a .6 FTE Speech Language Pathologist for the District effective August 29; approved the National Board Certification occupational therapy stipend for Tina Palmer for 2018-19; approved co-curricular contracts for Lindsey Kargbo as Nursing Coordinator with Grays Harbor College, David Bruncke as Outdoor School coordinator, Alexandra Amarok as the music/vocal director for the AHS musical, Tamara Helland as the AHS musical director, and Daniel Patterson as the pit director for AHS musical; approved the hiring of Cristine Gilliland and Colleen Meyers as substitutes for the district, and accepted resignations from substitutes Chelsea Almas, effective August 23, and Carolyn Greer, effective September 4.

PERSONNEL REPORT

CERTIFICATED

Under classified matters, the Board approved the hiring of Sean Philbrick as a mechanical/electrical technician in the Maintenance Department effective September 10, Kimberly Johnsen as a bus driver in the Transportation Department effective September 4, Teresa Glasscock as the cook at Outdoor School effective October 1-5; Katherine Aberle as a temporary para-educator at Aberdeen High School effective August 29, Mason Campeau as a para-educator at Aberdeen High School effective August 29, Cathy Connell as a Food Service worker at Aberdeen High School effective August 29, Emily Nilsson as a temporary McKinney-Vento Family Service Worker for Student Support Services at Harbor High School effective August 29, and Lynn Fletcher as a para-educator at Hopkins Preschool effective September 17; approved a leave of absence for Sandra Fiegi, a para-educator at Aberdeen High School, effective August 29 to September 28; accepted resignations from Patricia Raya as the Indian Education Coordinator for the District effective September 7, Justin Blake as a bus driver effective September 7, and from Sarah Teveliet Channel as preschool secretary at Hopkins effective September 28; approved extra-curricular contracts for elementary girls' basketball effective September 17 for Elizabeth Martinez at Central Park Elementary, Stephanie Pellegrini at McDermoth Elementary, Kacy Karnath at Robert Gray Elementary and Stacy Campbell at Stevens Elementary; approved the hiring of Sheri Frafjord and Gage Martell as substitutes for the District, Suzanne Beale and Robert Hagen as substitute bus drivers for the District, and accepted the resignation of Leah Skirko as a substitute effective August 27.

CLASSIFIED

Aberdeen School Board Minutes
September 18, 2018

The Board discussed a letter of agreement for 2018-2019 with the Aberdeen Association of School Principals.

AGREEMENT WITH
AASP

There being no further business, the regular meeting was adjourned at 6:52 p.m.

ADJOURN

Alicia Henderson, Secretary

Sandra Bielski, President

Teaching and Learning Report October 2018



Aberdeen
School District

*Our Children,
Our Schools,
Our Future*

Post-Secondary Success (AVID)

- + Site Visit – AVID Program Manager
- + AVID Elective Teacher Path Training
- + Monthly Site Team Meetings
 - Track Site Plans
 - High School Planners
 - High School Family Night

Science

- + Elementary
 - 5th grade pilot
 - Mystery Science
- + Secondary
 - 7th Grade Pilot Started
 - Adoption Review Meetings Scheduled
 - October 24 & 30

Positive Behavioral Interventions & Supports (PBIS)

- + All schools implementing Tier 1 PBIS system
 - Building Expectations
 - Major/Minor Infractions
 - Recognition Systems
- + SEL Sessions – Round 1
 - October 25, Secondary
 - October 26, Elementary
 - Building Common Knowledge Foundation for All

Technology/Digital Teaching and Learning

- ✚ New Digital Citizenship Curriculum
 - Website
- ✚ Keyboarding Without Tears
 - Now Set Up
 - Mid-October/WaKids
- ✚ Ozobit Coding
 - Bits Arrived
 - Mid-October/WaKids

Other

- ✚ New Teacher Orientation Program
- ✚ Smarter-Balanced Assessment Interim Schedule
- ✚ TPEP Training
- ✚ Grays Harbor Teaching and Learning Meetings

