

**SCHOOL BOARD MEETING  
KENNEWICK SCHOOL DISTRICT NO. 17**

Meeting Date: Wednesday, January 22, 2025  
Time: 5:30 p.m.  
Location: District Administration Building  
Remote Viewing Access: <https://bit.ly/4amg4VC>  
Remote Public Comment Sign-Up Form: <https://bit.ly/3dn9dyk>  
Interpretación al español estará disponible.

**AGENDA**

1. **Call to Order** – 5:30 PM **GABE GALBRAITH**

2. **Pledge of Allegiance**

3. **Special Recognition**

- A. School Board Recognition Month
- B. Fall Sports and Activities

**DR. TRACI PIERCE  
MATT SCOTT**

4. **Communications from Parents, Staff, and District Residents**

5. **Consent Items**

**Approval of Board Minutes**

- A. Minutes of School Board Study Session December 11, 2024
- B. Minutes of School Board Meeting December 11, 2024
- C. Minutes of School Board Retreat January 15, 2025

**Human Resources Reports**

- A. Personnel Actions – Certificated, Classified, and Extracurricular
- B. Updated Minimum Wage Increase and Classified Substitute Hourly Rates

**Business Office Items**

- A. Budget Status Report Ending October 31, 2024
- B. Payroll and Vouchers Ending October 31, 2024
- C. Budget Status Report Ending November 30, 2024
- D. Payroll and Vouchers Ending November 30, 2024
- E. Resolution No. 8 2024 – 2025: Authorize Sale of Surplus Property

**K-12 Education**

- A. Foreign Exchange Agencies and Coordinators for the 2025-26 School Year

**Teaching and Learning Reports**

- A. Recommendation Instructional Material

6. **Communication Follow up**
7. **Superintendent/Board Member Report**
8. **Reports and Discussions**
  - A. Annual Nutrition Services Report
  - B. Annual Staff Safety Report

**CHRISTINE BENSON  
MOLLIE LUTZ**
9. **Unfinished Business**
  - A. Policy No. 2313 INSTRUCTION: Electronic Information System

**ALYSSA ST. HILAIRE**
10. **New Business**
  - A. Resolution No. 6, 2024-25  
*Authorizing the Application to the State's Guarantee Program*
  - B. Resolution No. 7, 2024-25  
*Authorizing the Sale and Issuance of the 2025 Refunding Bonds*

**DR. TOM BRILLHART**
11. **Next Meeting Agenda**
  - A. Capital Budget Update
  - B. Special Education
12. **Executive Session (Approximately 45 minutes)**
  - A. Per RCW 42.30.110 (1) (g) Superintendent and Cabinet Performance
13. **Other Business as Authorized by Law**
14. **Adjourn**

KENNEWICK SCHOOL DISTRICT NO. 17  
SCHOOL BOARD MEETING STUDY SESSION  
Administration Building  
December 11, 2024

MINUTES

MEMBERS PRESENT

Board Members: Gabe Galbraith, President of the Board; Micah Valentine, Vice President of the Board; Dr. Josh Miller, Board Member; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Cabinet Members: Matt Scott, Assistant Superintendent of K-12 Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Dr. Thomas Brillhart, Assistant Superintendent of Operations; Robyn Chastain, Executive Director of Communications and Public Relations; and Eric Veach, Director of Information Technology.

Excused: Ron Cone, Executive Director of Information Technology  
Brittany Gledhill, Legislative Representative of the Board  
Michael Connors, Board Member

Other Guest(s): William Jordan, Kevin Chase, Northwest Leadership Associates

CALL TO ORDER

President Gabe Galbraith called the meeting to order at 4:00 p.m. and led the Pledge of Allegiance with approximately 69 online and in-person staff and guests.

STUDY SESSION:

- Superintendent Search
  - Mid-search report
  - reparation for the interview phase

No final decisions were made in discussions.

OTHER BUSINESS AS AUTHORIZED BY LAW

There being no further business, Gabe Galbraith adjourned the meeting at 4:45 p.m.

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PRESIDENT OF THE BOARD

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SECRETARY OF THE BOARD

Approved: January 15, 2025

KENNEWICK SCHOOL DISTRICT NO. 17  
SCHOOL BOARD MEETING  
Administration Building  
December 11, 2024

MINUTES

MEMBERS PRESENT

Board Members: Gabe Galbraith, President of the Board; Micah Valentine, Vice President of the Board; Dr. Josh Miller, Board Member; Annie Maltos, Student Representative to the Board; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Student Representative-Elect: Diego Anguiano

Cabinet Members: Matt Scott, Assistant Superintendent of K-12 Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Dr. Thomas Brillhart, Assistant Superintendent of Operations; Robyn Chastain, Executive Director of Communications and Public Relations; and Eric Veach, Director of Information Technology.

Excused: Ron Cone, Executive Director of Information Technology

Other Guest(s): K.C. Bennion, Delta High School Principal  
Paul Randall, Tri-Tech Skills Center Director

CALL TO ORDER

President Gabe Galbraith called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance with approximately 98 online and in-person staff and guests.

Motion by Micah Valentine to excuse Board members Mike Connors and Brittany Gledhill.

Roll call vote:	Mr. Galbraith	Yes
	Mr. Valentine	Yes
	Dr. Miller	Yes

Motion carried 3-0.

ELECTION OF OFFICERS

The election of officers was held per RCW 28A.330.010.

President

Gabe Galbraith was nominated for President by Dr. Miller.

Nominations closed with no further nominations.

Roll call vote:	Mr. Galbraith	Yes
	Mr. Valentine	Yes

Dr. Miller Yes  
Motion carried 3-0.

Vice President

Micah Valentine was nominated for Vice President by Dr. Miller.

Nominations closed with no further nominations.

Roll call vote: Mr. Galbraith Yes  
Mr. Valentine Yes  
Dr. Miller Yes  
Motion carried 3-0.

Legislative Representative

Brittany Gledhill was nominated for Legislative Representative by Dr. Miller.

Nominations closed with no further nominations.

Roll call vote: Mr. Galbraith Yes  
Mr. Valentine Yes  
Dr. Miller Yes  
Motion carried 3-0.

COMMUNICATIONS FROM PARENTS, STAFF, AND RESIDENTS

Katherine Chumney invited the Board to the Eastgate Elementary School STEAM Winter Wonderland event on Friday, December 13, 2024.

CONSENT ITEMS

Motion by Dr. Miller to approve the consent items as presented.

Roll call vote: Mr. Galbraith Yes  
Mr. Valentine Yes  
Dr. Miller Yes  
Motion carried 3-0.

The consent items were as follows:

- Minutes of School Board Study Session November 13, 2024
- Minutes of Regular Board Meeting November 13, 2024
- Personnel Actions – Certificated, Classified, and Extracurricular
- Minimum Wage Increase and Classified Substitute Hourly Rates
- Budget Status Report Ending September 30, 2024
- Payroll and Vouchers Ending September 30, 2024

- Resolution No. 3, 2024 - 2025: Cancellation of Outstanding Warrants
- Recommendation Instructional Materials
- Resolution No. 4, 2024 – 2025: Accept Ridge View Elementary Replacement (N/L) Project as Complete
- Resolution No. 5, 2024 – 2025: Accept Ridge View Elementary Replacement (N/L) Project commissioning Report
- Policy No. 6100 ADMINISTRATION: Functional Organization Chart

#### COMMUNICATIONS FOLLOW UP

None

#### SUPERINTENDENT/BOARD MEMBER REPORT

Student Representative to the Board Annie Maltos reported on the Superintendent Student Advisory Council (SSAC) meeting.

Superintendent Dr. Traci Pierce reported visiting Washington, Cottonwood, Desert Hills Ridge View, Legacy, and Horse Heaven Hills. She shared about the legislative luncheon at Tri-Tech Skills Center and the annual Community Partners event. Dr. Pierce also shared that she attended Judge Brown’s swearing-in ceremony and thanked him again for his years of service to the district as legal counsel.

Board Member Dr. Josh Miller shared that he attended the annual Community Partners Event and the WSSDA Annual Conference in Spokane. He shared that he is thankful for all the volunteers who help at our schools and encouraged others in the community to volunteer. Dr. Miller mentioned the DECA Area Competition and the upcoming Robotics Tournament.

Board Member Micah Valentine thanked all the volunteers who help at district schools. He reported visiting Endeavor High School and attending the WSSDA Annual Conference. Mr. Valentine shared that he spoke at the Parent's Rights and Education Conference, mentioned the roundtables meetings that the Board held with staff, noted his involvement with several service projects, and wished everyone a Merry Christmas.

President Gabe Galbraith reported attending the annual Community Partners event, the “PJs with Santa” event at Canyon View Elementary, and holding roundtable meetings with staff. He also shared that WIAA had several proposals to amend their handbook, which will be voted on in the next few months.

#### REPORTS AND DISCUSSIONS

##### Tri-Tech Skills Center

Tri-Tech Skills Center Director Paul Randall presented the annual report on the cooperative skills center of which the Kennewick School District serves as host District. Mr. Randall reported that the skills center provides a Career and Technical Education

(CTE) curriculum with career preparation and is a school of choice. He noted that Tri-Tech has 1,136 students, with 34% of students from Kennewick, they offer 19 preparatory programs, and they serve eight school districts. Mr. Randall also shared several student success stories and highlighted the \$45.5 million core modernization project underway, which was funded in the 2024 legislative session.

#### Delta High School Annual Report

Delta High School Principal K.C. Bennion presented an annual report on Delta High School, a partnership among the Kennewick, Richland, and Pasco school districts. Ms. Bennion reported that the school has an enrollment of 422 students, of which 148 are Kennewick students.

Diego Anguiano, Student Representative-Elect and Annie Maltos, Student Representative were excused from the meeting at 6:26 p.m.

#### 2023 – 2024 Financial Close-out

Dr. Thomas Brillhart, Assistant Superintendent of Operations, presented the 2023 - 2024 year-end financial information. He provided enrollment updates and highlighted revenues, expenditures, and fund balance for the fiscal year 2023-24, as well as general budget updates for fiscal year 2024-25.

#### Student Goal Report: All Students Are Ready for Their Future

Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning, presented graduation rates, completion of dual-credit college-level courses, and the percentage of 8th-grade students earning high school algebra credit. Ms. St. Hilaire included data from the 2023-2024 school year, discussed actions contributing to the results, and highlighted “bright spots” in the district and schools.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

#### Policy No. 3230 STUDENTS: Searches of Students and Student Privacy

Matt Scott, Assistant Superintendent of K-12 Education, presented revised Policy 3230.

Motion by Dr. Miller to accept Policy No. 3230 STUDENTS: Searches of Students and Student Privacy for first and second reading with the addition of a cross-reference in the procedure regarding electronic searches.

Roll call vote:	Mr. Galbraith	Yes
	Mr. Valentine	Yes

Dr. Miller                      Yes

Motion carried 3-0.

NEXT MEETING AGENDA – Semi-Annual Retreat

The Board reviewed items for the next meeting agenda: (Semi-Annual Retreat)

- A. Dual Language Update
- B. Board Discussion and Planning
- C. Screen Superintendent Candidates and Prepare for Preliminary Interviews

OTHER BUSINESS AS AUTHORIZED BY LAW.

There being no further business, the Board adjourned at 7:53 p.m.

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RECORDING SECRETARY

\_\_\_\_\_  
PRESIDENT OF THE BOARD

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SECRETARY OF THE BOARD

Approved: January 22, 2025



KENNEWICK SCHOOL DISTRICT NO. 17  
SPECIAL SCHOOL BOARD MEETING/RETREAT  
DISTRICT ADMINISTRATION CENTER  
01-15-2025  
M I N U T E S

MEMBERS PRESENT

Board Members: Gabe Galbraith, President of the Board; Micah Valentine, Vice President of the Board; Brittany Gledhill, Legislative Representative of the Board; Dr. Josh Miller, Board Member; Michael Connors, Board Member; and Dr. Traci Pierce, Superintendent and Secretary of the Board.

Cabinet Members: Cabinet Members: Matt Scott, Assistant Superintendent of K-12 Education; Alyssa St. Hilaire, Assistant Superintendent of Teaching & Learning; Dr. Thomas Brillhart, Assistant Superintendent of Operations; Robyn Chastain, Executive Director of Communications and Public Relations; Eric Veach, Interim Executive Director of Information Technology.

CALL TO ORDER

President Gabe Galbraith called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance with approximately 12 online and in-person staff and guests.

SUPERINTENDENT/SCHOOL BOARD RETREAT

The retreat's purpose is for the superintendent and School Board to conduct a semi-annual review of the district and plan for continued quality education and efficient operation of the Kennewick School District.

DISCUSSION TOPICS: The Board discussed the following topics:

- 2024-2025 Board Priorities and Strategies
- 2024-2025 Board Meeting Calendar
- Dual Language Program Update and Placement Process

NEXT MEETING AGENDA:

- Annual Nutrition Services Report
- Annual Staff Safety Report
- Policy and Procedure No. 2313 INSTRUCTION: Electronic Information System

EXECUTIVE SESSION

President Gabe Galbraith announced at 6:50 p.m. that discussion topics open to the public were concluded and moved the Board into executive session for approximately 90 minutes at 7:00 p.m. per RCW 42.30.110 (1) (g) to conduct the Superintendent Applicant Evaluation and Superintendent/Cabinet Performance Review with no formal action of the Board to be

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Minutes  
January 15, 2025

taken. At 8:15 p.m. Mr. Galbraith extended the executive session until 8:45 p.m.

OTHER BUSINESS AS AUTHORIZED BY LAW

There being no further business, Gabe Galbraith adjourned the meeting at 8:45 p.m.

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PRESIDENT OF THE BOARD

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SECRETARY OF THE BOARD

Approved: January 22, 2025

**CERTIFICATED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE, TRANSFERS AND TERMINATIONS**

**Exhibit A:** Lists new employment contracts, requests for leaves of absence, and terminations which have occurred for certificated employees since the last meeting of the Board of Directors.

**DATE: Wednesday, January 22, 2025**

**EXHIBIT A**

	<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>FTE</i>	<i>Date</i>
<b>NEW POSITIONS</b>						
<b>REHIRE</b>						
<b>REPLACEMENT</b>						
<b>LEAVE OF ABSENCE</b>	Diana Razo	Park MS	Teacher - MS	Requesting LOA	1.0	Eff. 2/26 - 3/28/2025
	Jose Razo	SrHS	Teacher - HS	Requesting LOA	1.0	Eff. 2/4 - 2/15/25
	Natalija Cuevas	Chinook MS	Teacher - MS	Requesting LOA	1.0	Eff. 5/8 - eoy
	Lisa Lindberg	Cascade	Teacher - Elem	Requesting to extend LOA through eoy.	1.0	Eff. 11/25 - eoy
	Courtney Zabriskie	KeHS	Teacher - HS	Request LOA	1.0	Eff. 5/7 - eoy
	Jaid Lopez	Canyon View	Teacher - Elem	Requesting to extend LOA through eoy.	1.0	Eff. 11/31 - 8/8/2025
	Kimberly Gomez Vazquez	Fuerza	Teacher - Elem	Requesting LOA	1.0	Eff. 4/10- 6/12/2025
<b>LEAVE OF ABSENCE REPLACEMENT</b>	Veronica Teague	Hawthorne	Teacher - Elem	Correction - Kriewall LOA	1.0 NON	2024-25
<b>RETIREMENTS</b>	Christine Kenoyer	SrHS	Teacher HS		1.0	6/30/2025
	Victor Roberts	Business Office	Executive Director			12/31/2024
	Matthew Scott	K-12	Asst. Superintendent		1.0	6/30/2025
<b>RESIGNATIONS</b>	Tiara Harley	KeHS	Teacher - HS		1.0	Eff. 1/24/2025
	Christine Kriewall	Hawthorne	Teacher - Elem		1.0	8/31/2025

**CERTIFICATED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE, TRANSFERS AND TERMINATIONS**

<b>IN DISTRICT TRANSFERS</b>	Jared Skeels	Westgate to Wa.	Teacher - Elem		1.0	<b>2025-26</b>
	Amanda Haan	Westgate	Teacher - Elem	Merk retirement	1.0	<b>2025-26</b>

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

**EXHIBIT B:** Lists new employment personnel actions and terminations for classified employees that have occurred since the last meeting of the Board of Directors

**DATE:** January 22, 2025

**EXHIBIT B**

	<i>Name</i>	<i>School</i>	<i>Position</i>	<i>Justification</i>	<i>Hours</i>	<i>Date</i>
<b>NEW POSITONS</b>	Isabelle Chapman	Southridge	Para/SS/LifeSkills	Program Need	6.5	1/6/2025
	Nathan Trevino	Kennewick	Para/FP/LAP	Program Need	6.0	1/6/2025
	Paola Morales Olguin	Horse Heaven Hills	Para/SS/LifeSkills	Program Need	6.5	1/9/2025
	Jonah Delapaz	Kennewick	Para/SS/Resource Room	Program Need	6.0	1/21/2025
	Teresa Marino	Westgate	Para/SS/1-1/Physically Disabled	Student Need	6.5	1/6/2025
	Cheyenne Ward	Sage Crest	Para/SS/LifeSkills	Program Need	6.5	1/6/2025
<b>REPLACEMENT</b>	Baylee Morris	Cascade	Para/SS/Resource Room	Replaces Melody Sorensen	6.0	1/6/2025
	Gary Dewald	Transportation	Bus Driver		4.83	12/16/2024
	Emma Hademark	Communications	Communications Secretary	Replaces Sarah Guy	5.0	12/30/2024
	Kristen Wilson	Canyon View	Para/BE	Replaces Jesus Delgado	6.0	1/15/2025
	Laurel Pettey	Hawthorne	Para/BE	Replaces Kelsey Grimes	6.0	1/6/2025
	Michele White	Hawthorne	Para/BE	Replaces Christine Williams	6.0	1/6/2025
	Jennifer Vargas	Highlands	Para/FP/BE	Replaces Sarah Haws	6.0	1/6/2025
	Elisa Backus	Fuerza	Para/FP/Be/Bilingual	Replaces Lorena Anaya-Pimental	6.5	1/7/2025
	Julio Salazar	Fuerza	Para/FP/BE/Bilingual	Replaces Evelyne Rebeles	6.5	1/21/2025
	Lindsay Williams	Kamiakin	Cook	Replaces Chelsea Sambrano	6.0	1/9/2025
	Kayla Butcher	Westgate	Elementary Secretary	Replaces Michelle Mercado	6.0	1/21/2025
	Alissa Kennedy	Canyon View	Para/SS/LifeSkills	Replaces Elizabeth Chacon	6.5	1/13/2025

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

<b>REHIRE</b>	Elizabeth Diaz	Highlands	Para/FP/Bilingual	Replaces Aleksandr Loboda	6.0	12/19/2024
	Brad Partlow	Tri-Tech	Pre-Electrical Instructional Assistant	Program Need	7.0	1/21/2025
	Miriam Rhoten	Hawthorne	Para/SS/Tier II Autism	Replaces Ashley Ballard	6.0	1/6/2025
<b>RESIGNATION</b>	Kristin Bradford	Westgate	Para/SS/1-1/Physically Disabled	Date Correction	6.5	12/13/2024
	Rene Carillo Avila	Highlands	Para/SS/Resource Room		6.0	12/20/2024
	Jesus Romero Garcia	Park	Para/SS/FP/Resource Room/Bilingual Required		7.0	12/20/2024
	Briana Alvarez	ECEAP	Para/ECEAP/Bilingual		8.0	1/6/2025
	John Lunceford	Transportation	Bus Driver		4.9	1/15/2025
	Kelly Harris	Transportation	Bus Attendant	To sub NS worker	3.83	12/17/2024
	Joseph Somolik	Transportation	Bus Driver		4.58	12/19/2024
	Alivia Saueressig	Special Services	Para/SS/SLP-A/Temp		3.0	12/20/2024
	Ahtziry Amezcua Almejo	Southridge	Main Office Secretary/ Receptionist/Bilingual		8.0	1/17/2025
	Yahima Valdivia	Kamiakin	Para/SS/Resource Room		6.0	1/31/2025
	Alexie Watkins	Desert Hills	Para/SS/Tier III Autism		6.5	1/25/2025
	Ellie Chavez	Kennewick	Para/SS/Tier III Autism 1-1	To sub teach	6.5	2/4/2025
	Jennifer Davidson	Cascade	Cook	To sub secretary	6.0	1/21/2025
	McKenzie Kania	Amistad	Para/SS/LifeSkills		6.5	12/19/2024
	Michelle Murphy	Horse Heaven Hills	Para/SS/LifeSkills		6.5	1/31/2025
	Natalie Aufdermauer	Special Services	Para/SS/CET Classroom		6.5	1/31/2025
	Hong Mei Crisp	Kennewick	Para/FP/LAP		6.0	1/9/2025
	Evenyne Rebeles Magallon	Fuerza	Para/FP/Be/Bilingual		6.5	1/16/2025
Chase Wright	Transportation	Bus Dispatcher	Date correction	8.0	11/15/2024	
<b>LEAVE OF ABSENCE</b>	Jesus Delgado Larios	Canyon View	Para/FP/ELL/ESL	To student teach	6.0	1/6/2025
	Isaac Mercado	Southridge	Para/FP/ELL/ESL	To student teach	6.0	1/16/2025
	Marissa Farrell	Southridge	Para/SS/Tier III Autism 1-1	To student teach	6.5	2/14/2025
	Christina Hill	Westgate	Cook	From medical LOA	6.0	1/11/2025
	Mariah Kensey	Transportation	Bus Driver	From medical LOA	4.92	1/6/2025

**CLASSIFIED PERSONNEL  
ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS**

<b>RESIGNED FROM LOA</b>	Dominique Bradshaw	Desert Hills	Para/SS/Resource Room	To sub para	6.0	1/10/2025
<b>RETIREMENT</b>	Deborah Moore	Sage Crest	Lead Secretary		8.0	8/26/2025
<b>RETURN FROM LOA</b>	Amber Markley	ECEAP	Para/ECEAP		8.0	12/13/2024
<b>TERMINATION</b>	Kimberly Evans	Edison	Para/SS/Tier II Behavior		6.0	1/6/2025

**CHANGES IN ASSIGNMENT**

<i>Name</i>	<i>Department</i>	<i>New Assignment</i>	<i>Old Assignment</i>	<i>Date</i>
Erin Westphal	HR	Classified Sub Coordinator	Lead Secretary	1/6/2025
Colin Miller	Transportation	Transportation Dispatcher	Bus Driver	1/21/2025

## EXTRACURRICULAR ELECTIONS, LEAVES OF ABSENCE AND TERMINATIONS

**Exhibit C:** Lists new employment contracts and terminations that have occurred for supplemental contracts since the last meeting of the Board of Directors.

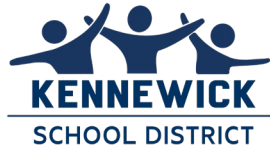
**BOARD MEETING DATE: Wednesday, January 22, 2025**

### EXHIBIT C SUPPLEMENTAL CONTRACTS ELECTIONS AND TERMINATIONS

	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>JUSTIFICATION</i>	<i>HOURS</i>	<i>DATE</i>
<b>NEW POSITIONS</b>						2024-2025 Sc Yr
<b>REPLACEMENTS</b>						2024-2025 Sc Yr
	John (Scott) Stiles	Chinook MS	Asst Girls Basketball	Replaces Sara McMullin		2024-2025 Sc Yr
	Kenneth Latin	Desert Hills MS	Assistant Wrestling	Replaces Cyle DeLeon – Resigned		2024-2025 Sc Yr
	Madison Ortega	Chinook MS	Assistant Wrestling	Emergency Hire – Due to # of Students		2024-2025 Sc Yr
	Vanessa McCollum	Southridge HS	Assistant Cheer	Emergency Hire – Replaces Lil Barajas		2024-2025 Sc Yr
	Ryan Engel	Park MS	Head Girls Basketball	Emergency Hire – Replaces Christopher Oatis		2024-2025 Sc Yr
	Kennedy Storaci	Park MS	Asst Girls Basketball	Emergency Hire – Replaces Ryan Engel		2024-2025 Sc Yr
	Low, Andrew	Park MS	Asst Girls Basketball	Emergency Hire – Replaces Hunter Duram		2024-2025 Sc Yr
	Charles DeWitt	Horse Heaven Hills	Asst Girls Basketball	Replaces Brent Mattson		2024-2025 Sc Yr
	Sarah Whittaker	Horse Heaven Hills	Asst Girls Basketball	Replaces Kerri Rush		2024-2025 Sc Yr
	Brent Mattson	Horse Heaven Hills	Head Baseball	Replaces Corey Hutchison		2024-2025 Sc Yr
	Arnel Brdarevic	Southridge HS	Asst Boys Soccer	New Head Coach (.5 FTE)		2024-2025 Sc Yr
	Heidi Lambdin	Southridge HS	Asst Boys Soccer	New Head Coach (.5 FTE)		2024-2025 Sc Yr
	Tim Bisson	Chinook MS	Head Girls Basketball	Replaces Jaid Lopez – LOA – 2024-25 only		2024-2025 Sc Yr
	Jaelyn Westlake	Chinook MS	Asst Girls Basketball	Emergency Hire – Due to # of Students (.5 FTE)		2024-2025 Sc Yr
	Elizabeth Arroyo	Horse Heaven Hills	Asst Girls Basketball	Emergency Hire – Due to # of Students (.5 FTE)		2024-2025 Sc Yr
	Ismael Rodriguez	Kamiakin HS	Asst Soccer Coach	Replaces Josue Silerio - Resigned		2024-2025 Sc Yr
	Robert Orozco	Desert Hills MS	Asst Wrestling	Emergency Hire - .5 FTE		2024-2025 Sc Yr
	Sebastian Martin	Southridge HS	Asst Boys Soccer			2024-2025 Sc Yr
						2024-2025 Sc Yr

<b>LEAVE OF ABSENCE</b>	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>COMMENTS</i>	<i>DATE</i>
	Alexis Martinez	Southridge HS	Asst Softball	One Year LOA	2024-2025 Sc Yr
<b>RESIGNATIONS</b>	<i>NAME</i>	<i>SCHOOL</i>	<i>POSITION</i>	<i>COMMENTS</i>	
	Leonard Johnson	KAMIAKIN HS	Asst Football	Resigned	2025-26 Sc Yr
	Cyle DeLeon	Desert Hills IMS	Asst Wrestling	Resigned	2024-25 Sc Yr
	Brant Mattson	Horse Heaven Hills MS	Assistant Girls Basketball	Resigned	2024-25 Sc Yr
	Kathy Gordon	Southridge HS	Asst Track	Resigned	2024-25 Sc Yr
	Anna Ellis	Southridge HS	Asst Cheer	Resigned	2024-25 Sc Yr
	Rene Carrillo-Avila	Highlands MS	Head Girls Soccer	Resigned	2025-26 Sc Yr
	Darian Brown	Kennewick HS	Assistant Golf	Resigned	2024-25 Sc Yr





## SCHOOL BOARD MEMORANDUM

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**Date:** January 22, 2025  
**To:** Board of Directors  
**Cc:** Dr. Traci Pierce  
**From:** Dr. Thomas R. Brillhart, Assistant Superintendent of Operations  
**RE:** Updated Minimum Wage Increase and Classified Substitute Hourly Rates

On December 11, 2024, the following memorandum was presented, and the Board approved the recommendation. However, the three highlighted positions were inadvertently not included on the table presented in December. The table has been updated to include these positions.

