

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

Regular Meeting of the Board of Directors
A.J. West Elementary School
May 20, 2025

5:30 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable
3. Gift to the District

Comments from Board Members

Comments from Student Representatives

Comments from the Public

Comment on agenda items is welcome at this time. Please sign up on the sheet provided at the entrance to the meeting and specify the agenda item you wish to address. Please limit your comments to three minutes. Comment on all matters is welcome via email to schoolboard@asd5.org.

Presentations

1. [A.J. West Annual Report](#)

Old Business

1. [Policy 3205 Sexual Harassment of Students Prohibited](#)
2. [Policy 5011 Sexual Harassment of District Staff Prohibited](#)

Superintendents' Report

1. 2025-2026 Budget Planning
2. Seismic Schools Update
3. [2023-2024 Audit](#)
4. [180-Day School Waiver](#)
5. Graduation Update

Financial Services

1. [Fiscal Status Report](#)
2. [Bus Purchase](#)

Board Meeting Agenda
May 20, 2025

New Business

1. [PLU Student Teacher Agreement](#)
2. [Special Education Contracts](#)
 - a. Lakeview Speech Therapy, LLC
 - b. Northwest Speech
 - c. Soliant Health, LLC
3. Next Meeting

Executive Session / Closed Session

1. [Personnel Report](#)
2. [2025-2026 Co-Curricular Salary Schedule](#)
3. 2025-2026 Administrative Staffing List
4. 2025-2026 Administrative Salary Schedule

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND
May 20, 2025

5:30 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on May 6, 2025, are enclosed for your review and approval.
2. Accounts Payable – The payroll and accounts payable for June are enclosed for your review and approval.
3. Gift to the District – MacMillan & Company, Inc. of Montesano has donated \$500 to the automotive program at Aberdeen High School.

Comments from the Board

Comments from Student Representatives

Comments from the Public

The Board welcomes public comment on agenda items at this time. Please sign up on the sheet provided at the entrance to the meeting and indicate the agenda item you wish to address. Please limit your comments to three minutes. Written public comment on both agenda and non-agenda matters is also welcome via email. Comments should be submitted to schoolboard@asd5.org before noon on the day of the meeting and will be included in the public record.

Individual student matters or complaints against employees should not be brought forward at a public meeting. The Superintendent's Office or board president should be contacted directly.

Presentations

1. A.J. West Annual Report – Principal Nani Villarreal will present the 2024-2025 annual report and school improvement plan for A.J. West Elementary School. [Enclosure 2](#)

Old Business

1. Policy 3205 – Human Resources Director Christi Clinkingbeard will present an update to Policy 3205 Sexual Harassment of Students Prohibited for second reading and adoption. [Enclosure 3](#)
2. Policy 5011 – Human Resources Director Clinkingbeard will present an update to Policy 5011 Sexual Harassment of District Staff Prohibited for second reading and adoption. [Enclosure 4](#)

Superintendents' Report

1. 2025-2026 Budget Planning – Superintendents Green and Sandstrom will provide an update on budget planning for the 2025-2026 school year. It is recommended that the budget workshop scheduled for July 1 be canceled and scheduled at a later date.
2. Seismic Schools Update – Superintendents Green and Sandstrom will provide an update on the Seismic School Safety Grant Program.
3. 2023-2024 Audit – Superintendents Green and Sandstrom will discuss the annual state audit which concluded earlier this month. [Enclosure 5](#)
4. 180-Day School Waiver – Superintendent Sandstrom will present the district's request to OSPI to waive one school day for Robert Gray Elementary School, which was not in session following the storm-related power outage on Dec. 18, 2024. [Enclosure 6](#)
5. Graduation Update – A reminder that commencement for the Harbor Learning Center will take place at Stewart Field at 6 p.m. Thursday, June 5, and at 7 p.m. Friday, June 6, for Aberdeen High School.