Personnel 5000 Series

New Policies for the District to Consider

- 5001 **Hiring of Retired School Employees**, Essential
- 5020 **Collective Bargaining**, Discretionary
- 5021 **Conflicts between Policies and Bargaining Agreements**, Discretionary
- 5315 **Garnishment and Personal Credit Problems**, Discretionary
- 5411 **Staff Vacations**, Discretionary
- 5510 **Retirement Programs**, Discretionary
- ~~5520 **Staff Development**, Discretionary~~
- ~~5521 **Teacher Assistance Programs**, Discretionary~~
- ~~5525 **Professional, Civic and Service Organization Memberships**, Discretionary~~
- 5612 **Temporary Administrators**, Discretionary
- 5642 **Administrative Internships**, Discretionary

Policies to Review and Update

- 5000 **Recruitment and Selection of Staff**, Priority – Non-substantive update to policy, recommend modifying section titles. Added legal reference and management resources. New procedure for district to consider.
- 5005 **Employment and Volunteers: Disclosures, Certification Requirements, Assurances and Approval**, Essential - Moderate updates to policy, recommend adding language to section regarding background check for staff and volunteers.
- 5006 **Certification Revocation**, Priority – No changes to policy.
- 5010 **Nondiscrimination and Affirmative Action**, Priority – Non-substantive update to policy. Added management resources. No changes to procedure.
- 5011 **Sexual Harassment of District Staff Prohibited**, Essential – No changes to policy or procedure.
- 5050 **Contracts**, Essential – Significant updates to policy throughout, some district-only language to review. Added legal references.
- 5201 **Drug-Free Schools, Community and Workplace**, Essential – Moderate updates to policy, recommend modifying language regarding notification requirements. Added management resource.
- 5202 **Federal Motor Carrier Safety Administration Mandated Drug and Alcohol Testing Program**, Priority – Minor updates to policy, recommend adding language regarding prescribed drugs. Recommend deleting Aberdeen 5202P and adopting language within policy regarding testing requirements as procedure.
moving language regarding testing requirements from policy to procedure.
- 5203 **Staff Assistance Program**, Discretionary – Minor update to policy, recommend stating the following: “A staff assistance program committee may be established to assist in the implementation of this policy and make program recommendations.”
- 5222 **Job-Sharing Staff Members**, Essential – Moderate updates to policy, recommend modifying language regarding authority reserved by the district. Added management resource.
- 5231 **Length of Work Day**, Discretionary – Moderate updates to policy, recommend adding section regarding administrators. Added management resources. Moderate updates to procedure, recommend modifying language in section regarding work week.