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Effective January 1, 2025, Washington state’s minimum wage will increase to \$16.66 per hour.

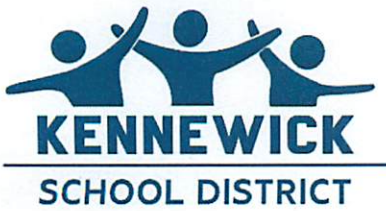
Within our classified substitute group, Student Workers and Game Workers earn minimum wage, which is currently \$16.28 per hour. To comply with the new minimum wage, a 2.33% increase will be applied effective January 1, 2025. When the state minimum wage increases, district practice is to apply the same percent increase to other positions within the classified substitute group to maintain parity within the group. The table below shows the current and new rate, effective January 1, 2025, for each position within the classified substitute group:

	Current Rate	% increase	New Rate effective 1/1/25
<b>Nutrition Services</b>	\$ 16.50	2.33%	\$ 16.88
<b>Secretary</b>	\$ 16.75	2.33%	\$ 17.14
<b>Secretary</b>	\$ 16.75	2.33%	\$ 17.14
<b>Paraeducator</b>	\$ 16.75	2.33%	\$ 17.14
<b>Custodian</b>	\$ 16.75	2.33%	\$ 17.14
<b>Security</b>	\$ 20.00	2.33%	\$ 20.47
<b>Bus Driver Trainee</b>	\$ 20.00	2.33%	\$ 20.47
<b>Bus Driver</b>	\$ 21.00	2.33%	\$ 21.49
<b>Bus Driver</b>	\$ 18.50	2.33%	\$ 18.93
<b>Bus Attnd Trainee</b>	\$ 16.50	2.33%	\$ 16.89
<b>Bus Attendant</b>	\$ 16.75	2.33%	\$ 17.14
<b>Game Worker</b>	\$ 16.28	2.33%	\$ 16.66
<b>Student Worker</b>	\$ 16.28	2.33%	\$ 16.66
<b>Substitute Bus Attendant (after 1 year of service )</b>	\$ 18.50	2.33%	\$ 18.93
<b>Substitute Bus Driver (after 1 year of service )</b>	\$ 23.00	2.33%	\$ 23.54
<b>Game Manager</b>	\$ 20.00	2.33%	\$ 20.47

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**Recommendation:**

The Board approves the new hourly rates for the three additional classified substitute positions, effective January 1, 2025.



To: Kennewick School Board Members

From: Brandon Lord, Fiscal Officer

Re: Budget Status Report

Attached are the Budget Status Reports through, October 31, 2024

	BUDGET		PERCENTAGE TO BUDGET
<b>GENERAL FUND</b>			
Revenues	322,590,287.00	54,914,571.30	0.17
Expenditures	328,136,352.00	55,410,399.69	0.17
<b>CAPITAL PROJECTS FUND</b>			
Revenues	14,250,100.00	2,915,021.34	0.20
Expenditures	24,050,000.00	361,562.01	0.02
<b>DEBT SERVICE FUND</b>			
Revenues	18,499,350.00	6,947,531.36	0.38
Expenditures	18,560,000.00	0.00	0.00
<b>ASSOCIATED STUDENT BODY FUND</b>			
Revenues	3,261,010.00	626,241.75	0.19
Expenditures	3,464,602.00	225,052.79	0.06
<b>SELF-INSURED WORKERS COMP / DENTAL FUND BALANCE</b>			
Revenues	1,700,000.00	1,594.16	0.00
Expenditures	2,785,000.00	351,348.01	0.13
<b>TRANSPORTATION VEHICLE FUND</b>			
Revenues	1,503,000.00	2,961.99	0.00
Expenditures	1,800,000.00	0.00	0.00

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
							Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	23,225,250.00	8,348,583.57	8,748,098.25	0.00	14,477,151.75	62.33
2000	Local State Non-Tax	2,312,717.00	282,317.69	487,789.96	0.00	1,824,927.04	78.90
3000	State Revenues	200,323,293.00	16,236,346.64	33,142,673.95	0.00	167,180,619.05	83.45
4000	State Revenues Special Purpose	64,093,485.00	7,035,271.21	10,938,863.80	0.00	53,154,621.20	82.93
5000	Federal Revenues	0.00	0.00	0.00	0.00	0.00	0.00
6000	Other Revenue	31,681,806.00	1,347,286.09	1,448,413.74	0.00	30,233,392.26	95.42
7000	Sale of Bonds	624,271.00	139,755.00	139,755.00	0.00	484,516.00	77.61
8000	Sale of Property & Equipment	329,465.00	8,976.60	8,976.60	0.00	320,488.40	97.27
<b>Total Revenues/Other Fin. Sources</b>		<b>322,590,287.00</b>	<b>33,398,536.80</b>	<b>54,914,571.30</b>	<b>0.00</b>	<b>267,675,715.70</b>	<b>82.97</b>
<b>B. Expenditures</b>							
00	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
01	Basic Education	168,524,770.00	13,441,877.26	27,920,567.61	6,089,690.60	134,514,511.79	79.81
02	Alternative Learning Exp	4,027,448.00	341,781.76	712,078.57	8,404.41	3,306,965.02	82.11
03	Dropout Reengagement	760,000.00	162,432.48	162,432.48	597,567.52	0.00	0.00
09	TK Education	276,398.00	21,710.82	40,117.47	0.00	236,280.53	85.48
10	TBD	0.00	0.00	0.00	0.00	0.00	0.00
11	Federal Stimulus	0.00	0.00	0.00	0.00	0.00	0.00
12	TBD	0.00	0.00	0.00	0.00	0.00	0.00
13	Fiscal Stabilization	0.00	130,794.14	4,114.01	0.00	-4,114.01	0.00*
14	IDEA Stimulus	0.00	5,627.69	6,701.57	0.00	-6,701.57	0.00*
18	Mckinney Vento	0.00	0.00	0.00	0.00	0.00	0.00
19	ARRA	0.00	0.00	0.00	0.00	0.00	0.00
21	Special Education State	37,356,092.00	3,130,087.69	6,271,801.15	1,059,273.09	30,025,017.76	80.37
22	SPED St Inf/Toddlers	0.00	0.00	0.00	0.00	0.00	0.00
23	SPED-ARP-IDEA	0.00	0.00	0.00	0.00	0.00	0.00
24	Special Education Supp Fed	3,853,068.00	256,300.06	501,802.31	906,533.27	2,444,732.42	63.44
29	Special Education Other	16,214.00	964.36	1,060.79	0.00	15,153.21	93.45
31	Vocational Basic State	9,102,487.00	799,349.98	1,380,644.63	639,127.12	7,082,715.25	77.81
34	Vocational M S	1,289,580.00	102,298.99	213,417.00	154.03	1,076,008.97	83.43
38	Vocational Federal	118,380.00	9,100.19	9,717.72	0.00	108,662.28	91.79
39	Vocational Other	45,898.00	4,022.10	8,300.58	0.00	37,597.42	81.91

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
45	Skills Center Basic State	6,368,681.00	702,845.21	1,130,909.73	489,488.24	4,748,283.03	74.55
46	Skills Center Federal	84,428.00	13,650.21	23,955.77	0.00	60,472.23	71.62
51	Disadvantaged Fed	6,443,593.00	488,820.74	1,073,351.08	9,220.41	5,361,021.51	83.19
52	School Improvement Fed	1,208,446.00	51,817.10	193,727.74	66,451.62	948,266.64	78.46
53	Migrant Federal	2,486,616.00	185,637.71	415,935.63	351.71	2,070,328.66	83.25
55	Learning Assistance	11,420,394.00	968,282.48	2,050,880.27	652,103.77	8,717,409.96	76.33
56	Inst. Center & Homes Delin	518,127.00	36,987.25	77,867.63	714.40	439,544.97	84.83
57	Inst Neglected & Delinq	0.00	0.00	185.89	0.00	-185.89	0.00*
58	Special & Pilot Programs State	1,909,896.00	9,850.77	12,440.69	6,150.52	1,891,304.79	99.02
59	St Institution Co Jail	43,208.00	2,547.20	5,023.24	0.00	38,184.76	88.37
64	Limited English Porficiency	569,227.00	29,886.44	67,976.56	0.00	501,250.44	88.05
65	Transitional Bilingual State	4,664,567.00	370,579.75	757,576.90	36,909.05	3,870,081.05	82.96
66	Student Achievement	0.00	0.00	0.00	0.00	0.00	0.00
73	Summer School	53,495.00	0.00	0.00	0.00	53,495.00	100.00
74	Highly Capable	537,218.00	39,530.53	103,287.42	0.00	433,930.58	80.77
75	Flexible Education State	20,000.00	0.00	0.00	0.00	20,000.00	100.00
79	Instructional Programs Other	3,019,108.00	2,376.37	14,356.85	235,191.00	2,769,560.15	91.73
86	Community Schools	37,675.00	2,309.77	2,722.10	0.00	34,952.90	92.77
88	Day Care	3,189,632.00	241,738.17	460,166.68	129,745.31	2,599,720.01	81.50
89	Other Community Service	111,059.00	2,948.69	3,230.78	66,306.00	41,522.22	37.38
97	Districtwide Support	35,123,961.00	5,957,215.19	7,878,447.70	2,028,155.82	25,217,357.48	71.79
98	Food Services	13,250,664.00	1,252,400.31	1,783,325.14	4,985,225.79	6,482,113.07	48.91
99	Pupil Transportation	11,706,022.00	1,242,610.53	2,122,276.00	1,000,743.11	8,583,002.89	73.32
Total Expenditures		328,136,352.00	30,008,381.94	55,410,399.69	19,007,506.79	253,718,445.52	77.32
C. Other Fin. Uses Trans. Out (GL 536)		0.00	0.00	0.00			
D. Other Financing Uses (GL535)							
E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)		-5,546,065.00	3,390,154.86	-495,828.39		13,957,270.18	0.00

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 10/31/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
						Remaining
F. Total Beginning Fund Balance	0.00		56,017,673.36			
G. GL 898 Prior Year Adjustments (+ or -)						
H. Total Ending Fund Balance (E + F + OR - G)	-5,546,065.00		55,521,844.97			
I. Ending Fund Balance Accounts						
GL 810 Restricted for Other Items	0.00		0.00			
GL 821 Rest for C/O of Restricted Rev	0.00		1,069,845.18			
GL 825 Restricted Skill Centers	0.00		666,947.00			
GL 828 Restricted C/O Food Service	0.00		0.00			
GL 831 Restricted Emp Comp Absences	0.00		0.00			
GL 840 Nonsp Fd Bal Inventory/Prepaid	0.00		848,718.89			
GL 862 Restricted from Levy Proceeds	0.00		0.00			
GL 863 Restricted from State Proceeds	0.00		0.00			
GL 870 Committed to Other Purposes	0.00		0.00			
GL 872 Committed To Economic Stabiliz	0.00		0.00			
GL 875 Assigned to Contingencies	0.00		34,091,471.29			
GL 884 Assigned to Capital Projects	0.00		2,000,000.00			
GL 888 Assigned to Other Purposes	0.00		930,691.00			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 891 Unassigned Minimum Fd Bal Poli	0.00		16,410,000.00			
GL 890 Unreserved/ Fund Balance	-5,546,065.00		-495,828.39			
	-5,546,065.00		55,521,844.97			

\* Zero budget with charges against it.

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2025

REPORT DATE: 10/31/2024

Activity		Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
000	Not Applicable	0.00	0.00	0.00	0.00
011	Board Of Directors	26,189.02	401,031.00	86,250.00	288,591.98
012	Superintendent Office	80,152.44	538,252.00	0.00	458,099.56
013	Business Office	375,077.24	2,087,000.00	112,263.38	1,599,659.38
014	Human Resources	239,235.91	1,367,025.00	70,808.11	1,056,980.98
015	Public Relations	109,118.87	654,852.00	80,000.00	465,733.13
021	Supervision	849,215.88	5,745,311.00	62,891.18	4,833,203.94
022	Learning Resources	925,388.76	5,253,563.00	3,874.19	4,324,300.05
023	Principals	3,274,032.18	20,424,698.00	44,584.34	17,106,081.48
024	Counseling	1,949,619.33	10,775,671.00	701,983.40	8,124,068.27
025	Pupil Mgnt & Safety	932,630.32	6,051,589.00	753,347.60	4,365,611.08
026	Health Services	2,044,975.32	11,587,686.00	720,330.86	8,822,379.82
027	Teaching	30,942,981.87	187,891,994.00	8,072,596.02	148,876,416.11
028	Extra Curricular	1,037,328.96	4,553,066.00	152,643.00	3,363,094.04
031	Professional Development	1,309,544.38	9,756,865.00	260,740.62	8,186,580.00
032	Inst Technology Equip	85,790.48	1,267,120.00	10,206.79	1,171,122.73
033	Curriculum	347,039.09	1,883,273.00	158,355.43	1,377,878.48
034	Professonal Learning State	0.00	2,174,519.00	0.00	2,174,519.00
035	Pupil Safety	231,439.04	1,849,698.00	0.00	1,618,258.96
041	Food Service Supervision	260,979.96	1,646,525.00	1,146,244.32	239,300.72
042	Food	447,229.44	4,486,152.00	3,492,591.23	546,331.33
043	Commodities	0.00	0.00	0.00	0.00
044	Food Service Operations	1,093,597.83	7,206,910.00	390,560.24	5,722,751.93
049	Transfers	-18,200.00	0.00	0.00	18,200.00
051	Transportation Supervision	175,560.16	1,014,842.00	13,108.59	826,173.25
052	Transportation Operations	1,202,146.76	7,511,824.00	809,831.34	5,499,845.90
053	Transportation Maintenance	174,433.49	1,115,543.00	177,803.18	763,306.33
054	Transportation Maintenance	0.00	0.00	0.00	0.00
055	Transportation Maintenance	0.00	0.00	0.00	0.00
056	Transportation Insurance	310,809.24	361,100.00	0.00	50,290.76
058	TBD	0.00	0.00	0.00	0.00
059	Transfers	-69,431.39	-318,920.00	0.00	-249,488.61
061	Maintenance Supervision	116,379.00	948,779.00	0.00	832,400.00
062	Maintenance Grounds	331,785.62	2,373,720.00	324,438.71	1,717,495.67
063	Operations Buildings	1,153,794.84	7,163,412.00	2,508.64	6,007,108.52
064	Maintenance Of Bldg & Equip	694,812.93	5,319,283.00	763,488.50	3,860,981.57
065	Utilities	355,138.02	4,127,000.00	0.00	3,771,861.98

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2025

REPORT DATE: 10/31/2024

Activity		Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
067	Bldg Security	31,829.31	95,000.00	11,101.62	52,069.07
068	Insurance	3,548,194.48	3,861,500.00	0.00	313,305.52
072	Data Processing	651,266.01	5,340,664.00	218,227.00	4,471,170.99
073	Printing	60,654.40	454,620.00	215,629.05	178,336.55
074	Warehouse	103,419.22	733,829.00	2,000.00	628,409.78
075	Motor Pool	23,519.18	387,181.00	149,099.45	214,562.37
083	Interest	0.00	6,500.00	0.00	6,500.00
091	Public Activities	2,722.10	37,675.00	0.00	34,952.90
<b>Total:</b>		<b>55,410,399.69</b>	<b>328,136,352.00</b>	<b>19,007,506.79</b>	<b>253,718,445.52</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by State Object**

FISCAL YEAR: 2025

REPORT DATE: 10/31/2024

State Object	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
0 Debit Transfer	126,101.90	472,370.00	0.00	346,268.10
1 Credit Transfer	-126,101.90	-472,370.00	0.00	-346,268.10
2 Certificated Salaries	26,434,298.56	150,804,184.00	0.00	124,369,885.44
3 Classified Salaries	8,439,904.44	53,717,672.00	0.00	45,277,767.56
4 Benefits & PR Taxes	12,147,952.57	75,784,515.00	0.00	63,636,562.43
5 Supplies	1,795,739.69	13,706,757.00	2,350,544.13	9,560,473.18
7 Contract Services	6,427,510.16	32,860,243.00	16,418,165.03	10,014,567.81
8 Travel	132,271.94	751,053.00	2,906.64	615,874.42
9 Capital Outlay	32,722.33	511,928.00	235,890.99	243,314.68
<b>Total:</b>	<b>55,410,399.69</b>	<b>328,136,352.00</b>	<b>19,007,506.79</b>	<b>253,718,445.52</b>

Report Selection:

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'



**Kennewick SD #17**  
**Budget Status - Capital Projects Fund**

Location 000

Report Date: 10/31/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	4,750,100.00	1,637,652.08	1,717,361.35	0.00	3,032,738.65	63.84
2000	Local State Non-Tax	600,000.00	104,101.22	211,820.04	0.00	388,179.96	64.69
4000	State Revenues Special Purpose	8,900,000.00	252,385.91	985,839.95	0.00	7,914,160.05	88.92
6000	Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
7000	Sale of Bonds	0.00	0.00	0.00	0.00	0.00	0.00
9000	Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>		<b>14,250,100.00</b>	<b>1,994,139.21</b>	<b>2,915,021.34</b>	<b>0.00</b>	<b>11,335,078.66</b>	<b>79.54</b>
<b>B. Expenditures</b>							
10	Sites	2,000,000.00	0.00	2,700.00	0.00	1,997,300.00	99.86
20	Buildings	12,450,000.00	793.00	270,782.57	6,471,385.79	5,707,831.64	45.84
30	Equipment	9,600,000.00	20,815.67	88,079.44	326,952.28	9,184,968.28	95.67
<b>Total Expenditures</b>		<b>24,050,000.00</b>	<b>21,608.67</b>	<b>361,562.01</b>	<b>6,798,338.07</b>	<b>16,890,099.92</b>	<b>70.22</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		<b>-9,799,900.00</b>	<b>1,972,530.54</b>	<b>2,553,459.33</b>		<b>-5,555,021.26</b>	<b>0.00</b>
<b>F. Total Beginning Fund Balance</b>		<b>0.00</b>		<b>37,120,507.13</b>			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		<b>-9,799,900.00</b>		<b>39,673,966.46</b>			
<b>I. Ending Fund Balance Accounts</b>							
	GL 810 Restricted for Other Items	0.00		0.00			
	GL 825 Restricted Skill Centers	0.00		0.00			

\* Zero budget with charges against it.

Kennewick SD #17

Budget Status - Capital Projects Fund

Location 000

Report Date: 10/31/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 861 Restricted from Bond Proceeds	0.00		0.00			
GL 862 Restricted from Levy Proceeds	0.00		3,805,882.58			
GL 863 Restricted from State Proceeds	0.00		22,705,089.24			
GL 888 Assigned to Other Purposes	0.00		0.00			
GL 889 Assigned to Fund Purposes	0.00		10,609,535.31			
GL 890 Unreserved/ Fund Balance	-9,799,900.00		2,553,459.33			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Debt Service Fund**

Location 000

Report Date: 10/31/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>						
1000 Local Revenues	18,499,350.00	6,624,577.78	6,947,531.36	0.00	11,551,818.64	62.44
9000 Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>18,499,350.00</b>	<b>6,624,577.78</b>	<b>6,947,531.36</b>	<b>0.00</b>	<b>11,551,818.64</b>	<b>62.44</b>
<b>B. Expenditures</b>						
92 .	6,530,000.00	0.00	0.00	0.00	6,530,000.00	100.00
11 Debt Principal	12,030,000.00	0.00	0.00	0.00	12,030,000.00	100.00
<b>Total Expenditures</b>	<b>18,560,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,560,000.00</b>	<b>100.00</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>	<b>-60,650.00</b>	<b>6,624,577.78</b>	<b>6,947,531.36</b>		<b>-7,008,181.36</b>	<b>0.00</b>
<b>F. Total Beginning Fund Balance</b>	<b>0.00</b>		<b>9,114,428.50</b>			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>	<b>-60,650.00</b>		<b>16,061,959.86</b>			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 830 Restricted Debt Service	0.00		9,114,428.50			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-60,650.00		6,947,531.36			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 10/31/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
		0.00	0.00	0.00	0.00	0.00	0.00
100	General Student Body	823,025.00	32.90	99,874.31	0.00	723,150.69	87.86
200	Athletics	917,796.00	0.00	414,688.35	0.00	503,107.65	54.81
300	Classes	116,030.00	-40.00	2,209.00	0.00	113,821.00	98.09
400	Clubs	1,377,759.00	15,495.03	109,436.40	0.00	1,268,322.60	92.05
600	Private Moneys	26,400.00	0.00	33.69	0.00	26,366.31	99.87
Total Revenues/Other Fin. Sources		3,261,010.00	15,487.93	626,241.75	0.00	2,634,768.25	80.79
<b>B. Expenditures</b>							
100	General Student Body	859,175.00	42,558.57	56,408.82	41,675.44	761,090.74	88.58
200	Athletics	1,108,812.00	46,941.84	81,717.62	2,630.75	1,024,463.63	92.39
300	Classes	87,420.00	6,375.43	16,402.91	0.00	71,017.09	81.23
400	Clubs	1,369,095.00	37,723.73	59,742.01	62,008.34	1,247,344.65	91.10
600	Private Moneys	40,100.00	7,844.88	10,781.43	0.00	29,318.57	73.11
Total Expenditures		3,464,602.00	141,444.45	225,052.79	106,314.53	3,133,234.68	90.43
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-203,592.00	-125,956.52	401,188.96		-498,466.43	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		1,873,533.35			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-203,592.00		2,274,722.31			
<b>I. Ending Fund Balance Accounts GL 810 Restricted for Other Items</b>		0.00		0.00			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 10/31/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 819 Restricted to Fund Purpose	0.00		1,873,533.35			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-203,592.00		2,274,722.31			
	-203,592.00		4,148,255.66			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Self Insurance**

Location 000

Report Date: 10/31/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	0.00	0.00	0.00	0.00	0.00	0.00
2000	Local State Non-Tax	1,700,000.00	1,536.84	1,594.16	0.00	1,698,405.84	99.90
<b>Total Revenues/Other Fin. Sources</b>		<b>1,700,000.00</b>	<b>1,536.84</b>	<b>1,594.16</b>	<b>0.00</b>	<b>1,698,405.84</b>	<b>99.90</b>
<b>B. Expenditures</b>							
97	Districtwide Support	2,785,000.00	207,703.24	351,348.01	0.00	2,433,651.99	87.38
<b>Total Expenditures</b>		<b>2,785,000.00</b>	<b>207,703.24</b>	<b>351,348.01</b>	<b>0.00</b>	<b>2,433,651.99</b>	<b>87.38</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>							
		-1,085,000.00	-206,166.40	-349,753.85		-735,246.15	0.00
<b>F. Total Beginning Fund Balance</b>		<b>0.00</b>		<b>5,134,253.47</b>			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		<b>-1,085,000.00</b>		<b>4,784,499.62</b>			
<b>I. Ending Fund Balance Accounts</b>							
GL 889 Assigned to Fund Purposes		0.00		5,134,253.47			
GL 890 Unreserved/ Fund Balance		-1,085,000.00		-349,753.85			
		-1,085,000.00		4,784,499.62			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Transportation Fund**

Report Date: 10/31/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
						Remaining
<b>A. Revenue/Other Fin. Sources</b>						
2000 Local State Non-Tax	3,000.00	1,459.41	2,961.99	0.00	38.01	1.26
4000 State Revenues Special Purpose	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>1,503,000.00</b>	<b>1,459.41</b>	<b>2,961.99</b>	<b>0.00</b>	<b>1,500,038.01</b>	<b>99.80</b>
<b>B. Expenditures</b>						
99 Pupil Transport	0.00	0.00	0.00	0.00	0.00	0.00
99 Pupil Transport Equipmt Purc	1,800,000.00	0.00	0.00	3,364,657.46	-1,564,657.46	86.92
<b>Total Expenditures</b>	<b>1,800,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,364,657.46</b>	<b>-1,564,657.46</b>	<b>86.92</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>	<b>-297,000.00</b>	<b>1,459.41</b>	<b>2,961.99</b>		<b>3,064,695.47</b>	<b>0.00</b>
<b>F. Total Beginning Fund Balance</b>	<b>0.00</b>		<b>552,949.49</b>			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>	<b>-297,000.00</b>		<b>555,911.48</b>			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 819 Restricted to Fund Purpose	0.00		552,949.49			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-297,000.00		2,961.99			

\* Zero budget with charges against it.