Financial Services

1. Fiscal Status Report – Executive Director of Business and Operations Elyssa Louderback will present the Fiscal Status Report for May. [Enclosure 7](#)
2. Bus Purchase – The Transportation Department is requesting approval to purchase a 78-passenger Thomas Built bus in 2025-2026 at a cost of \$218,650.77. [Enclosure 8](#)

New Business

1. PLU Student Teacher Agreement – Human Resource Director Clinkingbeard will present a revised agreement with Pacific Lutheran University to place student teachers in the district. [Enclosure 9](#)
2. Special Education Contracts – Special Education Director Rick Bates is recommending that the contracts outlined below for 2025-2026 be approved:
 - a. An agreement with Lakeview Speech Therapy, LLC, for services in 2025-2026 and the placement of three specialists in the district: Karen Clifton and Kerry Hannon Bender as speech language pathologists and Kelley Kautzman as a speech language pathologist assistant. [Enclosure 10](#)
 - b. An agreement with Northwest Speech for speech therapy services in 2025-2026 and the placement of Olivia Martin as a speech language pathologist. [Enclosure 11](#)

Board Information
May 20, 2025

- c. An agreement with Soliant Health, LLC, for occupational therapy services and the placement of Sheri Proffitt as an occupational therapist.
[Enclosure 12](#)
3. Next Meeting – The next regular meeting of the Board is scheduled for 5:30 p.m. Tuesday, June 3, 2025, in the Community Room at Aberdeen High School.

Executive Session / Closed Session

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

1. Personnel Report [Enclosure 13](#)
2. [2025-2026 Co-Curricular Salary Schedule](#)
3. 2025-2026 Administrative Staffing List
4. 2025-2026 Administrative Salary Schedule

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – May 6, 2025

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 5:30 p.m. Tuesday, May 6, 2025, in the Community Room at Aberdeen High School. In attendance were Directors Jessica Jurasin, Annica Mizin, Suzy Ritter and Jeremy Wright, along with Student Representative Mikyla Gunther, Superintendents Lynn Green and Traci Sandstrom and 15 patrons and staff.

The meeting began with the flag salute.

On a motion by Director Ritter and seconded by Director Jurasin, the minutes from the regular meeting on April 15, 2025; approved trip requests for the Harbor Learning Center to travel with juniors and seniors to the Job Corps in Astoria, Ore., on May 8, for the marching band at Aberdeen High School to travel to Victoria, B.C., on May 17-20 to participate in the Victoria Day Parade, and for students in the SkillsUSA program at Miller Junior High School to travel to the National Leadership and Skills Competition in Atlanta, Ga., on June 22-28, and accepted a gift to the district from Melinda Luark of Elma who donated a 2005 Hyundai Accent valued at \$1,758 for use in the Automotive Technology program at Aberdeen High School.

Vice President Jeremy Wright commented that he has four children graduating at various levels this spring – middle school, high school and college – and he's grateful for the education and opportunities they've received as students in the district.

President Durney observed that it's National Teacher Appreciation Week.

On a motion by Vice President Wright and seconded by Director Ritter, the Board approved an update to the policy and procedures governing release of students during the school day – Policy 3124 Removal-Release of Students. The update combines policies 3440 (Removal) and 3441 (Release).

On a motion by Director Ritter and seconded by Director Mizin, the Board approved an update and new number for the policy governing how schools manage guardian access to student records – Policy 3126 Child Custody.

On a motion by Director Jurasin and seconded by Vice President Wright, the Board approved an update to Policy 4200 Safe and Orderly Learning Environment recognizing that state law allows for exceptions to the start of the school day.

Student Representative Mikyla Gunter reported that students at the Harbor Learning Center are mulling their options for summer school; planning for year-end field trips for career exploration, and the ASB is planning year-end activities

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM
THE BOARD

POLICY 3124
REMOVAL-RELEASE
OF STUDENTS

POLICY 3126 CHILD
CUSTODY

POLICY 4200 SAFE
AND ORDERLY
LEARNING
ENVIRONMENT

COMMENTS FROM
STUDENT
REPRESENTATIVE

including an elementary field day and the school's Day of Service on May 23. She also noted that 30 students have earned their GEDs so far this year and 16 are prepared to graduate on June 5.

Superintendent Sandstrom provided an update on planning for the 2025-2026 budget. She reviewed the priorities underpinning the process and shared that restoring PE and music educators and restoring 30 minutes to the school day remain priorities, but the district won't be able to accomplish those in 2025-2026. She noted that work on other priorities, such as maintaining a 5 percent fund balance, maximizing available grants and meeting the district average class size, are part of the work in progress. She noted that the board had approved a reduced educational program of up to \$3 million, but additional funding from the Legislature of about \$35 per student for operating costs and additional funding for special education have helped lessen the gap. Superintendent Sandstrom also reported that reductions in certificated staffing are being accomplished through attrition. She said reductions in classified staff are still under review but those employees will know before the end of the school year what positions are retained.