Aberdeen School District

- 5240 **Evaluation of Staff**, Essential – Aberdeen 5240 is significantly different from WSSDA 5240. Recommend deleting Aberdeen policy and adopting WSSDA model policy. Recommend deleting 5240P. WSSDA deleted this procedure in December 2015 because its content is addressed in collective bargaining agreements.
- 5251 **Conflicts of Interest**, Priority – Minor updates to policy, recommend adding section regarding exceptions. Added legal reference and management resource.
- 5252 **Staff Participation in Political Activities**, Discretionary – Minor update to policy, recommend adding language regarding use of leave by employees who hold elective or appointive office. Added cross and legal references and management resources. Recommend deleting 5252P. WSSDA deleted this procedure in October 2015 due to redundancy with 4400P, Election Activities, which lists PDC guidelines. However, the district may wish to retain the section on Political Relationships with Government Agencies if it contracts with a lobbyist. 4400P does not address district lobbying.
- 5253 **Maintaining Professional Staff/Student Boundaries**, Discretionary – Moderate updates to policy, recommend adding language regarding familial and pre-existing social relationships between staff and students. Added cross and legal references and management resources. Moderate updates throughout procedure.
- 5260 **Personnel Record**, Priority – Minor updates to policy, recommend modifying language regarding a staff member’s option to remove information contained in their personnel file. Added cross reference and management resource. Minor updates throughout procedure.
- 5270 **Resolution of Staff Complaints**, Discretionary – Minor updates to policy, some district-only language for board to review. Added management resource. Minor updates throughout procedure.
- 5271 **Reporting Improper Governmental Action (Whistleblower Protection)**, Priority – Minor update to procedure. Added management resource.
- 5280 **Separation from Employment**, Priority – Moderate updates to policy, recommend removing section regarding probation, non-renewal or termination. Added cross and legal references.
- 5281 **Disciplinary Action and Discharge**, Discretionary – Significant updates to policy, recommend modifying language regarding abuse and sexual misconduct and grounds for disciplinary action or discharge. Added cross and legal references. Recommend deleting 5281P. WSSDA deleted this procedure in December 2015 because it is an unnecessary reiteration of the policy, RCWs and applicable collective bargaining agreements.
- 5310 **Compensation**, Discretionary – Moderate updates to policy, recommend adding section regarding application of course credits to the certificated salary schedule.
- 5400 **Personnel Leaves**, Essential – Moderate updates to policy. Added cross and legal references. District-only procedure.
- 5401 **Sick Leave**, Essential – Significant updates to policy, recommend adding section regarding additional paid sick leave provisions. Added cross and legal references.
- 5403 **Emergency and Discretionary Leaves**, Discretionary – This policy currently exists as Aberdeen policy 5404 and 5409. Recommend combining and re-numbering. Significant updates to policy, recommend adding section regarding family emergency leaves.
- 5404 **Family, Maternity and Military Caregiver Leaves**, Essential – This policy currently exists as Aberdeen policy 5402 and 5403. Recommend combining and re-numbering. Moderate updates to policy, recommend adding language regarding military caregiver leaves.

Aberdeen School District

- 5406 **Leave Sharing**, Essential – No changes to policy. Added cross reference and management resources. Minor update to procedure, recommend adding language regarding personal holiday leave.
- 5407 **Military Leave**, Priority – Moderate updates to policy, recommend adding section regarding military leave for spouses. Added legal references and management resources. Minor update to procedure.
- 5408 **Jury Duty and Subpoena Leave**, Discretionary – Minor updates to policy, recommend adding language regarding expense reimbursements and compensation. Added management resources.
- 5409 **Unpaid Holidays for Reason of Faith or Conscience**, Essential – Aberdeen policy 5409 addresses discretionary leaves. Language regarding discretionary leaves exists in WSSDA model 5403, recommend moving language from Aberdeen policy 5409 to 5403 and adopting WSSDA model 5409.
- 5410 **Holidays**, Discretionary – Minor update to policy. Added cross reference. District-only procedure.
- 5610 **Substitute Employment**, Priority – Minor updates to policy, recommend adding language regarding reporting to OSPI. Added cross and legal references and management resources. No changes to procedure.
- 5630 **Volunteers**, Discretionary – No changes to policy. No changes to procedure, some district-only language to review.
- 5641 **Student Teachers**, Discretionary – Minor update to policy. Added cross reference. No changes to procedure.

District-only Policies for District to Review and Update or Delete

- 5215 **Assignment and Transfer of Administrative Staff** – Recommend deleting. WSSDA deleted this policy in December 2015 because it is an unnecessary reiteration of the procedure and process for transfer of certificated administrative staff pursuant to RCW 28A.405.230.
- 5230 **Staff Duties and Responsibilities** – Recommend deleting. WSSDA deleted this policy and procedure in December 2015 to reflect the fact that HR departments regularly modify job descriptions and thus they are not recommended for inclusion in policy.
- 5282 **Safety and Civility** – District-only.