KENNEWICK SCHOOL DISTRICT #17  
Regular Board Meeting  
1/22/2025

WARRANT REGISTER Dated: 10/01/24 - 10/31/24

Warrant Type	Date	Numbers	Amount	Totals
General	01-Oct-24	399017	1,163.58	
	04-Oct-24	399018	25,000.00	
	15-Oct-24	399019-399140	5,361,976.05	
	16-Oct-24	399141-399143	131,454.00	
	31-Oct-24	399144-399274	1,095,976.83	
	31-Oct-24	399275-399318	3,959,258.44	
Total Accounts Payable Warrants				10,574,828.90
	03-Oct-24	Fed Tax Wire/B/C	2,631.10	
	15-Oct-24	A/P EFT	12,808.25	
	15-Oct-24	Capital One	20,867.07	
	25-Oct-24	Wire BMO	646,599.81	
	25-Oct-24	Use Tax	3,191.93	
	31-Oct-24	A/P EFT	24,405.26	
	31-Oct-24	Child Supp wire	7,691.22	
	31-Oct-24	P/R Dir Dep Wire	11,431,599.38	
	31-Oct-24	Fed Tax Wire/B/C	4,008,367.22	
	31-Oct-24	D Of R Wire	2,855,234.99	
	31-Oct-24	Capital One	42,229.11	
	30-Oct-24	Unclaimed Property	1,409.21	
Total Wire - Benton County				19,057,034.55
	03-Oct-24	703032-703038	10,071.46	
	31-Oct-24	703039-703055	21,990.50	
	31-Oct-24	703056-703057	790.26	
Total Payroll General Warrants				32,852.22
Capital Projects	<u>Date</u>			
	10/15/2024	13023-13024	732,722.12	
	10/25/2024	Wire BMO/DoR/EFT/C	793.00	
	10/31/2024	13025	2,180.52	
Total Capital Projects Warrants				735,695.64
ASB	<u>Date</u>			
	10/15/2024	66398-66415	7,444.73	
	10/25/2024	Wire BMO/DoR/EFT/C	80,016.68	
	10/31/2024	66416-66448	54,084.54	
Total ASB Warrants				141,545.95
Transportation/Vehicle	<u>Date</u>			
Total Transportation/Vehicle Warrants				0.00
Self Ins Wkrs Comp	<u>Date</u>			
	10/15/2024	1232-1233	22,720.27	
	10/25/2024	Wire BMO/DoR/EFT	4,583.24	
	10/31/2024	1234-1238	180,618.41	
Total Self Ins Wkrs Comp/Dental Fund				207,921.92
Total Warrants Issued			30,749,879.18	30,749,879.18

^ 1/17/2025





To: Kennewick School Board Members

From: Brandon Lord, Fiscal Officer

Re: Budget Status Report

Attached are the Budget Status Reports through, November 30, 2024

	<b>BUDGET</b>		<b>PERCENTAGE TO BUDGET</b>
<b>GENERAL FUND</b>			
Revenues	322,590,287.00	74,948,542.06	0.23
Expenditures	328,136,352.00	81,094,136.37	0.25
<b>CAPITAL PROJECTS FUND</b>			
Revenues	14,250,100.00	5,158,743.18	0.36
Expenditures	24,050,000.00	1,154,942.26	0.05
<b>DEBT SERVICE FUND</b>			
Revenues	18,499,350.00	7,560,914.12	0.41
Expenditures	18,560,000.00	0.00	0.00
<b>ASSOCIATED STUDENT BODY FUND</b>			
Revenues	3,261,010.00	715,293.37	0.22
Expenditures	3,464,602.00	418,437.10	0.12
<b>SELF-INSURED WORKERS COMP / DENTAL FUND BALANCE</b>			
Revenues	1,700,000.00	5,774.07	0.00
Expenditures	2,785,000.00	379,259.19	0.14
<b>TRANSPORTATION VEHICLE FUND</b>			
Revenues	1,503,000.00	4,516.49	0.00
Expenditures	1,800,000.00	0.00	0.00

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	23,225,250.00	768,987.39	9,517,085.64	0.00	13,708,164.36	59.02
2000	Local State Non-Tax	2,312,717.00	272,412.22	760,202.18	0.00	1,552,514.82	67.12
3000	State Revenues	200,323,293.00	11,693,874.34	44,836,548.29	0.00	155,486,744.71	77.61
4000	State Revenues Special Purpose	64,093,485.00	3,602,835.88	14,541,699.68	0.00	49,551,785.32	77.31
5000	Federal Revenues	0.00	0.00	0.00	0.00	0.00	0.00
6000	Other Revenue	31,681,806.00	3,686,884.33	5,135,298.07	0.00	26,546,507.93	83.79
7000	Sale of Bonds	624,271.00	0.00	139,755.00	0.00	484,516.00	77.61
8000	Sale of Property & Equipment	329,465.00	8,976.60	17,953.20	0.00	311,511.80	94.55
<b>Total Revenues/Other Fin. Sources</b>		<b>322,590,287.00</b>	<b>20,033,970.76</b>	<b>74,948,542.06</b>	<b>0.00</b>	<b>247,641,744.94</b>	<b>76.76</b>
<b>B. Expenditures</b>							
00	Not Applicable	0.00	0.00	0.00	0.00	0.00	0.00
01	Basic Education	168,524,770.00	13,748,775.49	41,669,343.10	5,376,975.78	121,478,451.12	72.08
02	Alternative Learning Exp	4,027,448.00	317,994.56	1,030,073.13	8,194.29	2,989,180.58	74.22
03	Dropout Reengagement	760,000.00	102,687.73	265,120.21	494,879.79	-0.00	0.00
09	TK Education	276,398.00	22,791.15	62,908.62	0.00	213,489.38	77.23
10	TBD	0.00	0.00	0.00	0.00	0.00	0.00
11	Federal Stimulus	0.00	0.00	0.00	0.00	0.00	0.00
12	TBD	0.00	0.00	0.00	0.00	0.00	0.00
13	Fiscal Stabilization	0.00	-22,716.48	-18,602.47	0.00	18,602.47	0.00*
14	IDEA Stimulus	0.00	0.00	6,701.57	0.00	-6,701.57	0.00*
18	Mckinney Vento	0.00	0.00	0.00	0.00	0.00	0.00
19	ARRA	0.00	0.00	0.00	0.00	0.00	0.00
21	Special Education State	37,356,092.00	3,088,962.70	9,360,763.85	931,350.75	27,063,977.40	72.44
22	SPED St Inf/Toddlers	0.00	0.00	0.00	0.00	0.00	0.00
23	SPED-ARP-IDEA	0.00	0.00	0.00	0.00	0.00	0.00
24	Special Education Supp Fed	3,853,068.00	292,314.29	794,116.60	818,772.69	2,240,178.71	58.14
29	Special Education Other	16,214.00	675.05	1,735.84	0.00	14,478.16	89.29
31	Vocational Basic State	9,102,487.00	729,379.48	2,110,024.11	584,290.36	6,408,172.53	70.40
34	Vocational M S	1,289,580.00	89,315.07	302,732.07	3,482.58	983,365.35	76.25
38	Vocational Federal	118,380.00	12,255.88	21,973.60	0.00	96,406.40	81.43
39	Vocational Other	45,898.00	4,052.81	12,353.39	0.00	33,544.61	73.08

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
45	Skills Center Basic State	6,368,681.00	467,191.22	1,598,100.95	438,082.82	4,332,497.23	68.02
46	Skills Center Federal	84,428.00	5,430.47	29,386.24	0.00	55,041.76	65.19
51	Disadvantaged Fed	6,443,593.00	387,274.71	1,460,625.79	16,362.34	4,966,604.87	77.07
52	School Improvement Fed	1,208,446.00	45,921.61	239,649.35	64,826.62	903,970.03	74.80
53	Migrant Federal	2,486,616.00	181,481.87	597,417.50	0.00	1,889,198.50	75.97
55	Learning Assistance	11,420,394.00	1,044,369.77	3,095,250.04	520,268.00	7,804,875.96	68.34
56	Inst. Center & Homes Delin	518,127.00	37,163.02	115,030.65	686.84	402,409.51	77.66
57	Inst Neglected & Delinq	0.00	0.00	185.89	0.00	-185.89	0.00*
58	Special & Pilot Programs State	1,909,896.00	14,802.99	27,243.68	60.87	1,882,591.45	98.57
59	St Institution Co Jail	43,208.00	2,621.25	7,644.49	0.00	35,563.51	82.30
64	Limited English Porficiency	569,227.00	30,338.21	98,314.77	0.00	470,912.23	82.72
65	Transitional Bilingual State	4,664,567.00	314,937.74	1,072,514.64	36,622.57	3,555,429.79	76.22
66	Student Achievement	0.00	0.00	0.00	0.00	0.00	0.00
73	Summer School	53,495.00	0.00	0.00	0.00	53,495.00	100.00
74	Highly Capable	537,218.00	43,049.71	146,337.13	785.90	390,094.97	72.61
75	Flexible Education State	20,000.00	0.00	0.00	0.00	20,000.00	100.00
79	Instructional Programs Other	3,019,108.00	13,663.54	28,020.39	226,687.02	2,764,400.59	91.56
86	Community Schools	37,675.00	1,696.82	4,418.92	0.00	33,256.08	88.27
88	Day Care	3,189,632.00	240,374.27	700,540.95	117,127.24	2,371,963.81	74.36
89	Other Community Service	111,059.00	4,041.65	7,272.43	66,306.00	37,480.57	33.74
97	Districtwide Support	35,123,961.00	2,300,646.30	10,179,094.00	1,940,328.22	23,004,538.78	65.49
98	Food Services	13,250,664.00	1,257,041.79	3,040,366.93	4,272,227.22	5,938,069.85	44.81
99	Pupil Transportation	11,706,022.00	905,202.01	3,027,478.01	879,232.34	7,799,311.65	66.62
Total Expenditures		328,136,352.00	25,683,736.68	81,094,136.37	16,797,550.24	230,244,665.39	70.16
C. Other Fin. Uses Trans. Out (GL 536)		0.00	0.00	0.00			
D. Other Financing Uses (GL535)							
E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)		-5,546,065.00	-5,649,765.92	-6,145,594.31		17,397,079.55	0.00

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - General Fund**

Location 000

Report Date: 11/30/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
F. Total Beginning Fund Balance	0.00		56,017,673.36			
G. GL 898 Prior Year Adjustments (+ or -)						
H. Total Ending Fund Balance (E + F + OR - G)	-5,546,065.00		49,872,079.05			
I. Ending Fund Balance Accounts						
GL 810 Restricted for Other Items	0.00		0.00			
GL 821 Rest for C/O of Restricted Rev	0.00		1,069,845.18			
GL 825 Restricted Skill Centers	0.00		666,947.00			
GL 828 Restricted C/O Food Service	0.00		0.00			
GL 831 Restricted Emp Comp Absences	0.00		0.00			
GL 840 Nonsp Fd Bal Inventory/Prepaid	0.00		848,718.89			
GL 862 Restricted from Levy Proceeds	0.00		0.00			
GL 863 Restricted from State Proceeds	0.00		0.00			
GL 870 Committed to Other Purposes	0.00		0.00			
GL 872 Committed To Economic Stabiliz	0.00		0.00			
GL 875 Assigned to Contingencies	0.00		34,091,471.29			
GL 884 Assigned to Capital Projects	0.00		2,000,000.00			
GL 888 Assigned to Other Purposes	0.00		930,691.00			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 891 Unassigned Minimum Fd Bal Poli	0.00		16,410,000.00			
GL 890 Unreserved/ Fund Balance	-5,546,065.00		-6,145,594.31			
	-5,546,065.00		49,872,079.05			

\* Zero budget with charges against it.

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2025

REPORT DATE: 11/30/2024

Activity	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
000 Not Applicable	0.00	0.00	0.00	0.00
011 Board Of Directors	37,484.60	401,031.00	78,250.00	285,296.40
012 Superintendent Office	120,086.17	538,252.00	0.00	418,165.83
013 Business Office	521,837.90	2,087,000.00	130,038.01	1,435,124.09
014 Human Resources	349,698.75	1,367,025.00	68,733.32	948,592.93
015 Public Relations	155,160.59	654,852.00	80,000.00	419,691.41
021 Supervision	1,304,810.74	5,745,311.00	50,748.02	4,389,752.24
022 Learning Resources	815,297.25	5,253,563.00	4,346.88	4,433,918.87
023 Principals	4,864,179.96	20,424,698.00	20,176.80	15,540,341.24
024 Counseling	2,786,521.22	10,775,671.00	697,801.85	7,291,347.93
025 Pupil Mgnt & Safety	1,391,105.63	6,051,589.00	33,347.60	4,627,135.77
026 Health Services	3,106,398.06	11,587,686.00	732,262.73	7,749,025.21
027 Teaching	46,738,057.20	187,891,994.00	7,150,067.40	134,003,869.40
028 Extra Curricular	1,472,542.14	4,553,066.00	136,943.00	2,943,580.86
031 Professional Development	1,768,052.60	9,756,865.00	184,411.62	7,804,400.78
032 Inst Technology Equip	114,999.22	1,267,120.00	8,992.44	1,143,128.34
033 Curriculum	473,864.66	1,883,273.00	94,637.16	1,314,771.18
034 Professonal Learning State	0.00	2,174,519.00	0.00	2,174,519.00
035 Pupil Safety	525,354.07	1,849,698.00	540,296.00	784,047.93
041 Food Service Supervision	460,736.37	1,646,525.00	987,744.60	198,044.03
042 Food	947,524.02	4,486,152.00	2,992,296.65	546,331.33
043 Commodities	0.00	0.00	0.00	0.00
044 Food Service Operations	1,656,021.88	7,206,910.00	336,355.97	5,214,532.15
049 Transfers	-23,633.25	0.00	0.00	23,633.25
051 Transportation Supervision	259,175.63	1,014,842.00	13,637.21	742,029.16
052 Transportation Operations	1,809,485.31	7,511,824.00	714,599.03	4,987,739.66
053 Transportation Maintenance	264,418.51	1,115,543.00	150,996.10	700,128.39
054 Transportation Maintenance	0.00	0.00	0.00	0.00
055 Transportation Maintenance	0.00	0.00	0.00	0.00
056 Transportation Insurance	313,309.24	361,100.00	0.00	47,790.76
058 TBD	0.00	0.00	0.00	0.00
059 Transfers	-109,537.85	-318,920.00	0.00	-209,382.15
061 Maintenance Supervision	175,017.98	948,779.00	0.00	773,761.02
062 Maintenance Grounds	464,102.26	2,373,720.00	319,642.44	1,589,975.30
063 Operations Buildings	1,713,270.05	7,163,412.00	5,019.76	5,445,122.19
064 Maintenance Of Bldg & Equip	1,131,138.25	5,319,283.00	702,899.94	3,485,244.81
065 Utilities	631,045.51	4,127,000.00	0.00	3,495,954.49

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by Activity**

FISCAL YEAR: 2025

REPORT DATE: 11/30/2024

Activity	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
067 Bldg Security	31,829.31	95,000.00	11,101.62	52,069.07
068 Insurance	3,550,694.48	3,861,500.00	0.00	310,805.52
072 Data Processing	966,816.07	5,340,664.00	236,727.81	4,137,120.12
073 Printing	111,349.68	454,620.00	179,477.43	163,792.89
074 Warehouse	155,499.77	733,829.00	2,000.00	576,329.23
075 Motor Pool	36,003.47	387,181.00	133,998.85	217,178.68
083 Interest	0.00	6,500.00	0.00	6,500.00
091 Public Activities	4,418.92	37,675.00	0.00	33,256.08
<b>Total:</b>	<b>81,094,136.37</b>	<b>328,136,352.00</b>	<b>16,797,550.24</b>	<b>230,244,665.39</b>

**Report Selection:**

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**KENNEWICK SCHOOL DISTRICT**  
**Current Expenditure Budget by State Object**

FISCAL YEAR: 2025

REPORT DATE: 11/30/2024

State Object	Expenditures Year-to-Date	Current Budget	Encumbered	Over/Under
0 Debit Transfer	189,640.20	472,370.00	0.00	282,729.80
1 Credit Transfer	-189,640.20	-472,370.00	0.00	-282,729.80
2 Certificated Salaries	38,821,485.09	150,804,184.00	0.00	111,982,698.91
3 Classified Salaries	12,692,567.79	53,717,672.00	0.00	41,025,104.21
4 Benefits & PR Taxes	18,081,041.96	75,784,515.00	0.00	57,703,473.04
5 Supplies	2,326,265.82	13,706,757.00	2,009,693.33	9,370,797.85
7 Contract Services	8,883,141.22	32,860,243.00	14,589,731.57	9,387,370.21
8 Travel	164,784.40	751,053.00	2,906.64	583,361.96
9 Capital Outlay	124,850.09	511,928.00	195,218.70	191,859.21
<b>Total:</b>	<b>81,094,136.37</b>	<b>328,136,352.00</b>	<b>16,797,550.24</b>	<b>230,244,665.39</b>

Report Selection:

GLK\_KEY\_MSTR.[glk\_grp\_part01] = '01'

**Kennewick SD #17**  
**Budget Status - Capital Projects Fund**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	4,750,100.00	151,581.80	1,868,943.15	0.00	2,881,156.85	60.65
2000	Local State Non-Tax	600,000.00	706,422.08	918,242.12	0.00	-318,242.12	53.04
4000	State Revenues Special Purpose	8,900,000.00	634,330.00	1,620,169.95	0.00	7,279,830.05	81.79
6000	Other Revenue	0.00	751,387.96	751,387.96	0.00	-751,387.96	0.00*
7000	Sale of Bonds	0.00	0.00	0.00	0.00	0.00	0.00
9000	Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>		<b>14,250,100.00</b>	<b>2,243,721.84</b>	<b>5,158,743.18</b>	<b>0.00</b>	<b>9,091,356.82</b>	<b>63.79</b>
<b>B. Expenditures</b>							
	10 - Sites	2,000,000.00	2,270.75	4,970.75	0.00	1,995,029.25	99.75
	20 - Buildings	12,450,000.00	775,015.00	1,045,797.57	6,369,847.81	5,034,354.62	40.43
	30 - Equipment	9,600,000.00	16,094.50	104,173.94	3,735,044.74	5,760,781.32	60.00
<b>Total Expenditures</b>		<b>24,050,000.00</b>	<b>793,380.25</b>	<b>1,154,942.26</b>	<b>10,104,892.55</b>	<b>12,790,165.19</b>	<b>53.18</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>							
		-9,799,900.00	1,450,341.59	4,003,800.92			-3,698,808.37      0.00
<b>F. Total Beginning Fund Balance</b>		0.00		37,120,507.13			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-9,799,900.00		41,124,308.05			
<b>I. Ending Fund Balance Accounts</b>							
GL 810 Restricted for Other Items		0.00		0.00			
GL 825 Restricted Skill Centers		0.00		0.00			

\* Zero budget with charges against it.



**Kennewick SD #17**

**Budget Status - Capital Projects Fund**

Location 000

Report Date: 11/30/2024

	<b>Budget</b>	<b>MTD Actual</b>	<b>YTD Actual</b>	<b>Encumbrance</b>	<b>Balance</b>	<b>% Remaining</b>
GL 861 Restricted from Bond Proceeds	0.00		0.00			
GL 862 Restricted from Levy Proceeds	0.00		3,805,882.58			
GL 863 Restricted from State Proceeds	0.00		22,705,089.24			
GL 888 Assigned to Other Purposes	0.00		0.00			
GL 889 Assigned to Fund Purposes	0.00		10,609,535.31			
GL 890 Unreserved/ Fund Balance	-9,799,900.00		4,003,800.92			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Debt Service Fund**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	18,499,350.00	613,382.76	7,560,914.12	0.00	10,938,435.88	59.12
9000	Long-Term Financing	0.00	0.00	0.00	0.00	0.00	0.00
9999	Transfers	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenues/Other Fin. Sources		18,499,350.00	613,382.76	7,560,914.12	0.00	10,938,435.88	59.12
<b>B. Expenditures</b>							
92	.	6,530,000.00	0.00	0.00	0.00	6,530,000.00	100.00
11	Debt Principal	12,030,000.00	0.00	0.00	0.00	12,030,000.00	100.00
Total Expenditures		18,560,000.00	0.00	0.00	0.00	18,560,000.00	100.00
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-60,650.00	613,382.76	7,560,914.12		-7,621,564.12	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		9,114,428.50			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-60,650.00		16,675,342.62			
<b>I. Ending Fund Balance Accounts</b>							
	GL 810 Restricted for Other Items	0.00		0.00			
	GL 830 Restricted Debt Service	0.00		9,114,428.50			
	GL 889 Assigned to Fund Purposes	0.00		0.00			
	GL 890 Unreserved/ Fund Balance	-60,650.00		7,560,914.12			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
							Remaining
<b>A. Revenue/Other Fin. Sources</b>							
		0.00	0.00	0.00	0.00	0.00	0.00
100	General Student Body	823,025.00	53,108.62	152,982.93	0.00	670,042.07	81.41
200	Athletics	917,796.00	16,148.46	430,836.81	0.00	486,959.19	53.05
300	Classes	116,030.00	25.00	2,234.00	0.00	113,796.00	98.07
400	Clubs	1,377,759.00	19,769.54	129,205.94	0.00	1,248,553.06	90.62
600	Private Moneys	26,400.00	0.00	33.69	0.00	26,366.31	99.87
Total Revenues/Other Fin. Sources		3,261,010.00	89,051.62	715,293.37	0.00	2,545,716.63	78.06
<b>B. Expenditures</b>							
100	General Student Body	859,175.00	47,697.08	104,105.90	40,701.03	714,368.07	83.14
200	Athletics	1,108,812.00	57,563.07	139,280.69	12,580.75	956,950.56	86.30
300	Classes	87,420.00	2,734.04	19,136.95	0.00	68,283.05	78.10
400	Clubs	1,369,095.00	81,651.72	141,393.73	58,823.65	1,168,877.62	85.37
600	Private Moneys	40,100.00	3,738.40	14,519.83	0.00	25,580.17	63.79
Total Expenditures		3,464,602.00	193,384.31	418,437.10	112,105.43	2,934,059.47	84.68
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>							
		-203,592.00	-104,332.69	296,856.27		-388,342.84	0.00
<b>F. Total Beginning Fund Balance</b>							
		0.00		1,873,533.35			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>							
		-203,592.00		2,170,389.62			
<b>I. Ending Fund Balance Accounts GL 810 Restricted for Other Items</b>							
		0.00		0.00			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - ASB Fund**

**Location 000**

**Report Date: 11/30/2024**

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
GL 819 Restricted to Fund Purpose	0.00		1,873,533.35			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-203,592.00		2,170,389.62			
	-203,592.00		4,043,922.97			

\* Zero budget with charges against it.

**Kennewick SD #17**  
**Budget Status - Self Insurance**

Location 000

Report Date: 11/30/2024

		Budget	MTD Actual	YTD Actual	Encumbrance	Balance	% Remaining
<b>A. Revenue/Other Fin. Sources</b>							
1000	Local Revenues	0.00	0.00	0.00	0.00	0.00	0.00
2000	Local State Non-Tax	1,700,000.00	4,179.91	5,774.07	0.00	1,694,225.93	99.66
Total Revenues/Other Fin. Sources		1,700,000.00	4,179.91	5,774.07	0.00	1,694,225.93	99.66
<b>B. Expenditures</b>							
97	Districtwide Support	2,785,000.00	27,911.18	379,259.19	0.00	2,405,740.81	86.38
Total Expenditures		2,785,000.00	27,911.18	379,259.19	0.00	2,405,740.81	86.38
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>							
<b>D. Other Financing Uses (GL535)</b>							
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>		-1,085,000.00	-23,731.27	-373,485.12		-711,514.88	0.00
<b>F. Total Beginning Fund Balance</b>		0.00		5,134,253.47			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>							
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>		-1,085,000.00		4,760,768.35			
<b>I. Ending Fund Balance Accounts</b>							
	GL 889 Assigned to Fund Purposes	0.00		5,134,253.47			
	GL 890 Unreserved/ Fund Balance	-1,085,000.00		-373,485.12			
		-1,085,000.00		4,760,768.35			

\* Zero budget with charges against it.

**Kennewick SD #17**

**Budget Status - Transportation Fund**

Report Date: 11/30/2024

	Budget	MTD Actual	YTD Actual	Encumbrance	Balance	%
						Remaining
<b>A. Revenue/Other Fin. Sources</b>						
2000 Local State Non-Tax	3,000.00	1,554.50	4,516.49	0.00	-1,516.49	50.54
4000 State Revenues Special Purpose	1,500,000.00	0.00	0.00	0.00	1,500,000.00	100.00
9999 Transfers	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenues/Other Fin. Sources</b>	<b>1,503,000.00</b>	<b>1,554.50</b>	<b>4,516.49</b>	<b>0.00</b>	<b>1,498,483.51</b>	<b>99.69</b>
<b>B. Expenditures</b>						
99 Pupil Transport	0.00	0.00	0.00	0.00	0.00	0.00
99 Pupil Transport Equipmt Purc	1,800,000.00	0.00	0.00	3,364,657.46	-1,564,657.46	86.92
<b>Total Expenditures</b>	<b>1,800,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,364,657.46</b>	<b>-1,564,657.46</b>	<b>86.92</b>
<b>C. Other Fin. Uses Trans. Out (GL 536)</b>						
<b>D. Other Financing Uses (GL535)</b>						
<b>E. Excess of Revenues/Other Fin. Srcs Over (Under) Expenditures And Other Fin Uses (A-B-C-D)</b>	<b>-297,000.00</b>	<b>1,554.50</b>	<b>4,516.49</b>		<b>3,063,140.97</b>	<b>0.00</b>
<b>F. Total Beginning Fund Balance</b>	<b>0.00</b>		<b>552,949.49</b>			
<b>G. GL 898 Prior Year Adjustments (+ or -)</b>						
<b>H. Total Ending Fund Balance (E + F + OR - G)</b>	<b>-297,000.00</b>		<b>557,465.98</b>			
<b>I. Ending Fund Balance Accounts</b>						
GL 810 Restricted for Other Items	0.00		0.00			
GL 819 Restricted to Fund Purpose	0.00		552,949.49			
GL 889 Assigned to Fund Purposes	0.00		0.00			
GL 890 Unreserved/ Fund Balance	-297,000.00		4,516.49			

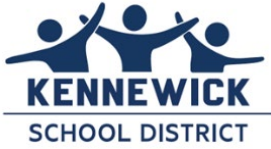
\* Zero budget with charges against it.