Superintendent Sandstrom also reported that the Hopkins Building will no longer be used for preschool. The preschool teachers and support staff will be assigned to classrooms at the grade schools, she said, and the staff impacted by this change will be informed of new assignments this week.

Superintendents Green provided an update on planning for new schools under the Seismic School Safety Grant. She said the state budgeted \$150 million, but the bulk is going to schools further along in the process. That means the elementary schools and Miller Junior High School are paused in Phase 1, while the Harbor Learning Center will continue planning and design in Phase 2.

Following a presentation by Superintendent Green, on a motion by Director Jurasin and seconded by Director Ritter, the board approved a master services agreement with TCF Architecture to work with the district in the Seismic School Safety Grant program.

Following a presentation by Human Resources Director Christi Clinkingbeard, an updates to Policy 3205 Sexual Harassment of Students Prohibited to align with Title 9 regulations was accepted for first reading.

Following a presentation by Human Resources Director Christi Clinkingbeard, an updates to Policy 5011 Sexual Harassment of District Staff Prohibited to align with Title 9 regulations was accepted for first reading.

On a motion by Director Ritter and seconded by Vice President Wright, the Board approved an agreement with Pacific Lutheran University for the placement of student teachers in the district.

SUPERINTENDENTS' REPORTS

2025-2026 BUDGET UPDATE

SEISMIC SCHOOL SAFETY PLANNING

TCF ARCHITECTURE AGREEMENT

POLICY 3205 SEXUAL HARASSMENT

POLICY 5011 SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

PLU STUDENT TEACHER AGREEMENT

Aberdeen School Board Minutes
May 6, 2024

Following a presentation by Superintendent Sandstrom, on a motion by Director Jurasin and seconded by Director Ritter, the board approved an agreement with Imagine Learning, which is the primary curriculum provider for Grays Harbor Academy.	2025-2026 IMAGINE LEARNING
Following a presentation by Superintendent Sandstrom, on a motion by Director Ritter and seconded by Director Mizin, the board approved an agreement with Denny Bickar to provide first aid instruction in the district.	2025-2026 FIRST AID CONTRACT
Following a presentation by Director Jamie Stotler, on a motion by Vice President Wright and seconded by Director Ritter, the Board approved a data sharing agreement with Flashlight Learning, which is being piloted at Miller Junior High School for use with English Learner students.	2025 FLASHLIGHT AGREEMENT
On a motion by Vice President Wright and seconded by Director Ritter, the Board approved a list of supplies and equipment as surplus and no longer needed for an educational purpose.	SURPLUS
President Durney announced that the next regular meeting is scheduled for 5:30 p.m. Tuesday, May 20, at A.J. West Elementary School.	NEXT MEETING
At 5:53 p.m., President Durney recessed the meeting for an executive session expected to last 20 minutes under RCW 42.30.110 (b) and (g) (to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee). At 6:13 p.m. the session was extended for 5 minutes. The meeting reconvened in regular session at 6:18 p.m.	EXECUTIVE SESSION
On a motion by Vice President Wright and seconded by Director Ritter, the board approved the Personnel Report. Under certificated matters, the Board approved the hiring of Rachel Wenzel as the assistant principal at Aberdeen High School effective July 1; accepted the resignation of Darby Carroll as 0.2 FTE principal at the Hopkins Preschool effective June 30; approved the hiring of Sandra Lucas as a speech language pathologist for the District effective Aug. 27, Jillian Abbe as an ELA teacher at Aberdeen High School effective Aug. 27, and James Pellervo as a CTE science and agriculture teacher at Aberdeen High School effective Aug. 27; approved the hiring of Ashley Emmett for summer school as a photography and graphics instructor for the Twin Harbors Skills Center effective July 7, and Travis Wheeler as the automotive instructor effective June 16 and as the welding instructor effective July 7; approved the hiring of Kris Bitar as a special education teacher, Chris Howell as the math/science teacher, Kayla Sturm as the family and consumer science teacher, Cordell Trusty as the social studies teacher, and Kasi Turner as the counselor, all for summer school at the Harbor Learning Center effective June 12; Robert Sutlovich as the mentor teacher at Grays Harbor Academy for summer school effective June 12, and Brian Allen as	PERSONNEL REPORT CERTIFICATED CLASSIFIED

the special education teacher for summer school at the Detention Center effective June 12; approved a change of assignment for Ashley Emmett as a teacher from Miller Junior High School to Aberdeen High School effective Aug. 27; approved a leave of absence for Dawn Meyers, a teacher at Miller Junior High School, effective April 24 to May 30; accepted resignations from Michele Clark a teacher at Central Park Elementary School, Bailey Lundy a teacher at A.J. West Elementary School, and Gordon Shaw, a music teacher for the district effective June 11, and accepted the resignation of Patricia (Patti) Smith as a substitute for the District effective July 11.