2018-2019

Interagency Agreement Between
ABERDEEN SCHOOL DISTRICT NO. 5
and
GRAYS HARBOR DETENTION CENTER

PREAMBLE

WHEREAS, the Division of Juvenile Rehabilitation and the Office of State Superintendent of Public Instruction (OSPI) have jointly assumed responsibility for the education of juvenile offenders committed to state institutions; and

WHEREAS, the **Grays Harbor Detention Center** (Detention Center) focuses on incarcerated youth and operates under the combined auspices of the **Aberdeen School District No. 5**, (District) and the **Grays Harbor County Juvenile Courts**; and

WHEREAS, the purpose of this agreement is to set forth the operational framework within which the program will function and to describe the involvement of each of the cooperating agencies;

NOW THEREFORE BE IT RESOLVED, in consideration of the covenants contained herein that the parties hereby mutually agree as follows:

I. ADMINISTRATION

A. Program Supervision

The overall managerial responsibility will rest with the Juvenile Court Administrator, but internal program policies will be decided in consultation with supervisory personnel from the involved agencies.

The Aberdeen School District Superintendent will hire qualified personnel to implement the education phase of the Detention Center program. According to agreement between the Superintendent and the Administrator*, sufficient administrative personnel will be provided within the resources available to the participating agencies to serve their respective functions.

The Superintendent and the Administrator shall meet as may be deemed appropriate or at least once yearly for the purposes of evaluating the educational philosophy, the established goals, the utilization of personnel, and the effectiveness of the program.

B. Role and Responsibilities of the Detention Center Supervisor

The role of the Detention Center Supervisor is to implement the policies of the Superintendent and Administrator made within guidelines contained herein or any other policy made by joint action of the involved agencies. The goal of this Agreement is to provide a program of instruction that will meet the needs of the students.

* "Superintendent" and "Administrator" shall also mean any individual designated to act on their behalf.

2018-2019 Interagency Agreement between
Aberdeen School District No. 5 and
Grays Harbor Detention Center

The Detention Center Supervisor supervises all program operations and is responsible to the Juvenile Court Administrator for policy compliance. The Detention School Principal shall act as the District's direct liaison to the educational components of the program. The District may, at its discretion or at the request of the Juvenile Court Administrator, appoint an administrative person to audit or otherwise review the educational program for compliance with district standards.

Primary responsibility for the educational budget preparation and administration rests with the District after consultation with appropriate Detention Center personnel. The budget shall be processed through established District and OSPI channels.

The Aberdeen School District Superintendent is responsible for district personnel and their educational responsibilities.

The Juvenile Court Administrator shall be responsible for maintaining an accurate inventory of all equipment and materials assigned to the Youth Learning Center.

C. Administrative Controls of Personnel

It shall be the responsibility of the Superintendent to employ certificated and classified personnel for the Detention Center. Number of personnel to be employed will be determined by the Superintendent as needed and as space is available at the Detention Center.

- D. Establishing, implementing, and monitoring curricula shall be the responsibility of the District. Matters pertaining to general on-site operation, supervision, safety, and security of the educational program shall be the responsibility of the Grays Harbor Detention Center Administrator who will take actions deemed necessary when unusual circumstances arise; this action will be reported as soon as possible to the District for evaluation and disposition.

Implementing and administering the instructional program is the responsibility of the District. Evaluation of district employees assigned to the Detention Center shall be in accordance with the applicable evaluative criteria and procedures of the District

E. Personnel Problems

Should problems involving County Corrections staff arise, the Detention Center Supervisor will take such action as is deemed advisable. Should problems involving educational staff members arise, resolution of the problem and any disciplinary action shall be the responsibility of the District.

F. Review and Affirmation of Agreement

2018-2019 Interagency Agreement between
Aberdeen School District No. 5 and
Grays Harbor Detention Center

The Superintendent and the Administrator shall review the contents of this agreement each year, or more frequently should it appear desirable, and shall make such changes as may be deemed necessary.

G. Severability

If any provision of the Agreement contravenes any state or federal statute or regulation, the statute or regulation shall control. If any item or condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect the terms, conditions, or applications of the Agreement which can be given effect without the invalid term, condition or application; to this end, the terms and conditions of the Agreement are severable.