KENNEWICK SCHOOL DISTRICT #17  
Regular Board Meeting  
1/22/2025

WARRANT REGISTER Dated: 11/01/24 - 11/30/24

Warrant Type	Date	Numbers	Amount	Totals
General	15-Nov-24	399319-399457	2,013,616.54	
	27-Nov-24	399458-399557	993,095.03	
	27-Nov-24	399558-399600	3,977,194.04	
Total Accounts Payable Warrants				6,983,905.61
	05-Nov-24	Fed Tax Wire/B/C	238.90	
	15-Nov-24	A/P EFT	14,205.64	
	15-Nov-24	Capital One	21,089.41	
	25-Nov-24	Wire BMO	440,130.77	
	25-Nov-24	Use Tax	1,862.14	
	27-Nov-24	A/P EFT	9,962.85	
	27-Nov-24	Capital One	61,065.16	
	27-Nov-24	D Of R Wire	2,866,583.53	
	27-Nov-24	Child Supp wire	7,542.75	
	27-Nov-24	P/R Dir Dep Wire	11,377,628.02	
	27-Nov-24	Fed Tax Wire/B/C	3,973,280.71	
Total Wire - Benton County				18,773,589.88
	05-Nov-24	703058-703060	1,321.86	
	06-Nov-24	703061	1,515.26	
	18-Nov-24	703062	221.52	
	27-Nov-24	703063-703080	22,461.13	
Total Payroll General Warrants				25,519.77
Capital Projects	Date			
	11/15/2024	13026-13027	586,641.50	
	11/25/2024	Wire BMO/DoR/EFT/K	0.00	
	11/27/2024	13028-13031	205,955.75	
Total Capital Projects Warrants				792,597.25
ASB	Date			
	11/15/2024	66449-66481	46,965.20	
	11/25/2024	Wire BMO/DoR/EFT/K	113,696.22	
	11/27/2024	66482-66506	33,620.89	
Total ASB Warrants				194,282.31
Transportation/Vehicle	Date			
Total Transportation/Vehicle Warrants				0.00
Self Ins Wkrs Comp	Date			
	11/15/2024	1239-	17,736.19	
	11/25/2024	Wire BMO/DoR/EFT	1,171.90	
	11/27/2024	1240-1241	39,178.43	
Total Self Ins Wkrs Comp/Dental Fund				58,086.52
Total Warrants Issued			26,827,981.34	26,827,981.34

^ 1/17/2025



**A RESOLUTION AUTHORIZING THE  
SALE OF SURPLUS PROPERTY 2024-2025  
SEE ATTACHMENT A**

**WHEREAS** certain equipment and supplies which are no longer economical to repair or maintain are currently in storage in the School District, and

**WHEREAS**, for the most part, said equipment is of such small value that it would be fiscally impractical, even at depreciated cost, for public and private school districts outside of the Tri-Cities area to acquire and then transport the surplus items,

**IT IS RESOLVED** that the Assistant Superintendent of Operations or designee is authorized to sell the surplus property; Provided said property is offered to the public to view and bid auction on said items with the items selling to the highest bidder on condition that the bid is tendered and items removed in a timely manner, as provided in the procedures established for this sale; and, Provided that the terms and conditions of sale are to be advertised in the Tri-City Herald, a newspaper of general circulation in the School District; and, Finally Provided that the Assistant Superintendent of Operations, or designee, shall give actual notice, as required by RCW 28A.335.180, of availability, at depreciated cost, of said surplus items to public and private school counterparts in the metropolitan Tri-Cities area.

Adopted and approved this 22nd day of January 2025.

ATTEST \_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Vice President, Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors

\_\_\_\_\_  
Member of the Board of Directors



## 2024-2025 SURPLUS SUPPLIES AND EQUIPMENT

### ATTACHMENT A

SHOP TOOLS

SHOP EQUIPMENT

CUSTODIAL EQUIPMENT

CUSTODIAL SUPPLIES

PE/SPORTS EQUIPMENT

PE/SPORTS CLOTHING

GROUNDS EQUIPMENT

AUTOMOTIVE TOOLS

AUTOMOTIVE EQUIPMENT

WELDING EQUIPMENT

WASHERS/DRYERS

KITCHEN EQUIPMENT

REFRIDGERATORS

FREEZERS

MILK COOLERS

MUSIC EQUIPMENT

MUSICAL INSTRUMENTS

MUSIC STORAGE RACKS

OT/PT ITEMS

CARTS/ROLLING CARTS

OFFICE EQUIPMENT

CARPENTRY TOOLS

FURNITURE

PRESCHOOL TOYS

LIBRARY BOOKS

TEXTBOOKS

LIBRARY ITEMS

MAGAZINE/BOOK RACKS

LARGE STORAGE RACKS

LOCKERS

MATS/PADS/RUGS

WORKBENCHES

SCIENCE MATERIALS

SCHOOL SUPPLIES

BOOKSHELFS

FILE CABINETS

METAL CABINETS/SHELVES

WOOD CABINETS/SHELVES

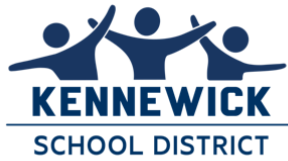
OFFICE CHAIRS

STUDENT CHAIRS

CLASSROOM FURNITURE

SCHOOL FURNITURE

LARGE METAL BREAK



## SCHOOL BOARD MEMORANDUM

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Date: January 22, 2025  
To: Board of Directors  
Cc: Dr. Traci Pierce  
From: BJ Wilson, Director of Student Services  
RE: 2025-2026 Foreign Exchange Agencies and Coordinators

Below is a list of the Foreign Exchange Service Agencies and their local representatives who have returned their Intent to place forms for foreign exchange students for the 2025-2026 school year:

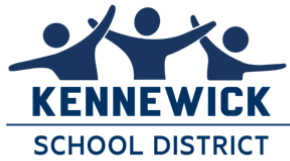
- Pan Atlantic Foundation- Lori Finn
- Organization for Culture Exchange Among Nations (OCEAN)- Megan Hickman
- Council on International Educational Exchange (CIEE)- Allison Prunty
- Greenheart Exchange- Julie McInturff
- EF High School Exchange- Amanda House-Tapuy

The above programs are listed as approved programs with the Council for Standards of International Educational Travel and Exchange Programs (CSIET). Coordinators have provided Kennewick School District Board Policy and Administrative Regulation for the Foreign Exchange Program.

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### **Recommendation:**

The Board approves the 2025-26 Foreign Exchange Agencies and Coordinators as presented.



## SCHOOL BOARD MEMORANDUM

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Date: January 22, 2025  
To: Board of Directors  
Cc: Dr. Traci Pierce  
From: Alyssa St. Hilaire  
RE: Recommendation of Instructional Materials

In compliance with Kennewick School District Policy #2310, the following instructional materials have gone through the approval process for the district and are now being presented to the Kennewick School District Board of Directors for approval and adoption. The materials have completed the review process involving faculty, parent/community members, and curriculum advisory committee, instructional material committee and the assistant superintendent of teaching and learning.

---

### **Recommendation:**

See Attached: Instructional Materials Committee Recommendation

Alyssa St. Hilaire

Assistant Superintendent of Teaching and Learning

AS/kml

**January 22, 2025 - Board Meeting  
Instructional Committee Recommendations**

<b>TITLE</b>	<b>AUTHOR</b>	<b>PUBLISHER</b>	<b>FORMAT</b>	<b>COPYRIGHT</b>	<b>GRADE LEVEL</b>	<b>DESCRIPTION</b>	<b>ACTION BY IMC</b>
Parlay Ideas	Parlay Ideas	Parlay Ideas	Digital	1/1/22	6-8 <sup>th</sup> grade	Digital Resource	Recommend
12 Angry Men	Reginald Rose & Sherman L. Sergel	Dramatic Publishing Co	Book	1/1/55	7 <sup>th</sup> grade Honors ELA	Supplemental Material	Recommend
Next Generation Finance	Jessica Endich and Tim Ranzetta	Jessica Endich and Tim Ranzetta	Digital	2014	11 <sup>th</sup> -12 <sup>th</sup> grade	Core Math Curriculum	Recommend
Lift Welcome & Intro	Program Advisors	National Geographic Learning	Digital and Book	1/1/25	6 <sup>th</sup> – 12 <sup>th</sup> grade	Supplemental Material	Recommend
Elementary Technology	Brittany Washburn	Washburn Ed Resources, LLC	Digital	9/1/24	K – 5 <sup>th</sup> grade	Digital Resource	Recommend

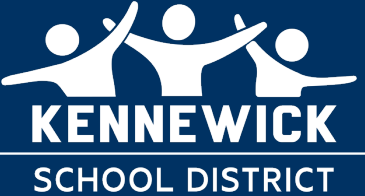
<b>TITLE</b>	<b>AUTHOR</b>	<b>PUBLISHER</b>	<b>FORMAT</b>	<b>COPYRIGHT</b>	<b>GRADE LEVEL</b>	<b>DESCRIPTION</b>	<b>ACTION BY IMC</b>
EverFI K-12	EverFI K-12	EverFI K-12	Digital	10/08/24	6 <sup>th</sup> -12 <sup>th</sup> grade	Supplemental Material	Tabled



# Annual Report

Nutrition Services Department

January 22, 2025





# Agenda

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Nutrition Services Team

---

Tri Tech Culinary Team

---

Student Feedback

---

Opportunity Assessment

---

Eco Sure Audit

---

2023-24 Revenue and Expenses

---

Meal Count Comparisons

---

Future Chef



# Meet our Office Team

Brandi Barajas – Field Supervisor

Audrey Branham – Field Supervisor

Cori Mcfadden – Assistant Director

Sabrina Wood – Administrative Assistant

Lisa Garrison – Administrative Assistant

Mandi Kinsey – Application Processor

Christine Benson - Director



STUDENTS



READY FOR  
THEIR FUTURE



Tri Tech Culinary Team





# Student Feedback – High School

Superintendent's Student Advisory Council participated in a focus group to give feedback about school meals

## What Students Like

- Convenience
- Second Chance Breakfast
- Staff are friendly

## Room for Improvement

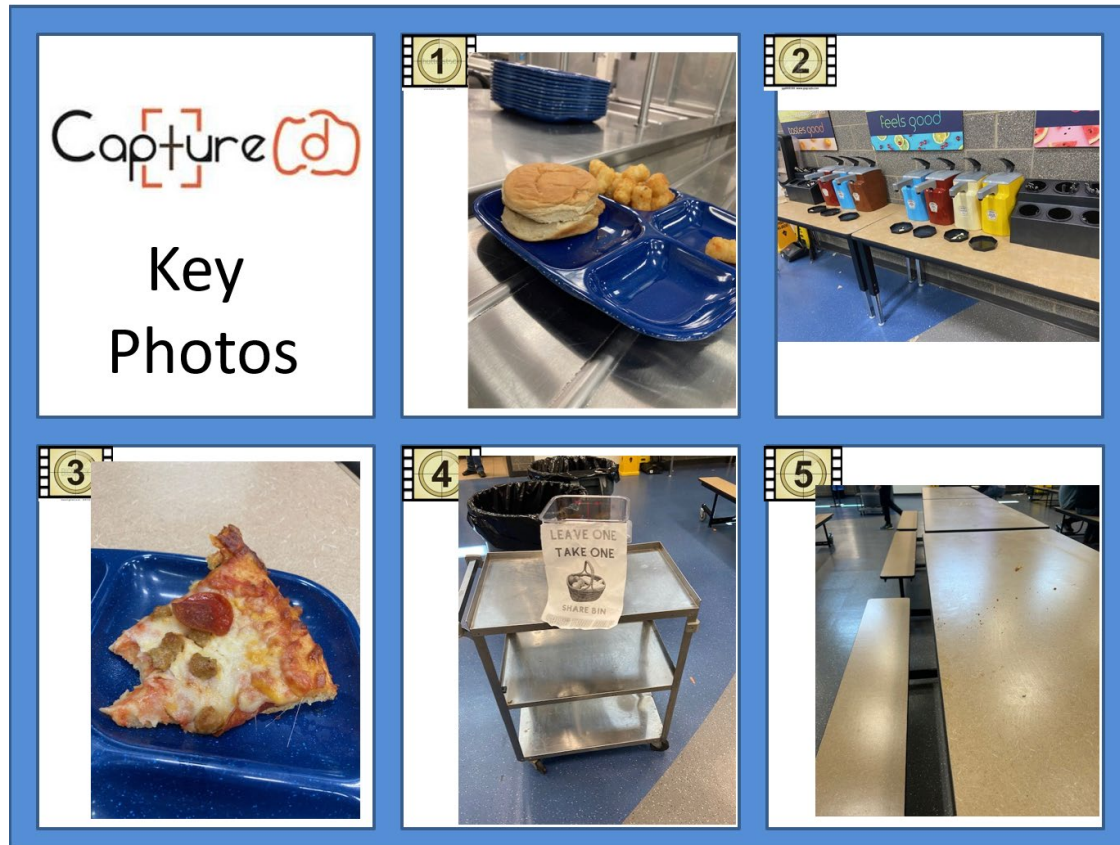
- More variety of fruit and vegetables
- Easy access to menus and nutrition facts






# Student Feedback – Middle School

## Captured Survey at Chinook



Capture   
Key  
Photos

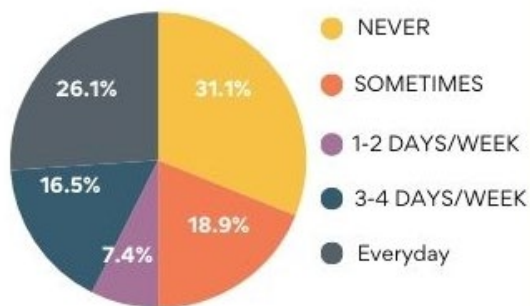
### Actionable Items

- Chicken sandwich – improve quality
- More sauce options
- Pizza is the best
- Remind students how to use share basket
- Tables are dirty and sticky

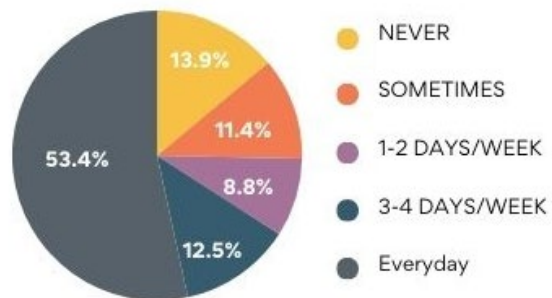


# Student Feedback – Elementary School

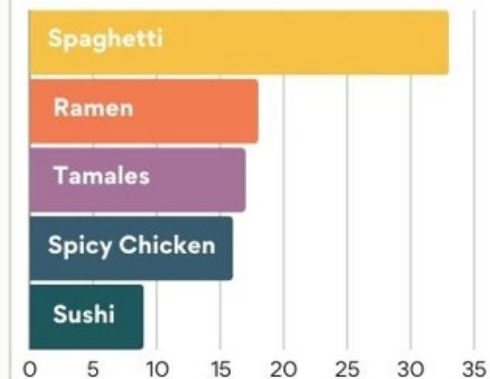
## How Often Do You Eat Breakfast At School?



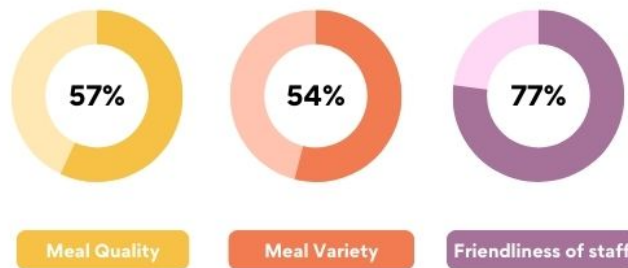
## How Often Do You Eat Lunch At School?



## What Students want to see



## School Meal Experience



Students were asked to rate each of these on a scale of 1-5. This shows the percent of students who rated their experience either good or excellent (4 or 5).





May 2024

October 2025

# Monthly Opportunity Assessment

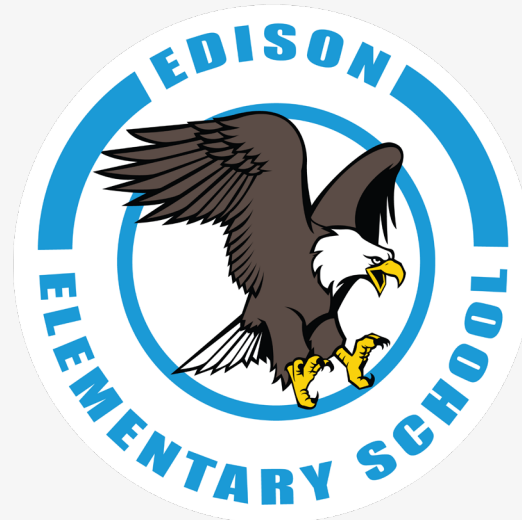
Breakfast Program Opportunity					
School	ADP	% Part	Enroll	% F&R	Free Opp
Amistad	637	72%	891	100%	254
Amon Creek	121	16%	757	100%	636
Canyon View	260	73%	358	100%	98
Cascade	341	64%	533	100%	192
Cottonwood	130	29%	449	100%	319
Eastgate	309	63%	489	100%	180
Edison	216	64%	338	100%	122
Fuerza	488	77%	635	100%	147
Hawthorne	343	75%	455	100%	112
Lincoln	302	74%	409	100%	107
Ridgeview	76	22%	342	100%	266
SageCrest	183	28%	662	100%	479
Southgate	309	71%	438	100%	129
Sunset View	128	34%	371	100%	243
Vista	233	69%	337	100%	104
Washington	336	84%	401	100%	65
Westgate	276	63%	442	100%	166
Chinook	484	53%	916	100%	432
Desert Hills	160	18%	900	100%	740
Highlands	392	55%	713	100%	321
Horse Heaven	476	55%	867	100%	391
Park	469	67%	700	100%	231
Kamiakin	88	5%	1,856	100%	1,768
Kennewick	583	32%	1,830	100%	1,247
Legacy	38	12%	310	100%	272
Phoenix	16	25%	64	100%	48
Southridge	450	28%	1,620	100%	1,170
Tri Tech	135	21%	651	100%	516
<b>Totals</b>	<b>7,979</b>	<b>43%</b>	<b>18,734</b>	<b>100%</b>	<b>10,755</b>

Breakfast Program Opportunity					
School	ADP	% Part	Enroll	% F&R	Free Opp
Amistad	728	82%	893	100%	165
Amon Creek	95	16%	586	100%	491
Canyon View	258	73%	354	100%	96
Cascade	347	68%	510	100%	163
Cottonwood	140	29%	476	100%	336
Eastgate	340	72%	474	100%	134
Edison	267	71%	373	100%	106
Fuerza	505	79%	636	100%	131
Hawthorne	321	75%	428	100%	107
Lincoln	290	66%	439	100%	150
Ridgeview	96	20%	483	100%	387
SageCrest	125	24%	512	100%	387
Southgate	296	70%	421	100%	125
Sunset View	132	32%	417	100%	285
Vista	284	70%	409	100%	125
Washington	341	85%	400	100%	59
Westgate	289	68%	424	100%	135
Chinook	542	56%	960	100%	418
Desert Hills	477	52%	924	100%	447
Highlands	370	50%	748	100%	378
Horse Heaven	441	52%	853	100%	412
Park	499	71%	705	100%	206
Kamiakin	268	14%	1,969	100%	1,701
Kennewick	576	30%	1,922	100%	1,346
Legacy	30	14%	217	100%	187
Phoenix	23	37%	63	100%	40
Southridge	422	26%	1,639	100%	1,217
Tri Tech	125	16%	765	100%	640
MCP	22	5%	474	100%	452
<b>Totals</b>	<b>8,649</b>	<b>44%</b>	<b>19,474</b>	<b>100%</b>	<b>10,825</b>

**DISTRICT**

**INNOVATIVE, PROACTIVE AND ACCOUNTABLE**





**3 Checks for Safety** 

-  **Do I Know How to Do the Job?**  
Make sure you understand how to do it safely.
-  **Do I Have the Right Equipment?**  
You need the right tools, the right PPE, and the right equipment – don't try it with anything less.
-  **Is My Environment Safe?**  
Check out your surroundings – make sure there's nothing you can trip over, slip on or get in the way of safe movements.

STAFF



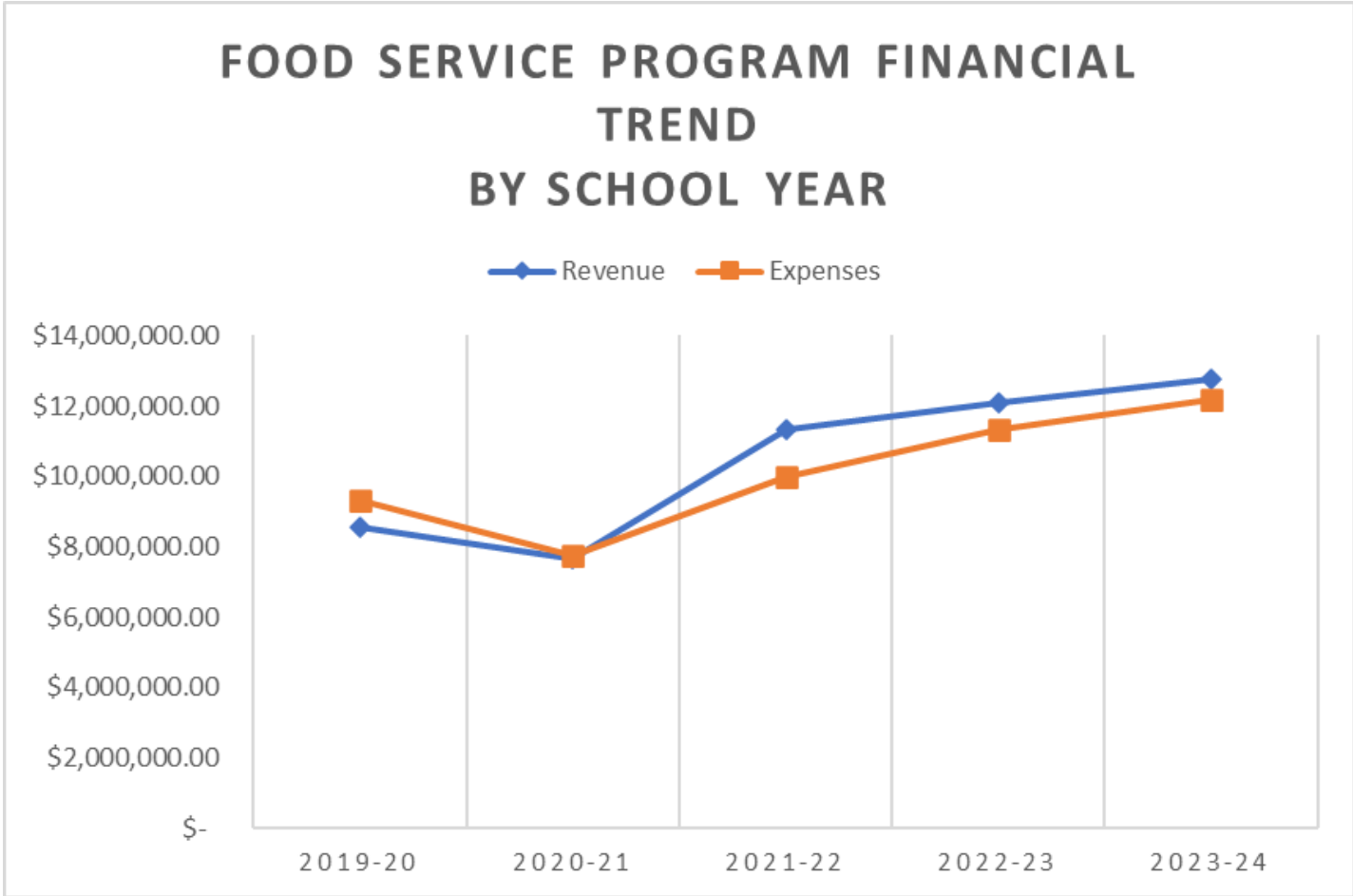
SAFE, RESPECTED AND VALUED

# Commitment to Safety – Eco Sure Audit





# Revenue and Expenses



DISTRICT



INNOVATIVE, PROACTIVE AND ACCOUNTABLE



# Meal Count Comparison

School Year	2023-2024		2022-2023	
	# of meals	ADP	# of meals	ADP
Lunch	1,871,778	10,457	1,808,100	10,101
Breakfast	1,380,228	7,754	1,221,147	6,899
Snacks	441	2	2,816	16
Supper	134,150	749	115,022	643
Equivalent Meals	27,312	153	28,849	161
Total Meals	3,413,909	19,072	3,175,934	17,743

STUDENTS



ENGAGED  
LEARNERS



# Summer Meal Count Comparison

Summer	2023-2024		2022-2023	
	# of meals	ADP	# of meals	ADP
Lunch	12,183	530	27,104	695
Breakfast	5,440	237	15,304	392
<b>Total Meals</b>	<b>17,623</b>	<b>766</b>	<b>42,408</b>	<b>1,087</b>
	<b>Total Revenue</b>	<b>Revenue/Day</b>	<b>Total Revenue</b>	<b>Revenue/Day</b>
Summer Lunch	\$62,499	\$2,717	\$131,996	\$3,385
Summer Breakfast	\$15,898	\$691	\$42,430	\$1,088
<b>Total Summer Revenue</b>	<b>\$78,397</b>	<b>\$3,409</b>	<b>\$174,426</b>	<b>\$4,472</b>