Under classified matters, the Board approved the hiring of Xander Burgess as a custodian at Aberdeen High School effective April 22 and Caden West as pianist for the musical at Aberdeen High School effective April 30; approved the hiring of Jacquie Clemens as a para-educator for STEM Camp for summer school effective April 14, and Cassandra Chesterman as a para-educator, Amy Rasler as the office coordinator and Emma-Leigh Wimberley as the family service worker for summer school at the Harbor Learning Center effective June 12; approved a change of assignment for Cathleen Johnson to para-educator from current-year-only para-educator at McDermoth Elementary School effective April 23; approved a leave of absence for Linda Francisco, a Food Service worker at Aberdeen High School effective April 24 to May 30; approved the retirement of Kimberly Johnsen, a bus driver for the District, effective Aug. 15; approved the termination of John Stanley as a bus driver for the District, effective April 24; approved the hiring of Michael Smith effective April 18 and Darcy Williams effective April 14 as track coaches at Miller Junior High School; accepted the resignation of Carl Howard as a 0.5 FTE assistant coach for Football at Aberdeen High School effective April 11, and approved the hiring of Holly Houston, Peter Ross, Sarah Shepard and Charity Todd as substitutes for the District.

On a motion by Director Ritter and seconded by Director Mizin, the Board approved the 2025-2026 certificated staffing list employees.

CERTIFICATED
STAFFING LIST

On a motion by Director Jurasin and seconded by Director Mizen, the Board approved the 2025-2026 Aberdeen Education Association Salary Schedule.

CERTIFICATED
SALARY SCHEDULE

There being no further business, the regular meeting was adjourned at 6:20 p.m.

ADJOURN

Lynn Green, Secretary

Jennifer Durney, President

Traci Sandstrom, Secretary

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$2,045,331.69. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 837972 through 838000, totaling \$2,045,331.69

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

Check Nbr	Vendor Name	Check Date	Check Amount
837972	1st Security Bank-Child Suppo	04/30/2025	1,060.00
837973	Aberdeen High School-AHS Schol	04/30/2025	70.00
837974	Aberdeen Sch Dist Kitchen Fund	04/30/2025	22.00
837975	Aberdeen School District-SERS	04/30/2025	168,411.15
837976	Aberdeen School District-TRS	04/30/2025	333,830.72
837977	Aberdeen School District Defer	04/30/2025	23,911.00
837978	Bank Of The Pacific	04/30/2025	719,168.05
837979	Cnty/city Mun Ees	04/30/2025	3,641.70
837980	Dynamic Collectors	04/30/2025	1,910.74
837981	E.S.D.#113 Unemployment Coop	04/30/2025	17,380.06
837982	Ed.Serv.Dist.#113	04/30/2025	32,645.72
837983	Employment Security	04/30/2025	27,701.24
837984	EMPLOYMENT SECURITY DEPT LTC	04/30/2025	10,057.49
837985	First Choice Health	04/30/2025	1,300.75
837986	GESA	04/30/2025	5,735.00
837987	HCA-SEBB BENEFITS-600D01	04/30/2025	627,992.00
837988	HCA-SEBB FLEX SPEND-600D01	04/30/2025	4,331.71
837989	Legal Shield	04/30/2025	63.80
837990	Pse Of Wa	04/30/2025	7,511.31
837991	The Standard Insurance Company	04/30/2025	5,630.04
837992	Tsa Consulting Group Inc	04/30/2025	11,947.00
837993	Twin Star Credit Union	04/30/2025	280.00
837994	Twin Star Scholarship Acct	04/30/2025	69.50
837995	Twinstar Pse Local Dues	04/30/2025	69.50
837996	United Way	04/30/2025	254.38
837997	Veba Contributions-Y1286.001	04/30/2025	15,844.45
837998	Wa State School Ret Assn	04/30/2025	63.00
837999	Wea Chinook	04/30/2025	267.84
838000	Wea Payroll Deductions	04/30/2025	24,161.54