II. PROGRAM FUNDING

A. Instruction

The financing of the instructional program shall be from those funds allocated to the Local Education Agency by the Office of State Superintendent of Public Instruction. No other district funds shall be required for the program.

The District shall be responsible for an educational program up to 220 days if funded fully by the state, but not less than 180 days per school year.

B. Facilities and Support Services

Grays Harbor County will provide the physical plant and utilities necessary to house the educational program, together with the basic furniture and other facility equipment necessary to program operation.

When it is feasible and appears appropriate, the District may make available to Grays Harbor County space and equipment that contributes to the educational program.

Grays Harbor County shall provide necessary clerical and vehicular time, program monitoring, technical assistance, and consultation.

Where appropriate, the Grays Harbor County Juvenile Court shall provide technical assistance and social service staff.

C. Property

All property purchased by the District with district funds shall remain the property of the District. All property purchased by the County Detention Center with county funds shall remain the property of the County.

III. Miscellaneous

2018-2019 Interagency Agreement between
Aberdeen School District No. 5 and
Grays Harbor Detention Center

A. Integration

This Agreement contains the entire understanding between the parties and shall not be modified in any manner except by a writing executed by all parties.

B. Dispute Resolution

In cases of unresolved disputes in areas covered by this agreement, a representative from the Aberdeen School District Board of Directors and a representative from the Grays Harbor Juvenile Court will select a third member to form a three-person committee to resolve the dispute.

C. Duration

This agreement will terminate unless renewed on August 31, 2019.

Dated the 14th Day of September 2018.



Administrator, Grays Harbor County Juvenile Court

Superintendent, Aberdeen School District No. 5

**A CONTRACTUAL AGREEMENT FOR PARTICIPATION AND OPERATION
OF A
PUPIL TRANSPORTATION COOPERATIVE**

This agreement, by and between Hoquiam School District (hereinafter referred to as “Operator”) and Aberdeen School District, both of Grays Harbor County, Washington, (each hereinafter referred to as “Cooperative Districts”) provides for the establishment and implementation of a cooperative transportation program. Be it further provided, other local school districts (hereinafter referred to as “participating districts”) shall have access to the Cooperative for the purpose of contracting for transportation maintenance services with such districts. Specifically, this agreement provides the mechanism by which the Cooperative will furnish transportation services to both districts. Such transportation services shall include the following:

- Driver training
- Central purchasing
- Vehicle maintenance and repair
- Transportation Supervision

It is agreed by and between the cooperative parties hereto as follows:

1. **Establishment:** A Cooperative Transportation Program is established to provide safe, economical transportation of all public school pupils residing within the boundaries of each cooperative district and to facilitate improved services while avoiding unnecessary duplication of supervisory and technical staff. It is further desired to provide flexibility in operation, which will facilitate rapid program adjustments and meet emergency or special needs as they arise.
2. **Term:** The term of this agreement shall begin September 1, 2018, and be on a fiscal year basis beginning each September 1, to be renewed annually subject to the provisions for withdrawal herein contained. Parties may mutually agree to modify this agreement with 30 days notice.
3. **Location:** The Transportation Program will be conducted at the site currently staged. This facility is located at 3030 Bay Avenue, Hoquiam, Washington.
4. **Administration:** It is agreed that the administration of the program shall be vested in the district housing the cooperative districts party hereto. The building facilities shall be under the supervision of and be maintained by the Hoquiam School District.
5. **Council:** It is agreed that a Council will be comprised of the Superintendent/Designee from each district, the Business Manager from each district and the Transportation Director. The Council will meet on or before June 1 and upon completion of the reconciliation. Any decisions made by the council will be on simple majority. Notes will be taken and provided to members not in attendance. The following items will be discussed:
 - Quality of services provided
 - Budget
 - Costs for participating districts
 - The addition or deletion of services
 - Review of expenditures
 - Reconciliation
 - Any other matters pertaining to the cooperative that may arise
6. **Budget:** The cooperative districts shall prepare a preliminary budget covering revenues and expenditures that need to be built into the operator district (Hoquiam’s) budget priorities June 1, of each school year. The operator district (Hoquiam) shall prepare their budget covering the proposed operation and financing

by August 1 of each school year. The budget shall show details of estimated expenditures and revenues and shall show an estimate of the net cost to each cooperative district.