**FAMILIES**

**KEY PARTNERS**

**COMMUNITY**

**IMPORTANT COLLABORATORS**





# Liam Andreassen Future Chef 2024

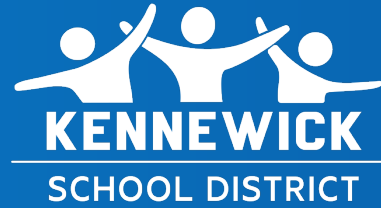
- 4<sup>th</sup> and 5<sup>th</sup> Graders
- March 7, 2025 @ Tri Tech Skills Center
- Looking for judges



STUDENTS

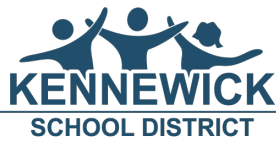


ENGAGED  
LEARNERS



# Board Questions and Comments





Board Meeting Presentation Overview  
Date: January 22, 2025

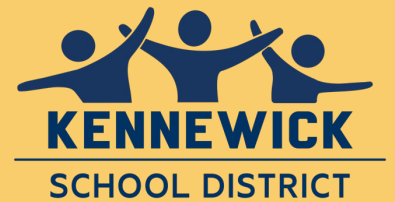
<b>Topic</b>	<b>Staff Safety Annual Report</b>														
<b>Strategic Goal Focus</b>	<table border="1" style="width: 100%;"> <tr><td></td><td>1. All students are safe, known and valued</td></tr> <tr><td></td><td>2. All students are engaged learners</td></tr> <tr><td></td><td>3. All students are ready for their future</td></tr> <tr><td><b>X</b></td><td>4. All staff members are safe, respected and valued professionals</td></tr> <tr><td></td><td>5. All community members are important collaborators</td></tr> <tr><td></td><td>6. All families are key partners</td></tr> <tr><td></td><td>7. The district is innovative, proactive and accountable</td></tr> </table>		1. All students are safe, known and valued		2. All students are engaged learners		3. All students are ready for their future	<b>X</b>	4. All staff members are safe, respected and valued professionals		5. All community members are important collaborators		6. All families are key partners		7. The district is innovative, proactive and accountable
	1. All students are safe, known and valued														
	2. All students are engaged learners														
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<b>X</b>	4. All staff members are safe, respected and valued professionals														
	5. All community members are important collaborators														
	6. All families are key partners														
	7. The district is innovative, proactive and accountable														
<b>Rationale for Topic/Purpose of Agenda Item</b>	On an annual basis, Labor & Industries (L&I) claim and loss data is presented to the Board.														
<b>Board Meeting Focus</b>	<table border="1" style="width: 100%;"> <tr><td><b>X</b></td><td>Review Information</td></tr> <tr><td></td><td>Hold discussion</td></tr> <tr><td></td><td>Provide direction</td></tr> <tr><td></td><td>Make decision</td></tr> </table>	<b>X</b>	Review Information		Hold discussion		Provide direction		Make decision						
<b>X</b>	Review Information														
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	Provide direction														
	Make decision														
<b>Relevance to Board's Role</b>	<table border="1" style="width: 100%;"> <tr><td></td><td>Policy</td></tr> <tr><td><b>X</b></td><td>System accountability</td></tr> <tr><td></td><td>Fiscal oversight</td></tr> <tr><td></td><td>Communication</td></tr> <tr><td></td><td>Advocacy</td></tr> </table>		Policy	<b>X</b>	System accountability		Fiscal oversight		Communication		Advocacy				
	Policy														
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	Fiscal oversight														
	Communication														
	Advocacy														
<b>Key Considerations for Board Discussion</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>														
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>														

# 2025 Staff Safety Report

Mollie Lütz

Safety & Loss Prevention Specialist

January 22, 2025



# Topic Overview

<b>Topic</b>	<b>Staff Safety Annual Report</b>	
<b>Strategic Goal Focus</b>	<input type="checkbox"/>	1. All students are safe, known and valued
	<input type="checkbox"/>	2. All students are engaged learners
	<input type="checkbox"/>	3. All students are ready for their future
	<input checked="" type="checkbox"/>	4. All staff members are safe, respected and valued professionals
	<input type="checkbox"/>	5. All community members are important collaborators
	<input type="checkbox"/>	6. All families are key partners
	<input type="checkbox"/>	7. The district is innovative, proactive and accountable
<b>Rationale for Topic/Purpose of Agenda Item</b>	On an annual basis, Labor & Industries (L&I) claim and loss data is presented to the Board.	
<b>Board Meeting Focus</b>	<input checked="" type="checkbox"/>	Review Information
	<input type="checkbox"/>	Hold discussion
	<input type="checkbox"/>	Provide direction
	<input type="checkbox"/>	Make decision
<b>Relevance to Board's Role</b>	<input type="checkbox"/>	Policy
	<input checked="" type="checkbox"/>	System accountability
	<input type="checkbox"/>	Fiscal oversight
	<input type="checkbox"/>	Communication
	<input type="checkbox"/>	Advocacy
<b>Key Considerations for Board Discussion</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	

# Goal, Indicators and Targets

Focus: *Physical Staff Safety*



## STAFF

### **GOAL: All staff members are safe, respected and valued professionals**

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- Working in safe and positive environments.
  - Valued for their diversity and recognized for their unique contributions as educators, support staff and administrators.
  - Members of high-functioning, collaborative teams who use data to plan, improve and innovate.
  - Provided opportunities to learn and grow and held to high standards for professionalism and performance.
- 
- The number of Labor & Industries (L&I) claims filed each year is **≤3.0%** of the total number of employees
  - The % of “time loss” L&I claims are **≤10.0%** each year

# Presentation Focus

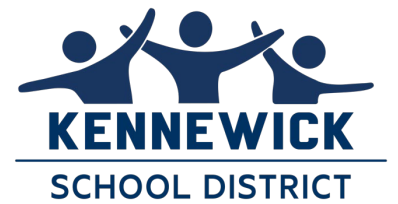


Required Staff  
Safety-Related Training



Claims and Loss Data

# Required Training





**Physical Safety-  
Focused  
Safe Schools  
Training  
Modules**

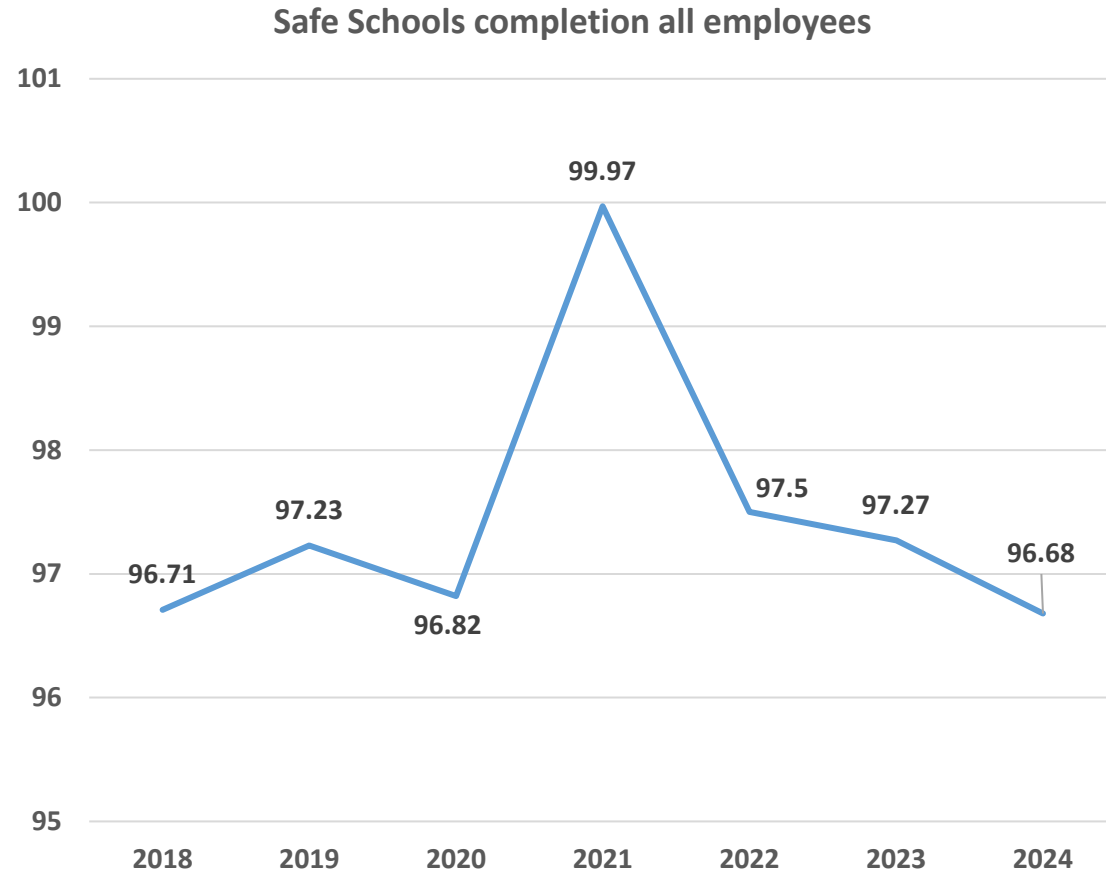
Bloodborne Pathogen Exposure Prevention

Hazard Communication

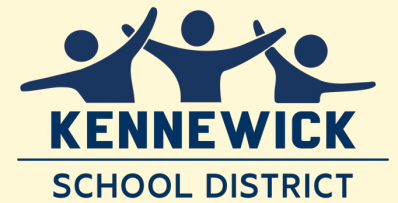
Caduceus Injury reporting

Health Emergencies Overview

**In 2024, 96.68% of all district employees completed required training on time**



# Claims & Loss Data



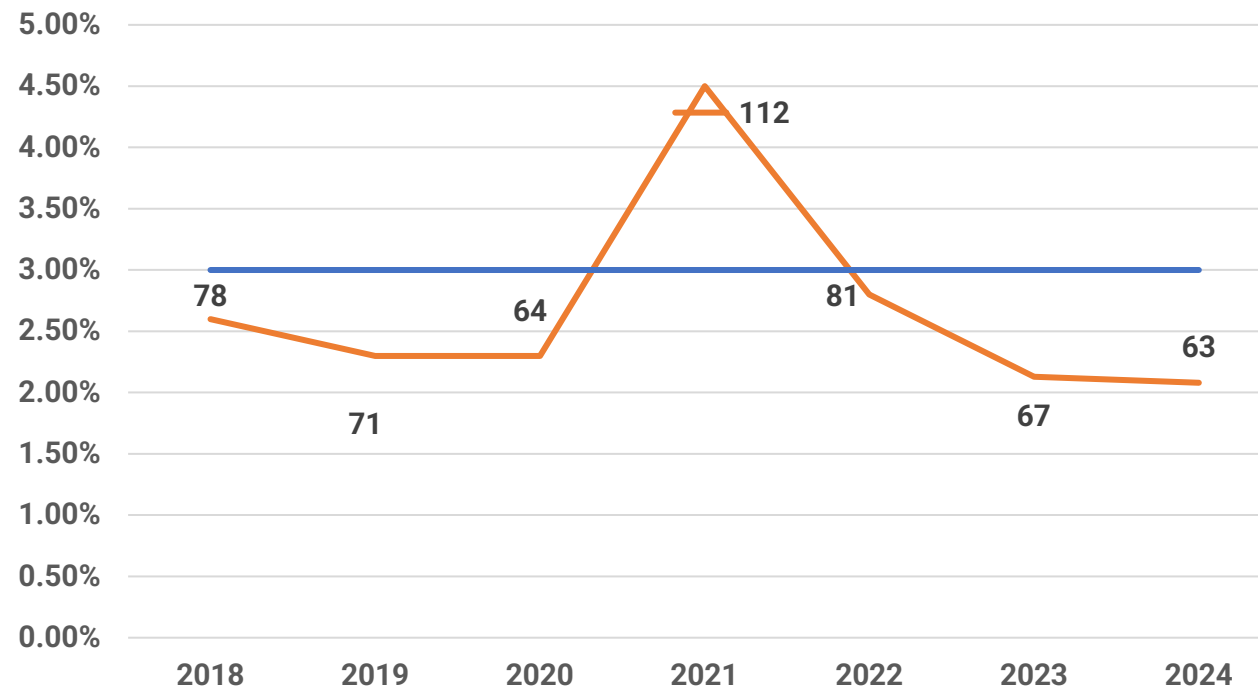
# Who Pays Claims & Employee Time Loss?

- The District collects premiums from employees and manages program premiums and expenditures/claims to ensure the program has adequate cash reserves to fund expected and outstanding claims.
- Quarterly payments/assessments are made to Labor & Industries (L&I) for statewide program administration.
- Other costs include:
  - Third Party Claims Administrator Services
  - Safety program related costs, equipment, supplies, training, etc.
  - Employee claims (doctor visits/physical therapy/equipment/etc.) and time loss (lost wages)

# Total Claims Filed

- A best practice indicator is that 3% or less of the workforce will file a claim each year.
- Accepted claims are an indicator of frequency in injuries.

# Percent of Staff Filing Claims

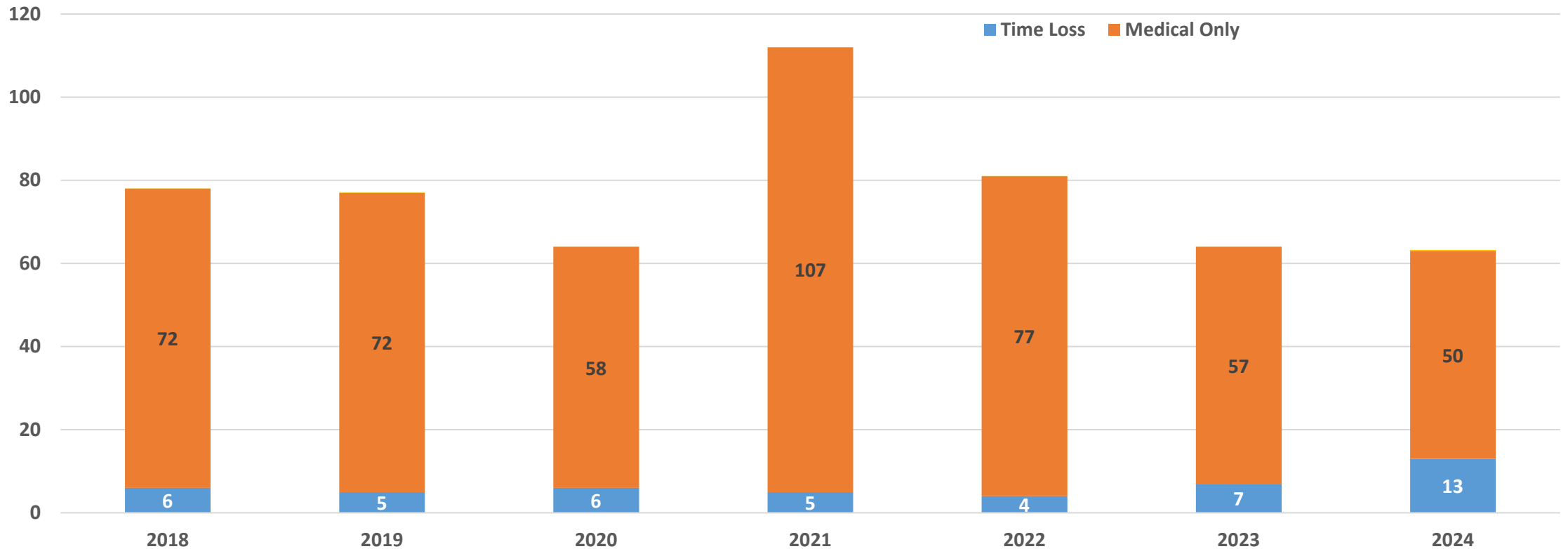


— Employees — Goal

# Staff Injury Data

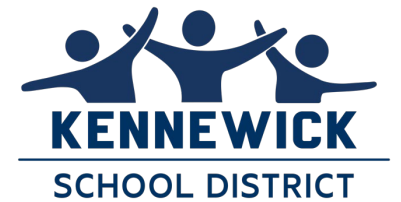
	Teachers Admin. & Secretaries		Para- Educators		Food Service		Coaches/ Casual		Transpor- tation		M&O		Total
2018	23		32		2		2		6		13		78
2019	22		21		5		0		8		15		71
2020	11		26		11		2		7		7		64
2021	40		43		8		0		9		12		112
2022	27		34		3		1		5		11		81
2023	26		25		2		3		2		6		64
2024	15	>1%	24	4%	5	4.25%	2	>1%	8	5.3%	9	5.77%	63

# Time Loss & Medical Only Claims





# Board Questions and Comments



**INSTRUCTION**

Electronic Information System, Electronic Resources, and Internet Safety

Acceptable Use Guidelines/Internet Safety Requirements

The Board believes that students need to be proficient and safe users of information, media, and technology. Therefore, the district utilizes electronic communication systems and resources that allow exceptional opportunities for students, staff, and patrons to communicate, learn, access, and publish information. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world, and that training to become a proficient technology user is a part of their basic education.

By ~~creating this~~providing this system and resources, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district provides the property comprising the system, and grants access to it by users, only for the educational activities authorized under this policy and regulation and under the specific limitations contained therein. Any use of the system must be in conformity with state and/or federal law, licenses, and district policy.

Unless otherwise specified, the following shall apply equally to students, employees, volunteers, and contractors employed by the district. Some employees, students, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or privileges.

The district's system is a combination of local and wide area networks, linking computers in all district facilities together and providing access to the Internet and digital resources. ~~To help ensure student safety and citizenship in online activities, the district will provide education about appropriate behavior, including interacting with other individuals online, and cyberbullying awareness and response.~~

The Board directs the superintendent or designee to provide training and procedures that encourage access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The

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district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The Board directs the superintendent or designee to provide training and procedures that encourage access to electronic resources by students, staff and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of electronic resources.

The Board acknowledges that the district will allow students the opportunity to possess and take off-site district owned electronic devices such as laptops and Chromebooks. The network, the messages transmitted, and the documents created on district networks or devices may be subject to public disclosure under the Washington State Public Records Act. Identifiable student information will be protected to the extent authorized by law. The district will electronically supervise the use of such property and provide guidance via district procedures and student and parent handbooks and guidelines.

~~In order to~~To match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate electronic resources and offer those which comply with guidelines listed in [Board Policy policy 2310 Selection and Adoption of Instructional Materials](#). ~~governing the selection of instructional materials.~~

#### Internet Safety

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To help ensure student safety and citizenship in online activities, the district will provide education about appropriate behavior, including digital citizenship and media literacy.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials. ~~The superintendent or designee~~ in evaluating such procedures and instructional materials, ~~the superintendent or designee~~ should ~~take into account~~ consider district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

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As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful, or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

=

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures, or student guidelines for electronic resources or acceptable use, district staff ~~may will~~ instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

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Legal Reference:     [18 U.S.C. §§ 2510](#)    Electronic Communication Privacy Act of 1986 (ECPA)

[Pub. L. No. 110-385](#)    Broadband Data Improvement Act

[Pub. L. No. 106-554](#)    Children's Internet Protection Act

Adopted:            November 8, 1995

Amended:           August 22, 2001

Amended:           May 09, 2012

Amended:           July 11, 2018

Amended:           June 21, 2023

Amended:           January 22, 2025

## INSTRUCTION

### Electronic Information System, Electronic Resources, and Internet Safety

#### Acceptable Use Guidelines

The Board believes that students need to be proficient and safe users of information, media, and technology. Therefore, the district utilizes electronic communication systems and resources that allow exceptional opportunities for students, staff, and patrons to communicate, learn, access, and publish information. The Board also believes that students need to be proficient users of information, media, and technology to succeed in a digital world, and that training to become a proficient technology user is a part of their basic education.

By providing this system and resources, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The district provides the property comprising the system, and grants access to it by users, only for the educational activities authorized under this policy and regulation and under the specific limitations contained therein. Any use of the system must be in conformity with state and/or federal law, licenses, and district policy.

Unless otherwise specified, the following shall apply equally to students, employees, volunteers, and contractors employed by the district. Some employees, students, volunteers, and contractors may have additional obligations owing to the nature of their positions and/or privileges.

The district's system is a combination of local and wide area networks, linking computers in all district facilities together and providing access to the Internet and digital resources.

The Board directs the superintendent or designee to provide training and procedures that encourage access to electronic information systems and networks by students, staff and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

#### Electronic Resources

The district will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The Board directs the superintendent or designee to provide training and procedures that encourage access to electronic resources by students, staff and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of electronic resources.

The Board acknowledges that the district will allow students the opportunity to possess and take off-site district owned electronic devices such as laptops and Chromebooks. The network, the messages transmitted, and the documents created on district networks or devices may be subject to public disclosure under the Washington State Public Records Act. Identifiable student information will be protected to the extent authorized by law. The district will electronically supervise the use of such property and provide guidance via district procedures and student and parent handbooks and guidelines.

To match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate electronic resources and offer those which comply with guidelines listed in policy 2310 Selection and Adoption of Instructional Materials.

#### Internet Safety

To help ensure student safety and citizenship in online activities, the district will provide education about appropriate behavior, including digital citizenship and media literacy.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials. In evaluating such procedures and instructional materials, the superintendent or designee should consider district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful, or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures, or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Legal Reference: [18 U.S.C. §§ 2510](#) Electronic Communication Privacy Act of 1986 (ECPA)  
[Pub. L. No. 110-385](#) Broadband Data Improvement Act  
[Pub. L. No. 106-554](#) Children's Internet Protection Act

Adopted: November 8, 1995  
Amended: August 22, 2001  
Amended: May 09, 2012  
Amended: July 11, 2018  
Amended: June 21, 2023  
Amended: January 22, 2025

## INSTRUCTION

ELECTRONIC INFORMATION SYSTEM (K-12 NETWORK)  
~~K-12 Network Acceptable Use Guidelines/Internet Safety Requirements~~

Network Use

- ~~1. All use of the system must be in support of educational and research and consistent with the mission of the district. Employees must not use the Network for non-instructional purposes during instructional times. District reserves the right to prioritize use and access to the system.~~
- ~~2. Any use of the system must be in conformity to state and federal law, K-12 Network policies and district policy. Use of the system for commercial solicitation is prohibited.~~
- ~~3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures. Any information recorded or accessed on the Network may be disclosable under state law.~~
- ~~4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.~~
- ~~5. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.~~
- ~~6. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Students, employees and others are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are public in nature, since the Network is owned by the District. General school rules for behavior and communications apply.~~
- ~~7. Use of the system to access, store, or distribute obscene, pornographic or inappropriate material is prohibited.~~
- ~~8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or their designee.~~

Security

- ~~1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.~~
- ~~2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the Network.~~
- ~~3. Communications may not be encrypted so as to avoid security review.~~



Administration Regulation No. 2313  
Electronic Information System (K-12 Network) continued

- ~~4. Users should change passwords regularly and avoid easily guessed passwords. Users must only use only their own personal password.~~
- ~~5. Users, including students, are required to notify their teacher, adult or District representative whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.~~

Personal Security

- ~~1. Personal information such as complete names, address, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent or guardian. No user may disclose, use, or disseminate personal identifiable information regarding minors without authorization.~~
- ~~2. Students should never make appointments to meet people in person whom they have contacted on the system without district and parent permission.~~
- ~~3. Students should notify their teacher or other adult whenever they come across information or messages they deem dangerous or inappropriate on the web or when using electronic mail, chat rooms, or other forms of direct electronic communications (i.e. Instant Message services).~~

Copyright

~~The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the Network shall comply with current copyright laws.~~

Privately Owned Software

~~Software owned by individuals in the District may be brought into the District under the following conditions:~~

- ~~a. The user can prove ownership.~~
- ~~b. The user adheres to the licensing agreement for that software.~~
- ~~c. The user has registered the software with the Software Company.~~
- ~~d. The software is clearly for educational activities.~~
- ~~e. The software is compatible with the LAN and WAN.~~

Filter and Monitoring

- ~~1. The Network currently has filters to block or filter out visual depictions that are obscene, pornographic, harmful or harmful to minors. However, every user has the responsibility to prevent and/or immediately report any such occurrences to the Information Technology Department. Failure to do so will result in the loss of access privileges.~~
- ~~2. Education staff will monitor students' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate materials on the Internet and World Wide Web, and restrict their access to materials harmful to minors.~~

Administration Regulation No. 2313  
Electronic Information System (K-12 Network) continued

General Use

- ~~1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files, and users should promptly disconnect videoconferences on completion.~~
- ~~2. No person shall have access to the Network without having received appropriate training and a signed Individual User Release form must be on file with the district. In addition, students under the age of 18 must have the approval of a parent or guardian.~~
- ~~3. Nothing in these regulations is intended to preclude the supervised use of the network while under the direction of a teacher or other user acting in conformity with the district policy and procedure.~~

~~From time to time, the district will make a determination on whether specific uses of the Network are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges, with or without notice, to prevent further unauthorized activity. Violations of any of the conditions of use may be cause for disciplinary action.~~

INSTRUCTION

Electronic Information System, Electronic Resources, and Internet Safety.  
ELECTRONIC INFORMATION SYSTEM, ELECTRONIC RESOURCES AND  
INTERNET SAFETY

Acceptable Use Guidelines/Internet Safety Requirements

~~These procedures are designed written to support Policy 2314 Electronic Information System, Electronic Resources and Internet Safety to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use.~~

Use of Personal Electronic Devices

~~In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices, and tablets) to further the educational and research mission of the district in accordance with Board policy. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.~~

Network:

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Administration Regulation No. 2313  
Electronic Information System (K-12 Network) continued

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail, and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

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All use of the network, as well as any materials stored, transmitted, or published on the system, must be in conformity to state and federal law-including the Family Educational Rights and Privacy Act (FERPA) and Children's Internet Protection Act (CIPA)CIPA, network provider policies and district policy. All use of the network must support education and research and be consistent with the mission of the district.

From time to time, the district may determine whether specific uses of the network are consistent with the regulations stated in this procedure. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

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For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content including, without limitation, the contents of district-provided personal and shared file storage, web browsing history on a district device and/or the district network, and district email. Email is archived as per Public Disclosure Laws.