29 Computer Check(s) For a Total of 2,045,331.69

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As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$2,104,284.62. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE:
Warrant Numbers 837971 through 837971, totaling \$2,104,284.62

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

Check Nbr	Vendor Name	Check Date	Check Amount
837971	1ST SECURITY BANK PAYROLL/PERS	04/29/2025	2,104,284.62
1	Computer	Check(s) For a Total of	2,104,284.62

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$1,157,086.85. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 837885 through 837968, totaling \$1,157,086.85

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

Check Nbr	Vendor Name	Check Date	Check Amount
837885	1ST SECURITY BANK PAYROLL/PERS	04/17/2025	5,672.76
837886	Aberdeen School Dist-Cte Impre	04/17/2025	70.00
837887	Aberdeen Office Equipment Inc	04/17/2025	8,772.37
837888	Aberdeen Sanitation	04/17/2025	9,294.55
837889	Aberdeen School District #5 -	04/17/2025	40.09
837890	Aberdeen High School (asb)	04/17/2025	1,976.00
837891	ACME VISIBLE	04/17/2025	367.89
837892	Airgas Usa, Llc	04/17/2025	3.12
837893	Amazon Capital Services	04/17/2025	7,750.12
837894	AMPERSAND THERAPY LLC	04/17/2025	20,340.00
837895	Auto-Chlor	04/17/2025	458.14
837896	AWSI/DISA GLOBAL SOLUTIONS	04/17/2025	99.00
837897	Bailey, Shannon	04/17/2025	1,276.34
837898	Cascade Natural Gas	04/17/2025	43,252.91
837899	Caskey Industrial Supply Co In	04/17/2025	200.20
837900	Consolidated Electrical Distri	04/17/2025	539.19
837901	Central Welding Supply	04/17/2025	156.33
837902	CHARLIES PRODUCE	04/17/2025	16,619.14
837903	CHAVEZ, MARIA	04/17/2025	9,900.00
837904	Christensen, Kayla	04/17/2025	1,374.92
837905	Cintas Corporation	04/17/2025	13,597.15
837906	City Of Aberdeen	04/17/2025	13,274.43
837907	Comcast	04/17/2025	474.64
837908	Complete Cartridge Supply Comp	04/17/2025	4,298.00
837909	Cts Language Link	04/17/2025	11.69
837910	Dairy Fresh Farms	04/17/2025	16,808.06
837911	Dept Of Retirement Systems	04/17/2025	147.27
837912	DILLANOS COFFEE ROASTERS INC	04/17/2025	137.40
837913	ENTOURAGE YEARBOOKS	04/17/2025	4,280.00
837914	ESD 113	04/17/2025	36,312.03
837915	Espresso Products Direct (epd	04/17/2025	943.83
837916	Ferrellgas	04/17/2025	1,336.37
837917	FRANCO, NANCY VAZQUEZ	04/17/2025	190.15