7. **Utilization:** Utilization of the transportation facilities shall be on a joint participation basis and shall be based upon a fair and equitable program as determined by the Council.
8. **Equipment and Capital Improvements:** Participating districts may, upon approval by the Council, provide approved equipment for the Transportation Program and be credited for that value to offset purchase services. Thereafter, and as it becomes necessary, equipment or capital improvements may be purchased to replace, supplement or add to the facilities after such expenditure is approved by the Council. Such purchase will be on a prorated cost basis as provided in Paragraph 10 of this agreement and shall become the property of the Transportation Program, managed by the Operator. No equipment will be removed from the transportation facilities without the consent of both cooperative districts. A complete capital facilities inventory will be updated at the close of each year's operation and made available to the Council at that time. It is further agreed that from time to time participating districts may loan or lease equipment to the program upon such terms and conditions as may be mutually agreed upon.
9. **Mediation:** It is mutually agreed hereby that whenever an issue arises between cooperative districts concerning the operation of the Transportation Program, it shall be resolved in accord with the following procedure:

The matter shall first be discussed with the Transportation Director, the administrator in charge of Transportation for cooperating districts and the administrator in charge of Transportation from the Hoquiam School District. . In the event of failure to agree at that level the matter will then be forwarded to the Council. If the issue is not resolved, the matter shall be submitted to the Boards of Directors of both school districts party to this agreement. In the event that there is still no agreement at this level, a conference committee shall be established to resolve the issue. This conference committee shall consist of one member appointed by each of the cooperative Boards and a member appointed by the Office of Superintendent of Public Instruction. The recommendations of this committee shall be binding upon both cooperative districts.

10. **Proration of Cost & Payment by Cooperative Districts:**

- A. Bus Driver wages and benefits, vehicle collision and liability insurance, L&I Insurance for bus drivers, and unemployment insurance for bus drivers are the sole responsibility of each Cooperative District.
- B. Fuel, mechanic labor and parts are directly charged to the Cooperative District benefiting directly by the purchase whenever possible.
- C. All costs of the Transportation Program shall be prorated among the cooperative districts in the following manner:

Category	Hoquiam	%	Aberdeen	%	Factor	Hoquiam	Aberdeen
Routes and Runs	32	32.3%	67	67.7%	X1	32.32	67.68
# Students Transported	1083	40.2%	1614	59.8 %	X2	80.31	119.69
# Drivers - Regular	10	38.5%	16	61.5%	X2	76.92	123.08
5 year State Mileage Reports	801,018	41.7%	1,119,777	58.3%	X3	125.11	174.89
Total						314.67	485.33
Total Percentage						39.33%	60.67%

1. Cost of Operations is defined to mean all direct and other costs of the Cooperative Transportation Program consistent with the budget approved those expenses that are directly charged to a cooperative or participating District. Included are expenditures related to supervision of the Cooperative Transportation Program, garage operation expenses (including parts not directly

charged out to districts), utilities, mechanic labor (shop time) not directly charged out to districts, fuel shortage, custodial, facility insurance, facility maintenance, equipment purchases under \$5,000 per item, and billing costs. Cost of Operations is further adjusted to reflect additional income derived from participating districts and other organizations in excess of actual costs in order to arrive at the amount to be prorated among cooperative districts at year-end reconciliation.