Acceptable network use by district students and staff include;

1. Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
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2. Participation in blogs, bulletin boards, social networking sites and groups as permitted under district filtering limitations, and the creation of content for podcasts, e-mail, and webpages that support education and research;
- 
3. ~~With parental permission, the online publication of original educational material, curriculum related materials, and student work. Sources outside the classroom or school must be cited appropriately;~~
- 
4. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
- 
- ~~Connection of personal electronic devices (wired or wireless), when authorized, including portable devices with network capabilities, to the district network after checking with [insert title of position, i.e., technology director, IT director, assistant superintendent] to confirm that the device is equipped with up-to-date~~

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~~virus software, compatible network card, and is configured properly. Connection of any personal electronic device is subject to all procedures in this document and district policy.~~

Unacceptable network use by district students and staff includes but is not limited to;

1. Personal gain, commercial solicitation, and compensation of any kind;  
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2. Actions that result in liability or cost incurred by the district;  
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3. Downloading, installing and use of games, audio files, video files, shareware, or freeware. -Approval must follow the process outlined in Procedure 2310.
4. Support for or opposition to ballot measures, candidates, and any other political activity;  
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5. Hacking, cracking, vandalizing, the introduction of malware (i.e. viruses, worms, crypto lockers) and changes to hardware, software, and monitoring tools;
6. Making use of the electronic resources in a manner that serves to disrupt the operation of the system by others, including modifying, abusing, or destroying system hardware, software, or other components.
7. Attempting to gain or achieving unauthorized access to other district computers, networks, and information systems;  
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8. Action constituting or contributing to harassment, intimidation, or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;  
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9. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);  
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10. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material;  
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11. Attaching unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken; or

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12. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

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The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

#### Internet Safety Instruction

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All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.:

All students will receive grade level appropriate lessons on the meaning of the contents of the ~~A~~acceptable ~~U~~Use ~~A~~Agreementpolicy (AUP) before being asked to and annually sign the ~~agreement~~AUP. The purpose of obtaining student signatures is to indicate ~~(1)~~ their understanding of and ~~(2)~~ agreement to the provisions therein. Students will be educated regarding appropriate digital citizenship and media literacy.

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Staff will be educated and trained as appropriate for their roles regarding cybersecurity:

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#### Personal Information and Inappropriate Content:

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~~Students and staff should not reveal personal information, including a home address and phone number on web sites, blogs, podcasts, videos, social networking sites, wikis, e-mail, or as content on any other electronic medium:~~

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~~Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission:~~

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~~No student pictures or names can be published on any public class, school, or district website unless the appropriate permission has been obtained according to district policy;~~

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~~If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority;~~

~~No user may use, disclose, or disseminate personally identifiable information of a minor without explicit parent/guardian permission;~~

~~Staff must follow district data handling procedures, including 3231— Student records, when handling any student’s personally identifiable information; and~~

~~Students should be aware of the persistence of their digital information, including images and social media activity, which may remain on the Internet indefinitely.~~

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Filtering and Monitoring

~~Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with CIPA, the Children’s Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes “other objectionable” material is a local decision.~~

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~~1. Filtering software is not 100 percent absolutely infallible effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a complete solution in themselves. EveryAll users must take responsibility for his/her/their use of the network and Internet and avoid objectionable sites;~~

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~~2. Any attempts to defeat or bypass the district’s Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content);~~

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3. E-mail inconsistent with the educational and research mission of the district will be considered ~~SPAM~~spam and blocked from entering district e-mail boxes;

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4. The district will provide appropriate adult supervision of Internet use. Consistent and deliberate monitoring of student use of devices is critical in ~~The first line of defense in ensuring students are accessing appropriate material and not accessing inappropriate material on the Internet.~~controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices.;

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5. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.

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6. Staff ~~must make a reasonable effort~~are responsible to become familiar with the Internet and electronic resources and to monitor, instruct, and assist effectively;

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7. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets;

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8. The district may block or delete any malicious content detected, and

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The district will provide a procedure for staff members to request access to Internet websites blocked by the district's filtering software. The procedure will indicate a timeframe for a designated school official to respond to the request. The requirements of the Children's Internet Protection Act (CIPA) will be considered in evaluation of the request. The district will provide an appeal process for requests that are denied.

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### Copyright

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Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

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Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. No user will share their district account password. Students and staff are responsible for all activity on their account and will:

- Lock the screen or log off if leaving the computer;
- Change passwords according to district policy/rules;
- Not use another user's account;
- Keep account passwords confidential and safe, including not inserting passwords into e-mail or other communications;
- Not storing passwords in a file without encryption; and
- Not using the "remember password" feature of Internet browsers.

Security

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- A. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- B. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the Network.
- C. Communications may not be encrypted so as to avoid security review.
- D. Users should change passwords regularly and avoid easily guessed passwords. Users must only use their own personal password.
- E. Users, including students, are required to notify their teacher, adult, or district representative whenever they become aware of information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Privacy

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Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- 1. The district network, regardless of how accessed;
- 2. User files and disk space utilization;
- 3. User applications and bandwidth utilization;
- 4. User document files, folders, shared files and electronic communications;
- 5. E-mail and other electronic communication;
- 6. Internet access; and
- 7. Any and all information transmitted or received in connection with network and e-mail use.

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Administration Regulation No. 2313  
Electronic Information System (K-12 Network) continued

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington, Hardware, Educational Applications, and Programs

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Hardware, and all applications, including software, and operating systems must be approved for use prior to purchase and installation according to current technology purchase procedures and instructional materials adoption procedures. Additionally, hardware and all applications, software, and operating systems must be:

- A. Currently supported by the manufacturer.
- B. Periodically reviewed to ensure they are still in use, supported by the manufacturer, and patched for vulnerabilities.

- The district will remove any hardware, application, software, or operating system that does not meet these criteria.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Staff, students and other critical district files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

Emerging Technologies

Emerging Technologies, including ~~(ie~~ Artificial Intelligence,) is a rapidly advancing set of technologies for capturing data to detect patterns and automate decisions. These technologies are becoming increasingly important part of our lives, and it is essential for students to understand when and how to use it effectively, ethically and safely. Emerging technologies can enhance classroom learning, and their implementation should be guided with proper training, ethical considerations, and responsible oversight. When utilizing emerging technologies to create or support the creation of texts or creative works, students and staff are expected to adhere to these guidelines, the district's Acceptable Use Agreement and any additional guidance provided by their classroom teacher.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's acceptable use agreement and agree to abide by the provisions set forth in the district. Violation of any of the conditions of use explained in any of these documents could be

Administration Regulation No. 2313  
Electronic Information System (K-12 Network) continued

cause for suspension or revocation of network access, and/or other electronic resources privileges. Additionally, violations of these documents could result in disciplinary action, outlined in [procedure 3330 R3](#) ~~the~~ [Kennewick School District Discipline Matrix R3300.3](#) and staff guidelines.

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Accessibility of Electronic Resources

In compliance with federal and state law, all district-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including people with hearing, vision, and/or speech disabilities. To ensure such, the content and functionality of websites associated with the district should be accessible. -Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

- District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any staff member with questions about how to comply with this requirement should consult with the Executive Director of Communications.

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Adopted: November 8, 1995  
Amended: August 22, 2001  
Amended: January 22, 2025

## INSTRUCTION

### Electronic Information System, Electronic Resources, and Internet Safety

These procedures are designed to promote positive and effective digital citizenship among students and staff. Digital citizenship includes the norms of appropriate, responsible, and healthy behavior related to current technology use.

### Use of Personal Electronic Devices

In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g., laptops, mobile devices, and tablets) to further the educational and research mission of the district in accordance with Board policy. Absent a specific and articulated need (e.g., assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

### Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, email, and Internet content (blogs, websites, collaboration software, social networking sites, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network, as well as any materials stored, transmitted, or published on the system, must be in conformity to state and federal law-including the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Children's Internet Protection Act \(CIPA\)](#), network provider policies and district policy. All use of the network must support education and research and be consistent with the mission of the district.

The district may determine whether specific uses of the network are consistent with the regulations stated in this procedure. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content including, without limitation, the contents of district-provided personal and shared file storage, web browsing history on a district device and/or the district network, and district email. Email is archived in accordance with public records disclosure laws.

### Acceptable Use

Acceptable network use by district students and staff includes:

- A. Creation of files, digital projects, videos, web pages, and podcasts using network resources in support of education and research;
- B. Participation in blogs, bulletin boards, social networking sites and groups as permitted under district filtering limitations, and the creation of content for podcasts, email, and webpages that support education and research; or
- C. Staff use of the network for incidental personal use in accordance with all district policies and procedures.

### Unacceptable Use

Unacceptable network use by district students and staff includes but is not limited to:

- A. Personal gain, commercial solicitation, and compensation of any kind;
- B. Actions that result in liability or cost incurred by the district;
- C. Downloading, installing and use of games, audio files, video files, shareware or freeware (approval must follow the processes outlined in policy and procedure 2310 Selection and Adoption of Instructional Materials);
- D. Support for or opposition to ballot measures, candidates, and any other political activity;
- E. Hacking, cracking, vandalizing, the introduction of malware (e.g., viruses, worms, crypto lockers) and changes to hardware, software, and monitoring tools;
- F. Making use of the electronic resources in a manner that serves to disrupt the operation of the system by others, including modifying, abusing, or destroying system hardware, software, or other components;
- G. Attempting to gain or achieving unauthorized access to other district computers, networks, and information systems;
- H. Action constituting or contributing to harassment, intimidation, or bullying, including cyberbullying, hate mail, defamation, discriminatory jokes, and remarks. This may also include the manufacture, distribution, or possession of inappropriate digital images;
- I. Information posted, sent, or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- J. Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material;
- K. Attaching unauthorized devices to the district network. Any such device will be confiscated, and additional disciplinary action may be taken; or
- L. Any unlawful use of the district network, including but not limited to stalking, blackmail, violation of copyright laws, and fraud.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

### Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

All students will receive grade level appropriate lessons on the meaning of the contents of the acceptable use policy (AUP) and annually sign the AUP. The purpose of obtaining student signatures is to indicate their understanding and agreement to follow the provisions of the AUP. Students will be educated regarding appropriate digital citizenship and media literacy.

Staff will be educated and trained as appropriate for their roles regarding cybersecurity.

### Filtering and Monitoring

Filtering software is used to block or filter access to objectionable material and visual depictions that are obscene and all child pornography in accordance with CIPA.

- A. Filtering software is not infallible. While filters make it more difficult for objectionable material to be received or accessed, filters are not a complete solution. All users must take responsibility for their use of the network and Internet and avoid objectionable sites.
- B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication of inappropriate content).
- C. Email inconsistent with the educational and research mission of the district will be considered spam and blocked from entering district email boxes.
- D. The district will provide appropriate adult supervision of Internet use. Consistent and deliberate monitoring of student use of devices is critical in ensuring students are accessing appropriate material and not accessing inappropriate material on the Internet.
- E. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district.
- F. Staff are responsible for becoming familiar with the Internet and electronic resources and to monitor, instruct, and assist effectively.
- G. The district may monitor student use of the district network, including when accessed on students' personal electronic devices and devices provided by the district, such as laptops, netbooks, and tablets.

H. The district may block or delete any malicious content detected.

The district will provide a procedure for staff members to request access to Internet websites blocked by the district's filtering software.

### Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the [Fair Use Doctrine](#) of the United States Copyright Law ([Title 17, USC](#)) and content is cited appropriately.

### Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The district will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.

All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the district. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

### Security

System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose.

- A. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
- B. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the Network.
- C. Communications may not be encrypted so as to avoid security review.
- D. Users should change passwords regularly and avoid easily guessed passwords. Users must only use their own personal password.
- E. Users, including students, are required to notify their teacher, adult, or district representative whenever they become aware of information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

### Privacy

Student data is confidential. District staff must maintain the confidentiality of student data in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#).

No student or staff user should have any expectation of privacy when using the district's network. The district provides the network system, email, and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of:

- A. The district network, regardless of how accessed;
- B. User files and disk space utilization;
- C. User applications and bandwidth utilization;
- D. User document files, folders, shared files and electronic communications;
- E. Email and other electronic communication;
- F. Internet access; and
- G. Any and all information transmitted or received in connection with network and email use.

The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### Hardware, Educational Applications, and Programs

Hardware, and all applications, including software, and operating systems must be approved for use prior to purchase and installation according to current technology purchase procedures and instructional materials adoption procedures. Additionally, hardware and all applications, software, and operating systems must be currently supported by the manufacturer and periodically reviewed to ensure they are still in use, supported by the manufacturer, and patched for vulnerabilities.

The district will remove any hardware, application, software, or operating system that does not meet these criteria.

### Archive and Backup

Backup is made of all district email correspondence for purposes of public disclosure and disaster recovery. Staff, students and other critical district files are backed up on district servers regularly. The district complies with state law for specific records retention requirements.



### Emerging Technologies

Emerging technologies, including artificial intelligence, are a rapidly advancing set of technologies for capturing data to detect patterns and automate decisions. These technologies are becoming increasingly ubiquitous, and it is essential for students to understand effective, ethical and safe use. Emerging technologies can enhance classroom learning, and implementation will be guided with proper training, ethical considerations, and responsible oversight. When utilizing emerging technologies to create or support the creation of texts or creative works, students and staff are expected to adhere to district policies and procedures, guidelines, the district's AUP, and any additional guidance provided by their classroom teacher.

### Disciplinary Action

All users of the district's electronic resources are required to comply with the district's AUP and agree to abide by the provisions set forth in the district. Violation of any of the conditions of use explained in any of these documents could result in suspension or revocation of network access, and/or other electronic resources privileges. Additionally, violations of these documents could result in disciplinary action, outlined in procedure [3330 R3 Kennewick School District Discipline Matrix](#) and staff guidelines.

### Accessibility of Electronic Resources

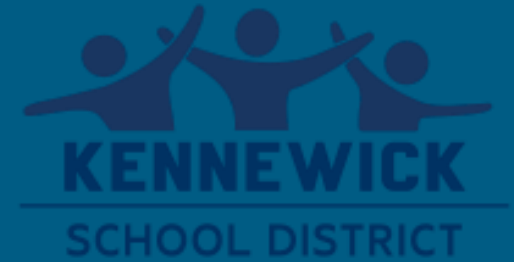
In compliance with federal and state law, all district-sponsored programs, activities, meetings, and services will be accessible to individuals with disabilities, including people with hearing, vision, and/or speech disabilities. To ensure such, the content and functionality of websites associated with the district should be accessible. Such websites may include, but are not limited to, the district's homepage, teacher websites, district-operated social media pages, and online class lectures.

District staff with authority to create or modify website content or functionality associated with the district will take reasonable measures to ensure that such content or functionality is accessible to individuals with disabilities. Any staff member with questions about how to comply with this requirement should consult with the executive director of communications.

Adopted: November 8, 1995  
Amended: August 22, 2001  
Amended: January 22, 2025

# Kennewick School District

Presentation to the School Board



**Bond Refunding Update**

**January 22, 2025**

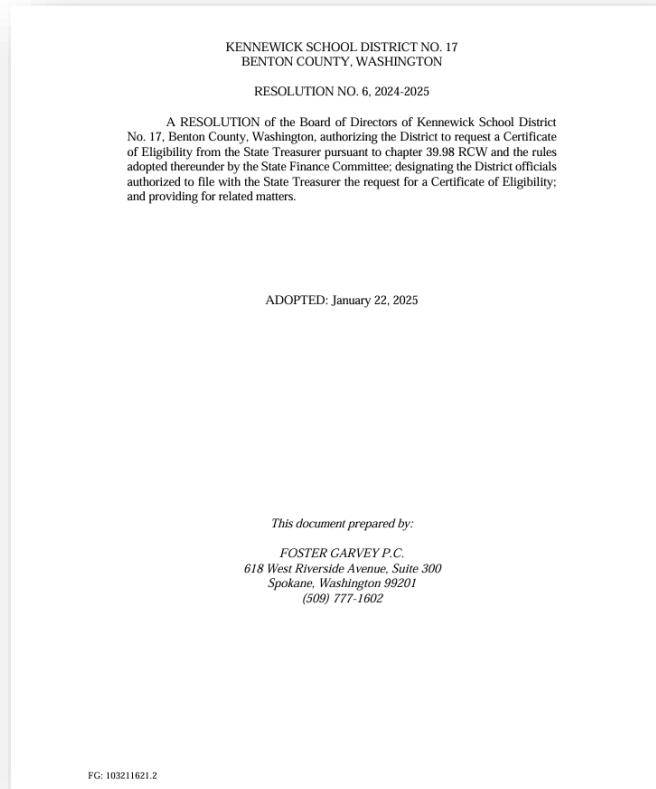
**Foster  
Garvey**

**NW** NORTHWEST  
MUNICIPAL ADVISORS

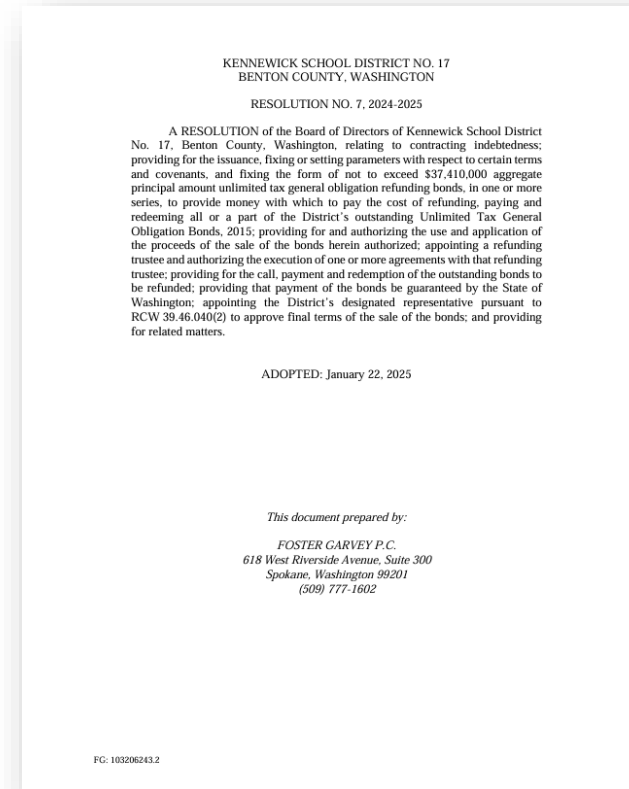
# January 22 Board Action

- Consider and adopt two resolutions related to the refunding of the 2015 Bonds
  - **School Bond Guarantee Resolution:** Authorizing the application to the State’s Guarantee Program
  - **Bond Resolution:** Authorizing the sale and issuance of the 2025 Refunding Bonds

## School Bond Guarantee Resolution

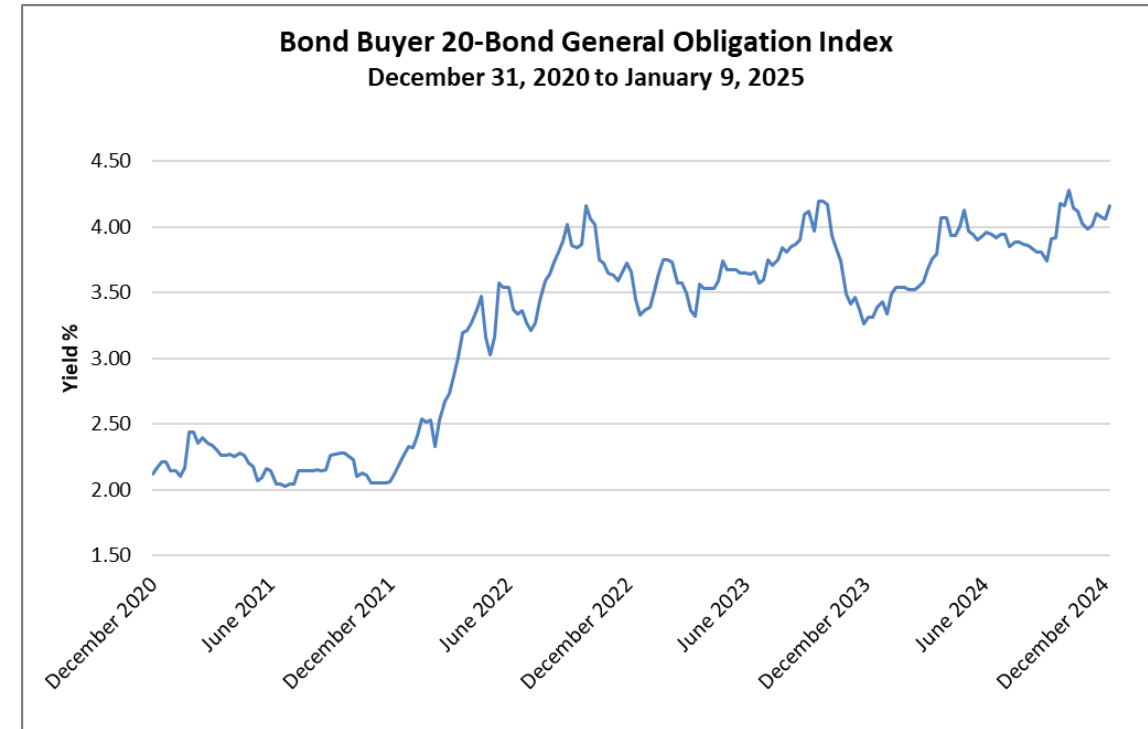
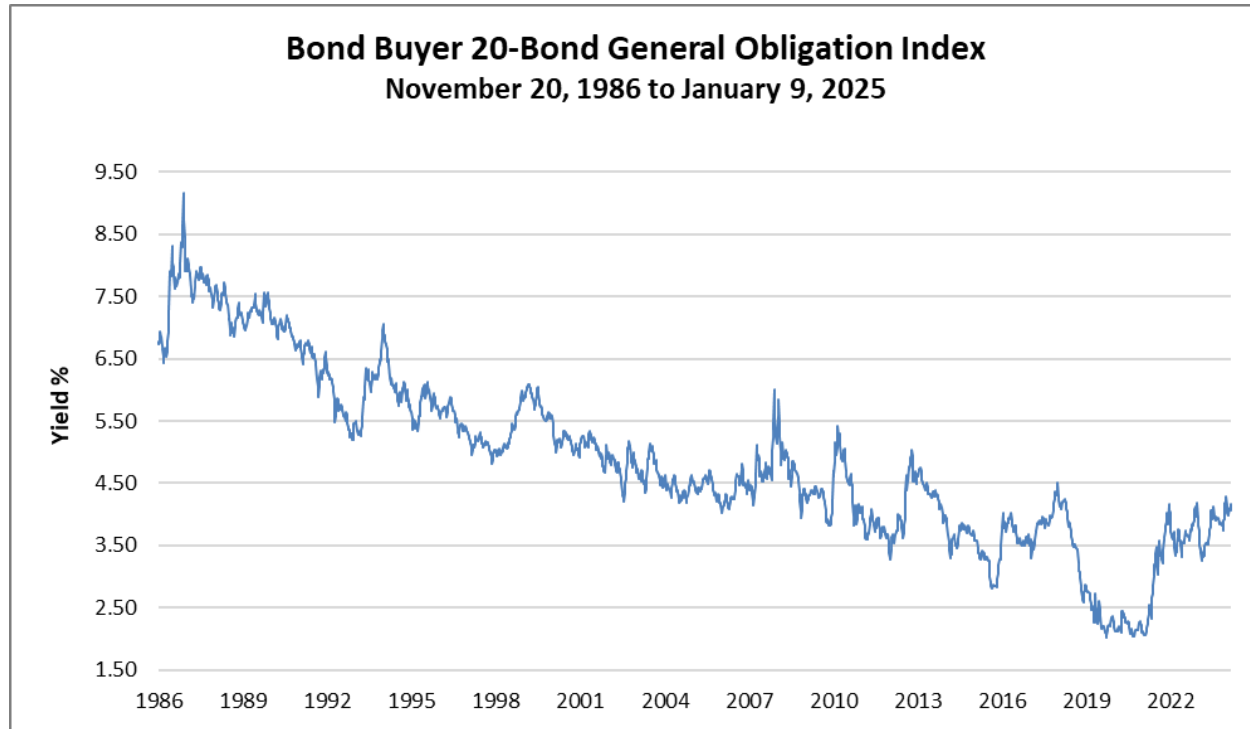


## Bond Resolution



# Bond Market

- As we enter a new year, market participants will be watching tax policy, changes in the Fed funds rate, and inflation for signs of where interest rates are heading
- The graphs below show an index for well-rated general obligation bonds maturing in 20 years
  - Long-term interest rates dropped to historical lows during the pandemic years.
  - The rates increased since then, but are similar to 2018



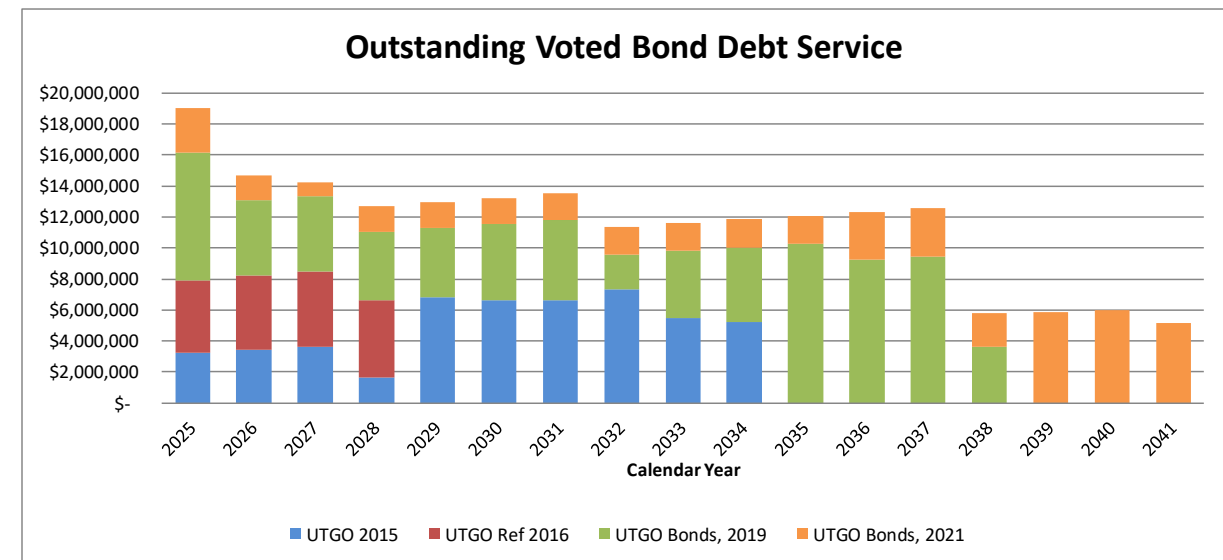
# Outstanding District Debt

- The District currently has four voted bond issues outstanding
- The debt structure is common for voted school district bonds
  - Debt service generally increases year to year to match assumed growth in assessed value
  - Debt service periodically steps down to accommodate potential new bonds
- The 2015 Bonds will be callable starting anytime on or after June 1, 2025