Check Nbr	Vendor Name	Check Date	Check Amount
837918	Franz Family Bakeries	04/17/2025	3,373.78
837919	Gh County Water District #2	04/17/2025	670.00
837920	GRANITE TELECOMMUNICATIONS LLC	04/17/2025	1,991.42
837921	Grays Harbor College	04/17/2025	290,422.26
837922	Grays Harbor Community Hospita	04/17/2025	5,593.94
837923	GREAT MINDS PBC	04/17/2025	1,074.99
837924	Guardian Security Systems, Inc	04/17/2025	441.78
837925	Hainey, Andria Nicole	04/17/2025	41.23
837926	Harbor Auto & Truck Parts	04/17/2025	1,502.98
837927	Harbor Disposal Co Inc	04/17/2025	2,358.82
837928	HD SUPPLY	04/17/2025	5,895.93
837929	Home Depot	04/17/2025	372.92
837930	Hoquiam School District #28	04/17/2025	177,790.57
837931	KCDA Purchasing Coop.	04/17/2025	29,596.35
837932	KCDA Purchasing Coop.	04/17/2025	661.82
837933	Lakeshore Curriculum Materials	04/17/2025	24,817.79
837934	LAKEVIEW SPEECH THERAPY	04/17/2025	17,890.00
837935	Lemay Mobile Shredding	04/17/2025	315.70
837936	MinuteMan Press	04/17/2025	343.61
837937	MOMENTUM TELECOM INC	04/17/2025	884.26
837938	Nor-Pac Seating Co INC	04/17/2025	592.30
837939	NORTHWEST SPEECH LLC	04/17/2025	14,175.00
837940	NORTHWEST LEGAL PROCESS LLC	04/17/2025	800.00
837941	OSPI	04/17/2025	13,490.72
837942	Pacifica Law Group LLP	04/17/2025	1,452.00
837943	Parris, Trinity A	04/17/2025	1,183.10
837944	Perkins Coie Llp	04/17/2025	1,745.50
837945	Petrocard Inc	04/17/2025	18,595.53
837946	Pioneer Healthcare Services LL	04/17/2025	5,377.28
837947	Pud #1 Of Grays Harbor Co	04/17/2025	46,650.99
837948	RAINE INDUSTRIES INC/DBA CARDI	04/17/2025	12,326.04
837949	Ricoh Usa Inc	04/17/2025	571.33
837950	Riddell/all American	04/17/2025	8,736.11
837951	SOLIAnt EDUCATION	04/17/2025	43,295.50
837952	SOLVEPATH LLC DBA THERAPY SOLU	04/17/2025	31,655.00
837953	State Auditor's Office	04/17/2025	2,086.50
837954	THE DEVEREUX FOUNDATION	04/17/2025	26,798.12
837955	The Hello Foundation	04/17/2025	15,456.00
837956	THE STEPPING STONES GROUP LLC	04/17/2025	14,250.00
837957	US Foods - Seattle	04/17/2025	73,142.49
837958	Us Postal Service (cmrs-Fp)	04/17/2025	2,500.00
837959	Verizon Wireless	04/17/2025	2,673.63
837960	VESTIS	04/17/2025	59.10
837961	Visiplex, Inc.	04/17/2025	576.00
837962	Washington State School For Bl	04/17/2025	16,470.00
837963	Wcp Solutions	04/17/2025	2,219.02
837964	West Coast Mechanical Solution	04/17/2025	6,023.03
837965	Western Steel & Supply Inc	04/17/2025	151.23
837966	Wsa Head Start & Eceap Program	04/17/2025	1,290.00
837967	WSIPC	04/17/2025	325.09

Check Nbr	Vendor Name	Check Date	Check Amount
837968	YMCA	04/17/2025	6,406.00
84	Computer	Check(s) For a Total of	1,157,086.85

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	84	Computer	Checks For a Total of	1,157,086.85
Total For	84	Manual, Wire Tran, ACH & Computer	Checks	1,157,086.85
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,157,086.85

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$61,265.90. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 837864 through 837865, totaling \$61,265.90

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

Check Nbr	Vendor Name	Check Date	Check Amount
837864	1ST SECURITY BANK PC	04/15/2025	59,774.21 GF
837865	1ST SECURITY BANK PC	04/15/2025	1,491.69 ASB
2	Computer	Check(s) For a Total of	61,265.90

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$5,672.76. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE ACH: GENERAL FUND
ACH Numbers 242500203 through 242500235, totaling \$5,672.76