2. Allocation amounts shall be recalculated annually prior to November 15. Resulting percentage will be retroactive to September 1.
- D. The Operator District shall bill Cooperative Districts on a monthly basis. Monthly billings will include the directly charged items identified in B above as well as the prorated share of Costs of Operations as spelled out in the allocation chart above. Monthly billings shall be in a format approved by the administration of each district.
- E. Invoices received by Cooperative Districts before the 10th of the month shall be paid during that month. A late fee of 1 percent of the unpaid balance per month will be added for payments that are late.
- F. A year-end reconciliation shall occur on or before November 30, unless mutually agreed to by both parties to extend this date to no later than December 31, that adjusts billed expenses to actual expenses. Additional income derived from Participating Districts or other organizations in excess of actual costs will be part of the reconciliation.
- G. The Operator District shall maintain detailed backup on all revenues, purchases and other expenses for the number of years required by statute.
11. **Cost for Participating Districts:** Procedures for computing the rate charge for each participating district shall be adopted by the Council on an annual basis before June 1 of each school year.
12. **Withdrawal:** In the event that a participating district desires to withdraw from the Cooperative the district desiring withdrawal shall give notice in writing to the Hoquiam School District no later than September 1 of the fiscal year preceding withdrawal. The withdrawal shall become effective on September 1 of the next succeeding fiscal year.

Reimbursements for withdrawal after 10 years will be based upon the rate in the chart above for all unopened supplies remaining in inventory at the date of dissolution. These reimbursements will be paid at the time of the final reconciliation. Land improvements and equipment purchased for the Transportation Program shall remain the property of the program and costs of such improvements and equipment shall not be included in the computation of reimbursements to a withdrawing district.
13. **Gifts:** The Transportation Program may receive gifts of cash, equipment, or services from any source whatsoever as long as the donation falls under the Operator District Policy & Procedures.
14. **Termination:** This agreement can be terminated with 30 days notice if either party fails to comply with the terms of the agreement and cannot resolve the issue discussed in the Mediation section of this agreement. If the agreement is terminated, the costs will be prorated according to section 10.C.1 of this agreement, minus costs required to continue based upon any agreements entered into for the remainder of the fiscal year or until the agreement expires, whichever comes sooner.
13. **Requirement to Post:** This agreement must be posted on each cooperating district's webpage and/or filed with the County Auditor.
14. **Amendment:** This agreement may be amended by mutual agreement of the Council.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

HOQUIAM SCHOOL DISTRICT NO. 28
of Grays Harbor County

ABERDEEN SCHOOL DISTRICT NO. 5
of Grays Harbor County

Mike Villarreal
Superintendent

Alicia Henderson
Superintendent

President, Board of Directors

President, Board of Directors

Date

Date

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Pamela McCauley	District	Speech Language Pathologist	10/02/18

RETIREMENT: We recommend the Board approve the following administration resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jim Sawin	Administration	Assistant Superintendent	06/30/19

CO-CURRICULAR CONTRACTS: We recommend the Board approve the following co-curricular contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Ken Erickson	Aberdeen High School	Musical – Sound Design and Board Operator	09/20/18

Substitute Certificated:

Daniel Sundstrom

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Keanen Boeholt-Lovgren	Technology	Technology Support – Tech 1	10/08/18
Calvin Petersen	Transportation	Bus Driver	09/20/18

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>
Taylor Sawin	Robert Gray Elementary	Para-educator	09/21/18-10/18/18

EXTRA-CURRICULAR CONTRACTS: We recommend the Board approve the following extra-curricular contracts:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gienelle Harless	Aberdeen High School	Girls' Basketball – Assistant Coach	11/13/18
Kelly Stewart	Aberdeen High School	Girls' Basketball – Assistant Coach	11/13/18
Racheal Rose	A. J. West Elementary	Girls' Basketball – Head Coach	09/20/18

Substitute Classified:

BaLinda Aarhus
Yazmin Carbajal-Fuentes
Todd Gladsjo
Danayeli Juarez

Substitute Classified Resignation:

Tomilola Oyerinde – Effective 09/24/18