## Outstanding Debt for the Kennewick School District

### Unlimited Tax General Obligation Bonds

	Par Outstanding	Callable Par	Final Maturity	Coupon Range	Call Date
UTGO 2015	\$ 37,410,000	\$ 37,410,000	12/1/34	4.00% - 5.00%	6/1/25
UTGO Ref 2016	17,760,000	13,660,000	12/1/28	3.00% - 4.00%	12/1/25
UTGO Bonds, 2019	63,245,000	48,955,000	12/1/38	2.75% - 5.00%	6/1/29
UTGO Bonds, 2021	34,330,000	29,095,000	12/1/41	2.00% - 5.00%	12/1/30
<b>Total UTGO Bonds Debt</b>	<b>\$ 152,745,000</b>	<b>\$ 129,120,000</b>			



# Refunding of the 2015 Bonds

- Current estimated savings of refunding the 2015 Bonds

## Refunding Summary

Final Maturity  
 Par Amount of Bonds Currently Outstanding  
 Callable Par Amount Outstanding  
 Call Date  
 Average Interest Rate  
 Outstanding Rating

## 2015 UTGO

12/1/2034  
 \$37,410,000  
 \$37,410,000  
 6/1/2025  
 4.99%  
 Aaa (Aa3)

## Refunding Analysis (1)

Issuance Date  
 Final Maturity  
 Par Amount of Refunding Bonds  
 All-in TIC of Refunding Bonds  
 Gross Savings  
 Average Annual Savings  
 Net Present Value Savings  
 Net Present Value Savings %

## 2025 Ref (2)

4/3/2025  
 12/1/2034  
 \$35,260,000  
 3.56%  
 \$ 3,604,211  
 \$ 360,421  
 \$ 2,991,138  
 8.0%

(1) Estimates

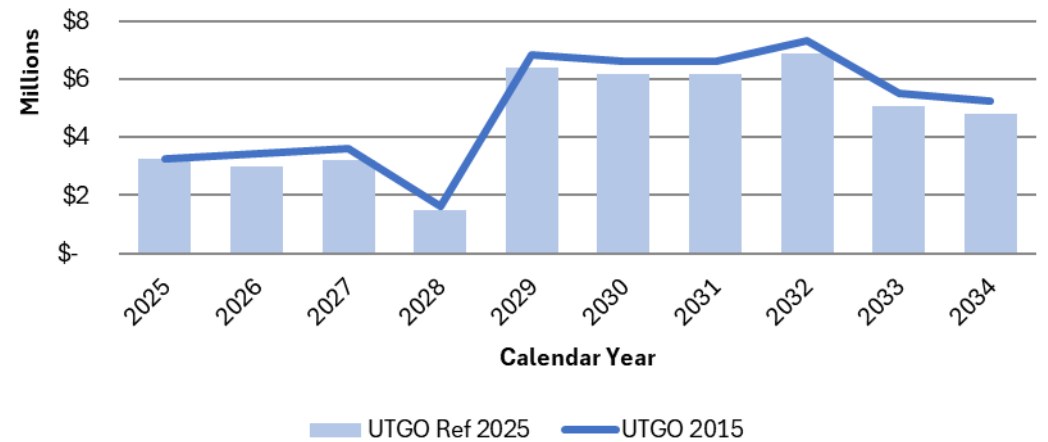
(2) Interest rates: DAD Co. 1/14/2025

## UTGO Ref 2025

Calendar Year	Principal	Interest	Debt Service	Savings
2025	\$ 2,075,000	\$ 1,165,539	\$ 3,240,539	\$ 3,461
2026	1,340,000	1,659,250	2,999,250	435,250
2027	1,600,000	1,592,250	3,192,250	436,250
2028	-	1,512,250	1,512,250	110,750
2029	4,875,000	1,512,250	6,387,250	435,750
2030	4,920,000	1,268,500	6,188,500	434,500
2031	5,140,000	1,022,500	6,162,500	437,500
2032	6,120,000	765,500	6,885,500	439,500
2033	4,605,000	459,500	5,064,500	435,500
2034	4,585,000	229,250	4,814,250	435,750
	<u>\$ 35,260,000</u>	<u>\$ 11,186,789</u>	<u>\$ 46,446,789</u>	<u>\$ 3,604,211</u>

Scale: DAD Co. 1/14/2025

Debt Service Comparison: 2015 Bonds (Line) and Estimated 2025 Bonds (Bars)



# Financing Timeline

- January 22 Board Meeting to Adopt Bond / School Bond Guarantee Resolutions
- January 23 Apply for School Bond Guarantee
- February 21 Rating Call with Moody's Ratings
- March 7 Receive Bond Rating
- March 11 Distribute Preliminary Official Statement to Potential Investors
- March 18 Bond Sale (Interest rates, yields, final terms locked in)
- April 3 Bond Closing, Proceeds Deposited with Escrow Agent
- June 1 2015 Bondholders Paid Off from Escrow

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

RESOLUTION NO. 6, 2024-2025

A RESOLUTION of the Board of Directors of Kennewick School District No. 17, Benton County, Washington, authorizing the District to request a Certificate of Eligibility from the State Treasurer pursuant to chapter 39.98 RCW and the rules adopted thereunder by the State Finance Committee; designating the District officials authorized to file with the State Treasurer the request for a Certificate of Eligibility; and providing for related matters.

ADOPTED: January 22, 2025

*This document prepared by:*

*FOSTER GARVEY P.C.  
618 West Riverside Avenue, Suite 300  
Spokane, Washington 99201  
(509) 777-1602*



KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

RESOLUTION NO. 6, 2024-2025

A RESOLUTION of the Board of Directors of Kennewick School District No. 17, Benton County, Washington, authorizing the District to request a Certificate of Eligibility from the State Treasurer pursuant to chapter 39.98 RCW and the rules adopted thereunder by the State Finance Committee; designating the District officials authorized to file with the State Treasurer the request for a Certificate of Eligibility; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF KENNEWICK SCHOOL DISTRICT NO. 17, BENTON COUNTY, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the “Board”) of Kennewick School District No. 17, Benton County, Washington (the “District”) takes note of the following facts and makes the following findings and determinations:

(a) Pursuant to Resolution No. 17, 2014-2015, adopted by the Board on March 25, 2015 (the “2015 Resolution”), and that certain Bond Purchase Agreement, dated July 7, 2015, between the District and D.A. Davidson & Co. (the “2015 BPA”), the District issued, sold and delivered its Unlimited Tax General Obligation Bonds, 2015, in the principal amount of \$78,610,000, dated July 22, 2015 (the “2015 Bonds”), and by the 2015 Resolution and the 2015 BPA reserved the right to refund a portion of the 2015 Bonds. The 2015 Bonds were approved by the District’s voters on February 10, 2015, pursuant to Resolution No. 3, 2014-2015, adopted by the Board on November 12, 2014. A true and correct copy of Resolution No. 3, 2014-2015 is attached hereto as Exhibit “A” and by this reference is incorporated herein.

(b) There is presently outstanding \$37,410,000 principal amount of the 2015 Bonds that may be currently refunded under the 2015 Resolution and the 2015 BPA (the “2015 Outstanding Bonds”). It is in the best interest of the District to refund all or a portion of the 2015 Outstanding Bonds with the sale, issuance and delivery of the District’s unlimited tax general obligation refunding bonds, in one or more series, with the aggregate principal amount of which shall not exceed \$37,410,000 (the “Refunding Bonds”).

(c) Pursuant to the Washington State School District Credit Enhancement Program, authorized by chapter 39.98 RCW (the “Guarantee Program”), the State of Washington (the “State”) is authorized to pledge its full faith, credit and taxing power to guarantee the payment of voter-approved school district general obligation bonds. The purpose of the Guarantee Program is to encourage lower interest rates for such bonds than school districts alone can command, thereby providing a savings to the taxpayers. Certain rules to implement and administer the Guarantee Program under chapter 39.98 RCW have been adopted by the State Finance Committee (the “Rules”). To become eligible under the Guarantee Program, chapter 39.98 RCW and the Rules require the Board to adopt a resolution that: (i) authorizes the District to request a certificate evidencing the State’s guaranty under the Guarantee Program (a “Certificate of Eligibility”) from the Treasurer of the State (the “State Treasurer”); and (ii) designates the District official(s) to file with the State Treasurer, on behalf of the District, the request for a Certificate of Eligibility. It is in the best interests

of the District's taxpayers to request the State's guaranty for payment of the Refunding Bonds under the Guarantee Program.

Section 2. Request for Certificate of Eligibility. The Board authorizes the District to request a Certificate of Eligibility from the State Treasurer evidencing the State's guaranty for payment of the Refunding Bonds pursuant to the Guarantee Program and in accordance with chapter 39.98 RCW and the Rules.

Section 3. Authorized District Officials. The Board designates the Secretary to the Board (the "Secretary"), the District's Assistant Superintendent of Operations (the "Assistant Superintendent") and the District's Director of Business Services (the "Director of Business Services"), as the District officials severally authorized (*i.e.*, each of them acting alone) to file with the State Treasurer, on behalf of the District, the request for the Certificate of Eligibility authorized in Section 2 of this resolution pursuant to the Guarantee Program and in accordance with chapter 39.98 RCW and the Rules.

Section 4. Execution; All Other Action; and Ratification. This resolution may be executed by the Directors being present and voting in favor of the resolution, or only the President of the Board (the "President"), and attested by the Secretary, in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Secretary, the Assistant Superintendent, the Director of Business Services, the President, other appropriate officers of the District and the District's Bond Counsel, Foster Garvey P.C., are hereby further severally authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such tangible medium, manual, facsimile or electronic documents, records and signatures under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, as in their judgment may be necessary or desirable to effectuate the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

[ *Remainder of page intentionally left blank* ]

Section 5.     Effective Date. This resolution takes effect from and after its adoption.

ADOPTED by the Board of Directors of Kennewick School District No. 17, Benton County, Washington, at a regular open public meeting held on January 22, 2025.

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

\_\_\_\_\_  
President and Director

\_\_\_\_\_  
Vice President and Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

ATTEST:

\_\_\_\_\_  
DR. TRACIL PIERCE  
Secretary to the Board of Directors

EXHIBIT "A"

COPY OF RESOLUTION NO. 3, 2014-2015

CERTIFICATION

I, DR. TRACIL PIERCE, Secretary to the Board of Directors of Kennewick School District No. 17, Benton County, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 6, 2024-2025 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Directors of the District (the "Board") held at its regular meeting place on January 22, 2025 (the "Meeting"), as that Resolution appears in the records of the District, and the Resolution is now in full force and effect; and

2. The Meeting was duly convened, held and included an opportunity for public comment, in all respects in accordance with law, a quorum of the members of the Board was present throughout the Meeting, and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand as of January 22, 2025.

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

\_\_\_\_\_  
DR. TRACIL PIERCE  
Secretary to the Board of Directors

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

RESOLUTION NO. 7, 2024-2025

A RESOLUTION of the Board of Directors of Kennewick School District No. 17, Benton County, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$37,410,000 aggregate principal amount unlimited tax general obligation refunding bonds, in one or more series, to provide money with which to pay the cost of refunding, paying and redeeming all or a part of the District's outstanding Unlimited Tax General Obligation Bonds, 2015; providing for and authorizing the use and application of the proceeds of the sale of the bonds herein authorized; appointing a refunding trustee and authorizing the execution of one or more agreements with that refunding trustee; providing for the call, payment and redemption of the outstanding bonds to be refunded; providing that payment of the bonds be guaranteed by the State of Washington; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve final terms of the sale of the bonds; and providing for related matters.

ADOPTED: January 22, 2025

*This document prepared by:*

*FOSTER GARVEY P.C.  
618 West Riverside Avenue, Suite 300  
Spokane, Washington 99201  
(509) 777-1602*

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KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

RESOLUTION NO. 7, 2024-2025

A RESOLUTION of the Board of Directors of Kennewick School District No. 17, Benton County, Washington, relating to contracting indebtedness; providing for the issuance, fixing or setting parameters with respect to certain terms and covenants, and fixing the form of not to exceed \$37,410,000 aggregate principal amount unlimited tax general obligation refunding bonds, in one or more series, to provide money with which to pay the cost of refunding, paying and redeeming all or a part of the District's outstanding Unlimited Tax General Obligation Bonds, 2015; providing for and authorizing the use and application of the proceeds of the sale of the bonds herein authorized; appointing a refunding trustee and authorizing the execution of one or more agreements with that refunding trustee; providing for the call, payment and redemption of the outstanding bonds to be refunded; providing that payment of the bonds be guaranteed by the State of Washington; appointing the District's designated representative pursuant to RCW 39.46.040(2) to approve final terms of the sale of the bonds; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF KENNEWICK SCHOOL DISTRICT NO. 17, BENTON COUNTY, WASHINGTON, as follows:

Section 1.    Definitions. In addition to the words and terms defined elsewhere in this resolution, the following words and terms as used in this resolution have the following meanings, unless the context or use indicates another or different meaning or intent:

(a)    "2015 Bonds" means the Kennewick School District No. 17, Benton County, Washington, Unlimited Tax General Obligation Bonds, 2015, dated July 22, 2015, issued in the original principal amount of \$78,610,000 pursuant to the 2015 Resolution and the 2015 BPA.

(b)    "2015 BPA" means the bond purchase agreement, dated July 7, 2015, between the District and D.A. Davidson & Co., setting forth certain terms and conditions of the issuance, sale and delivery of the 2015 Bonds.

(c)    "2015 Resolution" means Resolution No. 17, 2014-2015, adopted by the Board on March 25, 2015, authorizing the issuance, sale and delivery of the 2015 Bonds.

(d)    "Acquired Obligations" means Government Obligations purchased to accomplish the refunding of the Refunded Bonds.

(e)    "Aggregate Purchase Price" means, with respect to any Series of Bonds, the price to be paid by the Purchaser for the Bonds of that Series, calculated as the stated principal amount of that Series, plus original issue premium, if any, net of original issue discount, if any, and less underwriter's discount.



(f) “Assistant Superintendent” means the District’s Assistant Superintendent of Operations or such other officer of the District who may in the future perform the duties of that office, if any.

(g) “Authorized Denomination” means \$5,000 or any integral multiple of \$5,000 within a maturity.

(h) “Beneficial Owner” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(i) “Board” means the Board of Directors of the District.

(j) “Bond Counsel” means the firm of Foster Garvey P.C., its successor or any other attorneys or firm of attorneys selected by the District with a nationally recognized standing as bond counsel in the field of municipal finance.

(k) “Bond Purchase Agreement” means an offer to purchase any Series of Bonds, presented by the Purchaser and accepted by the Designated Representative, setting forth certain terms and conditions of the issuance, sale and delivery of such Series.

(l) “Bond Register” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of each Bond.

(m) “Bond Registrar” means the fiscal agent of the State, as the same may be designated by the State from time to time, or any successor or other bond registrar selected by the Treasurer.

(n) “Bonds” means the unlimited tax general obligation refunding bonds, issued in one or more Series, all as determined by the Designated Representative, pursuant to and for the purposes provided in this resolution.

(o) “Certificate of Eligibility” has the meaning set forth in Section 3(d) of this resolution.

(p) “Code” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(q) “Debt Service Fund” means the Debt Service Fund of the District heretofore created pursuant to RCW 28A.320.330.

(r) “Designated Representative” means the officer(s) or employee(s) of the District appointed as such in Section 6 of this resolution, which officer(s) or employee(s) shall serve as the District’s designated representative to take all actions authorized in this resolution.

(s) “Director of Business Services” means the District’s Director of Business Services or such other officer of the District who may in the future perform the duties of that office, if any.

(t) “District” means Kennewick School District No. 17, Benton County, Washington.

(u) “District Contribution” means legally available money of the District, in addition to proceeds of any Series of Bonds, necessary or advisable to accomplish any Refunding Plan, as determined by the Designated Representative.

(v) “DTC” means The Depository Trust Company, New York, New York, or its nominee.

(w) “Final Terms” means the terms and conditions for the sale of a Series of Bonds set forth in the Bond Purchase Agreement for such Series of Bonds, including the principal amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, prices, and minimum savings for that Series of Bonds.

(x) “Government Obligations” means noncallable, nonprepayable direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America.

(y) “Guarantee Program” means the Washington State School District Credit Enhancement Program as authorized in Article VIII, Section 1(e) of the Washington Constitution and chapter 39.98 RCW.

(z) “Issue Date” means, with respect to each Series of Bonds, the date of initial issuance and delivery of such Series of Bonds to the Purchaser in exchange for the purchase price of such Bonds.

(aa) “Letter of Representations” means the Blanket Issuer Letter of Representations between the District and DTC, dated September 30, 1998, as it may be amended from time to time, and any successor or substitute letter relating to the operational procedures of the Securities Depository.

(bb) “MSRB” means the Municipal Securities Rulemaking Board.

(cc) “Municipal Advisor” means Northwest Municipal Advisors, or any other municipal advisor then appointed and acting as municipal advisor to the District.

(dd) “Official Statement” means an offering document, disclosure document, private placement memorandum or substantially similar disclosure document provided to purchasers and potential purchasers in connection with the initial offering of a Series of Bonds in conformance with Rule 15c2-12 or other applicable regulations of the SEC.

(ee) “Owner” means, without distinction, the Registered Owner and the Beneficial Owner.

(ff) “President” means the President of the Board (including the Vice President of the Board in case of the President’s absence or disability), or any presiding officer or titular head of the Board, or any successor to the functions of the President.

(gg) “Purchaser” means D.A. Davidson & Co., and/or such other corporation, firm, association, partnership, trust, or other legal entity or group of entities selected by the Designated Representative to purchase any Series of Bonds.

(hh) “Rating Agency” means any nationally recognized rating agency then maintaining a rating on any Series of Bonds at the request of the District.

(ii) “RCW” means the Revised Code of Washington.

(jj) “Record Date” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 10(d) of this resolution.

(kk) “Redemption Date” means a date, on or after June 1, 2025, but not later than 90 days after the Issue Date of any Series of Bonds, selected and fixed by the Designated Representative for redemption of Refunded Bonds.

(ll) “Refunded Bonds” means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with proceeds of Bonds and included in a Refunding Plan.

(mm) “Refunding Candidates” has the meaning set forth in Section 3(a) of this resolution.

(nn) “Refunding Plan” means, with respect to the issuance of any Series of Bonds, the refunding of the Refunded Bonds through the issuance of such Series in the manner determined by the Designated Representative pursuant to this resolution and more particularly described in the applicable Bond Purchase Agreement, and/or separate certificate approved and executed by the Designated Representative, and, as applicable, a Refunding Trust Agreement.

(oo) “Refunding Trust Agreement” means a refunding trust agreement between the District and the Refunding Trustee relating to the use of proceeds of a particular Series of Bonds to redeem Refunded Bonds, which agreement will, as applicable, be dated the Issue Date of such Series of Bonds, all as further described in Section 16 of this resolution.

(pp) “Refunding Trustee” means U.S. Bank Trust Company, National Association of Seattle, Washington, or any successor trustee or escrow agent selected by the Designated Representative to serve as refunding trustee to carry out a Refunding Plan.

(qq) “Registered Owner” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the District utilizes a book–entry

only registration system for any Series of Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(rr) “Rule 15c2-12” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(ss) “SEC” means the United States Securities and Exchange Commission.

(tt) “Secretary” means the Secretary to the Board, or other officer of the District who is the custodian of the records and proceedings of the Board, or any successor to the functions of the Secretary.

(uu) “Securities Depository” means DTC, any successor thereto, any substitute securities depository selected by the District that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(vv) “Series of Bonds” or “Series” means a series of Bonds issued pursuant to and for the purposes provided in this resolution.

(ww) “State” means the State of Washington.

(xx) “System of Registration” means the system of registration for the District’s bonds and other obligations set forth in the District’s Resolution No. 19, 2008-2009.

(yy) “Term Bonds” means any Bonds designated as Term Bonds and subject to mandatory redemption in the years and amounts set forth in a Bond Purchase Agreement.

(zz) “Treasurer” means the Treasurer of Benton County, Washington, as *ex officio* treasurer of the District.

(aaa) “Undertaking” means the undertaking to provide continuing disclosure authorized to be entered into pursuant to Section 17(c) of this resolution.

Section 2. Rules of Interpretation. In this resolution, unless the context or use otherwise requires:

(a) The terms “hereby,” “hereof,” “hereto,” “herein” and any similar terms refer to this resolution as a whole and not to any particular section, paragraph, clause or subdivision of this resolution, and the term “heretofore” shall mean before the date of this resolution;

(b) Words importing a gender shall mean and include correlative words of each other gender and no gender, and words importing the singular number shall mean and include the plural number and vice versa;

(c) The terms: (i) “includes” and “including” shall not be limiting; (ii) “or” shall not be exclusive; and (iii) “person” or “persons” shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) The cover page, the table of contents and any headings preceding the text of the several sections and paragraphs of this resolution, and any marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this resolution, nor shall they affect its meaning, construction or effect; and

(e) All references herein to “sections,” “paragraphs,” “clauses” and other subdivisions are to the corresponding sections, paragraphs, clauses or subdivisions hereof.

Section 3. Findings and Determinations. The Board takes note of the following facts and makes the following findings and determinations:

(a) The District issued the 2015 Bonds pursuant to the 2015 Resolution and the 2015 BPA and by the 2015 Resolution and the 2015 BPA reserved the right and option to redeem the 2015 Bonds maturing on or after December 1, 2025, in whole or in part on any date on or after June 1, 2025, at a price equal to the stated principal amount to be redeemed plus accrued interest, if any, to the date of redemption. There is presently outstanding \$37,410,000 principal amount of the 2015 Bonds maturing on December 1 in the years 2025 through 2027, inclusive, and 2029 through 2034, inclusive, bearing various interest rates of 4.00% and 5.00% *per annum*, that may be refunded under the 2015 Resolution and the 2015 BPA (the “Refunding Candidates”).

(b) After due consideration, it appears to the Board that the Refunded Bonds may be refunded by the issuance, sale and delivery of the Bonds authorized and described herein, so long as a savings will be achieved as a result of the difference between the principal and interest cost over the life of such Bonds and the principal and interest cost over the life of the Refunded Bonds but for such refunding, as further set forth in Section 16(g) of this resolution. The Board deems it to be in the best interests of the District to issue, sell and deliver the Bonds, subject to the provisions of this resolution, to accomplish the Refunding Plan. To effect the Refunding Plan in the manner that will be most advantageous to the District, the Board finds it necessary and advisable that the proceeds of the sale of the Bonds, together with the District Contribution, if any, be held as uninvested cash and/or applied to purchase certain Acquired Obligations bearing interest and maturing at the time or times, and as necessary to accomplish the Refunding Plan.

(c) The Board, pursuant to RCW 39.46.040(2), desires to delegate authority to the Secretary, the Assistant Superintendent and the Director of Business Services, for a limited time, to accept Final Terms of, and execute, one or more Bond Purchase Agreements, subject to the parameters for Final Terms set forth in this resolution, and to take such other actions as are specifically authorized in this resolution.

(d) Pursuant to the District’s request (which request was set forth in Resolution No. 6, 2024-2025, adopted by the Board on January 22, 2025) and the Guarantee Program, the Treasurer of the State has issued or will issue a certificate of eligibility to the District (the “Certificate of Eligibility”) pledging the full faith, credit, and taxing power of the State to guarantee the payment, when due, of the principal of and interest on the Bonds as provided in the Certificate of Eligibility, and the Board hereby deems that participation in the Guarantee Program is in the District’s best interests.

Section 4. Authorization of Bonds. The District is hereby authorized to issue, sell and deliver one or more Series of Bonds (as determined by the Designated Representative pursuant to the parameters for Final Terms set forth in Exhibit A, which is attached to this resolution and incorporated herein by this reference) for the purpose of providing the money required, together with the District Contribution, if any, to accomplish one or more Refunding Plans, including paying the administrative costs of the refunding and the costs related to the issuance, sale and delivery of such Series of Bonds.

Section 5. Description of Bonds. The Bonds shall be designated as the Kennewick School District No. 17, Benton County, Washington, Unlimited Tax General Obligation Refunding Bonds, 2025 (unless otherwise designated pursuant to the parameters for Final Terms set forth in Exhibit A). The Bonds shall be issued in one or more series in the aggregate principal amount of not to exceed \$37,410,000, as further set forth in the parameters for Final Terms in Exhibit A; shall be in Authorized Denominations; and shall be numbered separately in the manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification. The Bonds of each Series shall be dated the Issue Date of such Series, shall bear interest from such Issue Date at the rates and shall mature in the years and principal amounts, including the designation of Term Bonds, if any, all as set forth in the Bond Purchase Agreement for such Series accepted by the Designated Representative pursuant to Section 6 of this resolution.

Section 6. Appointment of Designated Representative; Setting Parameters with Respect to Final Terms; Approval of Bond Purchase Agreements; Expiration of Authority. It is anticipated that each Series of Bonds will be sold by negotiated sale to the Purchaser and that the Purchaser will present a Bond Purchase Agreement to the District offering to purchase each or multiple Series of Bonds. Pursuant to RCW 39.46.040(2), the Secretary, the Assistant Superintendent and the Director of Business Services each are appointed as the District's Designated Representative, and each of them acting alone is authorized and directed on the District's behalf to accept Final Terms of, and execute, one or more Bond Purchase Agreements, subject to the parameters for Final Terms set forth in Exhibit A, and to take such other actions as are specifically authorized to be taken by the Designated Representative in this resolution. The signature of one Designated Representative shall be sufficient to bind the District. Final Terms shall be confirmed in each Bond Purchase Agreement and/or separate certificate(s) approved and executed by the Designated Representative in connection with the issuance of each Series of Bonds. The authority granted to the Designated Representative by this Section 6, and the authority to issue any Series of Bonds pursuant to this resolution, shall expire on December 31, 2025 (but only with respect to any Series of Bonds not issued by such date). Any Series of Bonds not issued by such date may be reauthorized by resolution of the Board, which resolution may be in the form of a new or amendatory resolution.

Section 7. Bond Registrar; Registration and Transfer of Bonds.

(a) Registration of Bonds. The Bonds of each Series shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register maintained for such Series.

(b) Bond Registrar; Duties. Pursuant to RCW 39.46.030(3)(b), the Treasurer has appointed the Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient

books for the registration and transfer of each Series of Bonds, which shall be open to inspection by the District at all reasonable times. The Bond Registrar is authorized, on behalf of the District, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this resolution, to serve as the District's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this resolution and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) Bond Register; Transfer and Exchange. The Bond Register for each Series shall contain the name and mailing address of the Registered Owner of each Bond of such Series and the principal amount and number of each Bond held by such Registered Owner. Any Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds of the same Series in any Authorized Denomination of an equal aggregate principal amount and of the same interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) Securities Depository; Book-Entry Only Form. DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the District; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the District, the District may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the District does not appoint a substitute Securities Depository, or (ii) the District terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this resolution.

Neither the District nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the District nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner of a Bond registered in the name of the Securities Depository except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 8. Form and Execution of Bonds. The Bonds shall be prepared in a form consistent with the provisions of this resolution and State law and shall be signed by the President and the Secretary, either or both of whose signatures may be manual or in facsimile. The Bonds of

each Series shall be printed at District expense and shall be delivered to the Purchaser in accordance with the Bond Purchase Agreement for such Series, together with the approving legal opinion of Bond Counsel regarding the Bonds of such Series.

No Bond shall be valid or obligatory for any purpose, or entitled to the benefits of this resolution, unless the Bond bears a certificate of authentication manually signed by the Bond Registrar stating: “This Bond is one of the fully registered Kennewick School District No. 17, Benton County, Washington, Unlimited Tax General Obligation Refunding Bonds, 2025, described in the Bond Resolution.” A minor deviation in the language of such certificate (including a deviation in the designation of the Bonds authorized by Exhibit A hereto) shall not void a certificate of authentication that otherwise is substantially in the form of the foregoing. The authorized signing of a certificate of authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this resolution.

If any officer whose manual or facsimile signature appears on the Bonds ceases to be an officer of the District authorized to sign bonds before the Bonds bearing that individual’s manual or facsimile signature are authenticated or delivered by the Bond Registrar or issued by the District, those Bonds nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the District as though that individual had continued to be an officer of the District authorized to sign bonds. Any Bond also may be signed on behalf of the District by any individual who, on the actual date of signing of the Bond, is an officer of the District authorized to sign bonds, although that individual did not hold the required office on the Issue Date applicable to such Bond.

Section 9. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository are payable in the manner set forth in the Letter of Representations. Interest on each Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the District is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 10. Redemption Provisions and Purchase of Bonds.

(a) Optional Redemption. The Bonds may be subject to redemption at the option of the District on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) Mandatory Redemption. Each Bond that is designated as a Term Bond in a Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A and if not previously redeemed under any optional redemption provisions or purchased and surrendered for



cancellation under the provisions as set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts set forth in such Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the District and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase price) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The District shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) Selection of Bonds for Redemption; Partial Redemption. If fewer than all of the outstanding Bonds are to be redeemed at the option of the District, the District shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds within a single maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) Notice of Redemption. Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Designated Representative shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) Rescission of Optional Redemption Notice. In the case of an optional redemption, the notice of redemption may state that the District retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) Effect of Redemption. Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Debt Service Fund or in a trust account established to refund or defease the Bond.

(g) Purchase of Bonds. The District reserves the right to purchase any or all of the Bonds offered to the District or in the open market at any time at any price acceptable to the District plus accrued interest to the date of purchase.

Section 11. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity date or date fixed for redemption, the District shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity date or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Debt Service Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 12. Pledge of Taxes. For as long as any of the Bonds are outstanding, the District irrevocably pledges to levy taxes annually without limitation as to rate or amount on all of the taxable property within the District in an amount sufficient, together with other money legally available and to be used therefor, to pay when due the principal of and interest on the Bonds, and the full faith, credit and resources of the District are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Section 13. Tax Covenants.

(a) Preservation of Tax Exemption for Interest on Bonds. The District covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the District treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The District also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) Post-Issuance Compliance. The Secretary is authorized and directed to adopt, amend and implement, on behalf of the District, written procedures to facilitate compliance by the District with the covenants in this Section 13 and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the Bonds from being included in gross income for federal income tax purposes.

Section 14. Refunding or Defeasance of Bonds. The District may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the District sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the “trust account”), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this resolution and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the

principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the District may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the District in a refunding or defeasance plan, notice of refunding or defeasance shall be given, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this resolution for the redemption of Bonds.

Section 15. Debt Service Fund and Deposit of Bond Proceeds.

(a) From the proceeds received from the sale of each Series of Bonds, the Treasurer is authorized and directed to deposit in the Debt Service Fund any net premium and/or rounding (contingency) amounts that are not necessary to carry out the applicable Refunding Plan (which net premium and/or rounding amounts shall be used to pay interest on the Bonds of that Series on their earliest interest payment date or dates), and the remaining proceeds received from the sale of such Bonds, together with the District Contribution, if any, shall be deposited with the Refunding Trustee in accordance with the provisions of Section 16 of this resolution.

(b) The principal of and interest on the Bonds of each Series and on all other outstanding unlimited tax general obligation bonds of the District when due shall be paid from the Debt Service Fund. All taxes collected for and allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Debt Service Fund. Until needed to pay principal of and interest on the Bonds, the District may invest taxes collected for and allocated to the payment of the principal of and interest on the Bonds temporarily in any legal investment, and the investment earnings shall be retained in the Debt Service Fund and be spent for the purposes of that fund, except that the Board may authorize the transfer and credit of all or a portion of such investment earnings to another fund of the District pursuant to RCW 28A.320.320.

Section 16. Refunding of the Refunded Bonds.

(a) Appointment of the Refunding Trustee. Pursuant to RCW 39.53.070, the Refunding Trustee is hereby appointed to serve as trustee to oversee the safekeeping and application of the Bond proceeds and the District Contribution, if any, delivered to it.

(b) Use of Bond Proceeds; Acquisition of Acquired Obligations. All of the proceeds of the sale of any Series of Bonds, exclusive of any net premium and/or rounding (contingency) amounts required to be deposited into the Debt Service Fund pursuant to Section 15 of this resolution, shall be deposited immediately with the Refunding Trustee upon receipt and used, together with the District Contribution, if any, to discharge the obligations of the District under the 2015 Resolution relating to the Refunded Bonds to be redeemed with proceeds of such Series of Bonds by providing for the payment of the amounts required to be paid by the Refunding Plan pertaining to such Series of Bonds. To the extent practicable, the obligations of the District under the 2015 Resolution relating to such Refunded Bonds shall be discharged fully by the Refunding Trustee holding the proceeds of the sale of such Series of Bonds as uninvested cash and/or applying such proceeds to purchase Acquired Obligations bearing such interest and

maturing as to principal and interest in such amounts and at such times so as to provide, together with a beginning cash balance, if necessary, for the payment of the amounts required to be paid pursuant to such Refunding Plan. If purchased, the Acquired Obligations shall be listed and more particularly described in the applicable Refunding Trust Agreement, but are subject to substitution as set forth below. The Designated Representative is authorized and directed to approve: (i) any Acquired Obligations to be purchased; and/or (ii) the amount of uninvested cash to be held by the Refunding Trustee. Any proceeds of such Series of Bonds or other money deposited with the Refunding Trustee not needed to carry out and accomplish the Refunding Plan pertaining to such Series of Bonds shall be returned to the District, as soon as reasonably practicable following the delivery of a Series of Bonds to the Purchaser, and deposited in the Debt Service Fund to pay interest on the Bonds of such Series on their first interest payment date.

(c) Substitution of Acquired Obligations. Prior to the purchase of any Acquired Obligations, the District reserves the right to substitute other money and/or Government Obligations (“Substitute Obligations”) for any of such Acquired Obligations if, (a) in the opinion of Bond Counsel the interest on the applicable Series of Bonds and the associated Refunded Bonds will remain excluded from gross income for federal income tax purposes under Sections 103 and 148 of the Code, and (b) such substitution shall not impair the timely payment of the amounts required to be paid by the applicable Refunding Plan, as verified by a nationally recognized independent certified public accounting firm. The District may use any savings created by the foregoing substitution to pay interest on the Bonds of that Series on their first interest payment date.

After the purchase of Acquired Obligations by the Refunding Trustee, the District reserves the right to substitute therefor money and/or Substitute Obligations subject to the conditions that such money or Substitute Obligations held by the Refunding Trustee shall be sufficient to carry out the applicable Refunding Plan, that such substitution will not cause the Bonds of the applicable Series and the associated Refunded Bonds to be arbitrage bonds within the meaning of Section 148 of the Code and regulations thereunder in effect on the date of such substitution and applicable to obligations issued on the Issue Date of the applicable Series, and that the District obtains, at its expense: (i) a verification by a nationally recognized independent certified public accounting firm confirming that the payments of principal of and interest on the Substitute Obligations, if paid when due, and any other money held by the Refunding Trustee will be sufficient to carry out the applicable Refunding Plan; and (ii) an opinion from Bond Counsel to the effect that the disposition and substitution or purchase of such Substitute Obligations, under the statutes, rules and regulations then in force and applicable to the Series of Bonds or the associated Refunded Bonds, will not cause the interest on such Bonds or the associated Refunded Bonds to be included in gross income for federal income tax purposes and that such disposition and substitution or purchase is in compliance with the statutes and regulations applicable to the Series of Bonds or the associated Refunded Bonds. Any surplus money resulting from the sale, transfer, other disposition or redemption of the Acquired Obligations and the substitutions therefor shall be released from the trust estate and transferred to the District to be used to pay debt service on such Series of Bonds.

(d) Administration of Refunding Plan. The Refunding Trustee is authorized and directed to hold uninvested cash and/or purchase and hold the Acquired Obligations (or Substitute Obligations) and to make the payments required to be made pursuant to each Refunding Plan pursuant to this resolution and the particular Refunding Plan. All Acquired Obligations (or

Substitute Obligations) and money deposited with the Refunding Trustee and any income therefrom shall be held irrevocably and applied in accordance with the provisions of the 2015 Resolution, this resolution, chapter 39.53 RCW and other applicable laws of the State and the applicable Refunding Trust Agreement. All necessary and proper fees, compensation and expenses of the Refunding Trustee and all other costs incidental to the setting up of the escrow to accomplish any Refunding Plan and costs related to the issuance, sale and delivery of each Series of Bonds, including bond printing, rating service fees, verification fees, Bond Counsel's fees and other related expenses, shall be paid out of the proceeds of such Series of Bonds.

(e) Authorization for Refunding Trust Agreement. To carry out each Refunding Plan provided for by this resolution, the Designated Representative is authorized to execute and deliver to the Refunding Trustee, as applicable, a Refunding Trust Agreement for each Series of Bonds setting forth the duties, obligations and responsibilities of the Refunding Trustee in connection with the payment, redemption and retirement of the Refunded Bonds applicable to such Refunding Plan as provided herein and stating that the provisions for payment of the fees, compensation and expenses of such Refunding Trustee set forth in the respective Refunding Trust Agreement, as applicable, are satisfactory to it.

(f) Call for Redemption of the Refunded Bonds. The District calls for redemption on the Redemption Date, all of the Refunded Bonds to be refunded by any Series of Bonds at the price of par plus accrued interest. Such call for redemption shall be irrevocable on the Issue Date of such Series. The Refunding Trustee is authorized and directed to give or cause to be given such notices as required, at the times and in the manner required, pursuant to the 2015 Resolution and the applicable Refunding Trust Agreement in order to effect the redemption of the Refunded Bonds prior to their stated maturity dates.

(g) District Findings with Respect to Refunding. Prior to the execution of any Bond Purchase Agreement, the Designated Representative must determine, on behalf of the District, that the issuance, sale and delivery of that particular Series of Bonds will effect a net present value savings to the District of at least the percentage specified in the parameters for Final Terms set forth in Exhibit A. The Board finds and determines that achieving such net present value savings by issuing Bonds is in the best interest of the District and in the public interest. In making the finding and determination that the issuance, sale and delivery of a Series of Bonds will effect the foregoing net present value savings, the Designated Representative shall give consideration to the interest on fixed maturities of the Bonds of that Series and the Refunded Bonds to be refunded by such Series, the costs related to the issuance, sale and delivery of such Series and the known earned income from the investment of the proceeds of the issuance and sale of such Series and the District Contribution, if any, used in the particular Refunding Plan pending payment and redemption of the Refunded Bonds. The District finds and determines that (i) the money to be deposited with the Refunding Trustee for the Refunded Bonds in accordance with this Section 16 will discharge and satisfy the obligations of the District under the 2015 Resolution with respect to such Refunded Bonds, and the pledges, charges, trusts, covenants and agreements of the District in the 2015 Resolution made or provided for as to such Refunded Bonds, and (ii) such Refunded Bonds shall no longer be deemed to be outstanding under the 2015 Resolution immediately upon the deposit of such money with the Refunding Trustee.

Section 17. Official Statement; Continuing Disclosure.

(a) Preliminary Official Statement. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12 with respect to any preliminary Official Statement prepared in connection with the sale of each Series of Bonds, the Designated Representative, on the District's behalf, is authorized and directed to: (i) review and "deem final" that preliminary Official Statement as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12; (ii) authorize the distribution by the Purchaser of the "deemed final" preliminary Official Statement to potential purchasers of the Bonds of such Series; and (iii) acknowledge in writing any action taken pursuant to clauses (i) and (ii) of this paragraph.

(b) Official Statement. The Designated Representative is authorized and directed to review and approve on behalf of the District a final Official Statement with respect to any Series of Bonds, substantially in the form of the "deemed final" preliminary Official Statement for that Series of Bonds and supplemented or amended as the Designated Representative determines necessary, desirable, or appropriate. The Designated Representative is authorized to execute each such final Official Statement and the District is authorized to deliver or cause to be delivered that final Official Statement to the Purchaser in the manner required by Rule 15c2-12, the MSRB and the applicable Bond Purchase Agreement.

(c) Undertaking to Provide Continuing Disclosure. If necessary to meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to the Purchaser acting as a participating underwriter for a Series of Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of a Series of Bonds in substantially the form attached to this resolution as Exhibit B, which is incorporated herein by this reference.

Section 18. Guarantee Program. The District is authorized to participate in the Guarantee Program with respect to the Bonds and agrees to the terms and conditions for participating in the Guarantee Program, as prescribed in chapter 39.98 RCW and the rules promulgated thereunder.

Section 19. Supplemental and Amendatory Resolutions. The District may supplement or amend this resolution for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the District.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this resolution in a manner that does not materially adversely affect the interests of Owners.

Section 20. Execution; General Authorization and Ratification. This resolution may be executed by the Directors being present and voting in favor of the resolution, or only the President, and attested by the Secretary, in tangible medium, manual, facsimile or electronic form under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, or in any other manner evidencing its adoption. The Secretary, the Assistant

Superintendent, the Director of Business Services, the President, the Treasurer, other appropriate officers of the District and Bond Counsel are severally authorized and directed to take such actions and to create, accept, execute, send, use and rely upon such tangible medium, manual, facsimile or electronic documents, records and signatures under any security procedure or platform, and notwithstanding any other District resolution, rule, policy or procedure, as in their judgment may be necessary or desirable to carry out the terms of, and complete the transactions contemplated by, this resolution and the Bond Purchase Agreements (including everything necessary for the prompt delivery of each Series of Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the sale of Bonds). All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

Section 21. Severability. The provisions of this resolution are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, holds any provision of this resolution to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this resolution in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 22. Effective Date of Resolution. This resolution takes effect from and after its adoption.

ADOPTED by the Board of Directors of Kennewick School District No. 17, Benton County, Washington, at a regular open public meeting held on January 22, 2025.

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

\_\_\_\_\_  
President and Director

\_\_\_\_\_  
Vice President and Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

ATTEST:

\_\_\_\_\_  
DR. TRACIL PIERCE  
Secretary to the Board of Directors

## EXHIBIT A

### Parameters for Final Terms

- (a) Principal Amount. The Bonds may be issued in one or more Series (as determined by the Designated Representative) and shall not exceed the aggregate principal amount of \$37,410,000. The principal amount of any Series of Bonds (i) may exceed the principal amount of the Refunded Bonds being refunded by such Series by an amount deemed reasonably required to effect the Refunding Plan pertaining to such Series of Bonds, or (ii) may be equal to or less than the principal amount of the Refunded Bonds being refunded by such Series, so long as the proceeds of any such Series of Bonds (together with the District Contribution, if any) are sufficient to effect the Refunding Plan pertaining to such Series of Bonds. To the extent the principal amount of any Series of Bonds exceeds the principal amount of the Refunded Bonds being refunded by such Series, such excess amount shall constitute nonvoted general obligation debt of the District for purposes of calculating debt capacity and shall be allocated, by the Designated Representative, to the earliest maturing principal of the Bonds of such Series.
- (b) Date or Dates. Each Series of Bonds shall be dated its Issue Date, which date shall occur before December 31, 2025.
- (c) Denominations; Series Designation. The Bonds shall be issued in Authorized Denominations. The designation of each Series of Bonds may include a series designation if multiple Series are issued or any other designation, all as determined by the Designated Representative. Conforming changes shall be made in the certificate(s) of authentication authorized by Section 8 of this resolution.
- (d) Interest Rate(s). The Bonds of each Series shall bear interest at fixed rates *per annum* (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date for such Series or from the most recent interest payment date for which interest has been paid or duly provided for, whichever is later. The Designated Representative is authorized to select the rate or rates of interest for any Bond of any Series; provided that, no rate of interest for any Bond may exceed 5.50%, and the true interest cost (the “TIC”) for each Series of Bonds shall not exceed 4.50%.
- (e) Payment Dates. Interest on each Series of Bonds shall be payable semiannually (on each June 1 and December 1), commencing on the date selected by the Designated Representative that is no later than 12 months following the Issue Date of such Series of Bonds. Principal shall be payable on such date(s) and in such amount(s) as are selected by the Designated Representative; provided that, principal shall only be payable on June 1 and/or December 1 in any given year.
- (f) Redemption Rights. The Designated Representative may approve in a Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:
- (1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the District prior to its maturity date on the dates and at the prices set forth in a Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to



its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.

- (2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in a Bond Purchase Agreement.
- (g) Price. The Aggregate Purchase Price for each Series of Bonds shall not be less than 100% or more than 140% of the aggregate stated principal amount of such Series of Bonds.
- (h) Selection of Refunded Bonds. Under the terms and conditions of this resolution, the Designated Representative is authorized to select the Refunded Bonds to be refunded by each Series of Bonds. Refunded Bonds, as selected by the Designated Representative, shall be identified in the applicable Bond Purchase Agreement, and/or separate certificate approved and executed by the Designated Representative, and the applicable Refunding Trust Agreement.
- (i) Selection of Redemption Date of the Refunded Bonds. Under the terms and conditions of this resolution, the Designated Representative is authorized to select and fix the Redemption Date of the Refunded Bonds to be refunded by each Series of Bonds.
- (j) Minimum Savings. Each Series of Bonds shall produce a minimum net present value savings to the District of 3.00% (as a percentage of the Refunded Bonds refunded by such Series). Net present value savings means the present value of the difference between the annual debt service on the Refunded Bonds and the annual debt service on the Bonds, discounted to the Issue Date using the yield on the Bonds as the discount rate. For this purpose, the net present value of savings in annual debt service shall be (i) increased by any net premium and/or rounding (contingency) amounts required to be deposited into the Debt Service Fund pursuant to Section 15(a) of this resolution on the Issue Date, and (ii) reduced by the amount of the District Contribution, if any, made on the Issue Date. The minimum net present value savings required by this paragraph (j) shall be determined separately for the net present value savings attributable to each Series of Bonds.
- (k) Annual Maturities. The various annual maturities of each Series of Bonds shall not extend over a longer period of time than the Refunded Bonds refunded by such Series. The respective annual principal and interest payments on each Series of Bonds shall demonstrate a savings in each year in comparison to the respective annual principal and interest requirements of the Refunded Bonds refunded by such Series.
- (l) Final Maturity. The final maturity date of each Series of Bonds shall not exceed the final maturity date of the Refunded Bonds refunded by such Series.
- (m) Certificate of Eligibility. No Series of Bonds may be issued without a valid Certificate of Eligibility.
- (n) Other Terms and Conditions. (1) No Series of Bonds may be issued if it would cause the indebtedness of the District to exceed the District's legal debt capacity on the Issue Date.

- (2) The Designated Representative is authorized to determine the amount of the District Contribution and cause the Treasurer to transfer the District Contribution to the Refunding Trustee.
- (3) The Designated Representative, in consultation with the Municipal Advisor and the Purchaser, may determine that it is in the District's best interest to provide for bond insurance or other credit enhancement, and may accept, on behalf of the District, such additional terms, conditions, and covenants as may be required by the bond insurer, if consistent with the provisions of this resolution.
- (4) The Designated Representative is authorized to take such additional action as may be necessary or convenient for the issuance of Bonds pursuant to the terms of this resolution.

## **EXHIBIT B**

### **Form of Undertaking To Provide Continuing Disclosure**

#### **Kennewick School District No. 17, Benton County, Washington Unlimited Tax General Obligation Refunding Bonds, 2025**

Kennewick School District No. 17, Benton County, Washington (the “District”), makes the following written Undertaking for the benefit of holders of the above-referenced bonds (the “Bonds”) issued pursuant to the District’s Resolution No. 7, 2024-2025, adopted by the Board of Directors of the District on January 22, 2025 (the “Bond Resolution”), for the sole purpose of assisting the Purchaser in meeting the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds. Capitalized terms used but not defined below shall have the meanings given in the Bond Resolution.

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The District undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

(i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b)(i) (“annual financial information”);

(ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the District, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; (14) appointment of a successor or additional trustee or the change of name of a trustee, if material; (15) incurrence of a financial obligation of the District or obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the

District or obligated person, any of which affect security holders, if material; and (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of the financial obligation of the District or obligated person, any of which reflect financial difficulties. The term “financial obligation” means a (A) debt obligation; (B) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (C) guarantee of (A) or (B). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with Rule 15c2-12; and

(iii) Timely notice of a failure by the District to provide the required annual financial information described in paragraph (b)(i) on or before the date specified in paragraph (b)(ii).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the District undertakes to provide in paragraph (a):

(i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with applicable generally accepted accounting principles applicable to local governmental units of the State, such as the District, as such principles may be changed from time to time and as permitted by State law; (2) a statement of authorized, issued and outstanding general obligation debt of the District; (3) the assessed value of the property within the District subject to *ad valorem* taxation; and (4) *ad valorem* tax levy rates and amounts, and percentage of taxes collected;

(ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the District (currently, a fiscal year ending August 31), as such fiscal year may be changed as required or permitted by State law, commencing with the District’s fiscal year ending August 31, 2024; and

(iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

If not submitted as part of the annual financial information described in paragraph (b)(i) above, the District will provide or cause to be provided to the MSRB audited financial statements, when and if available.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The District will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the District and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The District's obligations under this Undertaking shall terminate upon the legal defeasance, prior redemption or payment in full of all of the Bonds. In addition, the District's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the District to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel or other counsel familiar with federal securities laws delivered to the District, and the District provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the District learns of any failure to comply with this Undertaking, the District will proceed with due diligence to cause such noncompliance to be corrected. No failure by the District or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the District or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The District's Assistant Superintendent of Operations or designee, or such other District official who may in the future perform the duties of that office, is the individual designated to carry out the Undertaking in accordance with Rule 15c2-12, including, without limitation, the following actions:

(i) Preparing and filing the annual financial information undertaken to be provided in paragraph (a)(i);

(ii) Determining whether any failure to provide the annual financial information undertaken to be provided in paragraph (a)(i) has occurred and providing any notice undertaken to be provided in paragraph (a)(iii);

(iii) Determining whether any event specified in items (1)-(16) of paragraph (a)(ii) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any notice undertaken to be provided in paragraph (a)(ii) of its occurrence;

(iv) Determining whether any person other than the District is an "obligated person" within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;

(v) Selecting, engaging and compensating designated agents and consultants, including but not limited to financial advisors and legal counsel, to assist and advise the District in carrying out this Undertaking; and

(vi) Effecting any necessary amendment of this Undertaking.

CERTIFICATION

I, DR. TRACIL PIERCE, Secretary to the Board of Directors of Kennewick School District No. 17, Benton County, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 7, 2024-2025 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Directors of the District (the "Board") held at its regular meeting place on January 22, 2025 (the "Meeting"), as that Resolution appears in the records of the District, and the Resolution is now in full force and effect; and

2. The Meeting was duly convened, held and included an opportunity for public comment, in all respects in accordance with law, a quorum of the members of the Board was present throughout the Meeting, and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand as of January 22, 2025.

KENNEWICK SCHOOL DISTRICT NO. 17  
BENTON COUNTY, WASHINGTON

\_\_\_\_\_  
DR. TRACIL PIERCE  
Secretary to the Board of Directors