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500203	Abruscato, Salvatore F	04/16/2025	6.37
242500204	Barre, Aliss M	04/16/2025	228.60
242500205	Bartol, Bonnie J	04/16/2025	1,123.87
242500206	Borden, Ian Andrew	04/16/2025	11.90
242500207	Cavin, Sara Beth	04/16/2025	214.76
242500208	Clark, Jennifer J	04/16/2025	694.26
242500209	Colwell, Tricia M	04/16/2025	31.43
242500210	Creviston, Brandi Lynn	04/16/2025	109.76
242500211	Delanoy, Alaina Maria	04/16/2025	3.08
242500212	Dennis, Laura A	04/16/2025	56.42
242500213	Diel, Amber Lyn	04/16/2025	78.05
242500214	Ecklund, Tracy M	04/16/2025	31.24
242500215	Emmett, Ashley	04/16/2025	64.34
242500216	Francisco, Linda J	04/16/2025	10.00
242500217	Fruh, Rebekah	04/16/2025	254.80
242500218	Griebel, Lisa Wiklund	04/16/2025	63.54
242500219	Hoggatt, Jacqueline Rachelle	04/16/2025	50.00
242500220	Howard, Carl	04/16/2025	119.35
242500221	Lee, Diane Marie	04/16/2025	81.62
242500222	Lujan, Leslie S	04/16/2025	10.00
242500223	McKay, Julie K	04/16/2025	364.37
242500224	Mitby, Cynthia Jones	04/16/2025	51.38
242500225	Mouncer, James A	04/16/2025	102.90
242500226	Pavletich Williams, Toni M	04/16/2025	13.30
242500227	Pfeiffer, Tessa Nicole	04/16/2025	233.00
242500228	Quinby, Jacqueline Renee	04/16/2025	0.77
242500229	Rasler, Amy	04/16/2025	19.60
242500230	Sanchez, Crystal	04/16/2025	25.48
242500231	Schreiber, Autumn L	04/16/2025	813.80
242500232	Shaw, Dee Anne	04/16/2025	161.00
242500233	Stotler, Jamie	04/16/2025	70.84
242500234	Taylor-Eldred, Faith M	04/16/2025	107.06
242500235	Wheeler, Travis James	04/16/2025	465.87

Check Nbr Vendor Name

Check Date

Check Amount

33 ACH

Check(s) For a Total of

5,672.76

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$9,379.17. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND
Warrant Numbers 837866 through 837880, totaling \$9,379.17

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

Check Nbr	Vendor Name	Check Date	Check Amount
837866	Aberdeen Sd #5 Revolving Fund	04/15/2025	1,446.00
837867	Aberdeen School District #5	04/15/2025	28.29
837868	Aberdeen High School (asb)	04/15/2025	160.00
837869	Amazon Capital Services	04/15/2025	1,204.74
837870	Harbor Awards & Engraving	04/15/2025	1,863.76
837871	MinuteMan Press	04/15/2025	98.52
837872	Montesano High School	04/15/2025	150.00
837873	Music Theatre International	04/15/2025	429.99
837874	Peterson, Erik C	04/15/2025	264.84
837875	Raymond Jr Sr High School	04/15/2025	250.00
837876	Rayne, Lilianna Marie Emily	04/15/2025	428.38
837877	Washington Officials Associati	04/15/2025	1,270.00
837878	Weatherwax Asb Fund	04/15/2025	1,204.10
837879	WIAA	04/15/2025	30.55
837880	YMCA GRAYS HARBOR SWIM	04/15/2025	550.00

15 Computer Check(s) For a Total of 9,379.17

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$1,574.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX
Warrant Numbers 837969 through 837970, totaling \$1,574.67

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

Check Nbr	Vendor Name	Check Date	Check Amount
837969	Bank Of The Pacific (use Tax)	04/17/2025	1,428.84 GF
837970	Bank Of The Pacific (use Tax)	04/17/2025	145.83 ASB
2	Computer	Check(s) For a Total of	1,574.67

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$0.00, and voids/cancellations, totaling \$40.09. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Voids/Cancellations, totaling \$40.09

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

Check Nbr	Vendor Name	Check Date	Check Amount
837889	Aberdeen School District #5	- 04/20/2025	40.09
1	Void	Check(s) For a Total of	40.09

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$705,474.17. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL FUND
Warrant Numbers 838022 through 838117, totaling \$705,474.17

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

Check Nbr	Vendor Name	Check Date	Check Amount
838022	1ST SECURITY BANK PAYROLL/PERS	05/20/2025	4,822.38
838023	Aberdeen School Dist-Cte Impre	05/20/2025	3,941.53
838024	Aberdeen Office Equipment Inc	05/20/2025	8,610.16
838025	Aberdeen Sanitation	05/20/2025	9,593.90
838026	Aberdeen Sd #5 Revolving Fund	05/20/2025	1,544.00
838027	Airgas Usa, Llc	05/20/2025	58.01
838028	Amazon Capital Services	05/20/2025	6,278.44
838029	AMPERSAND THERAPY LLC	05/20/2025	6,975.00
838030	Apple Computer Inc	05/20/2025	3,588.73
838031	Aps, Inc	05/20/2025	1,596.94
838032	Auto-Chlor	05/20/2025	229.07
838033	AWSI/DISA GLOBAL SOLUTIONS	05/20/2025	42.00
838034	Awsp	05/20/2025	600.00
838035	Barnes & Noble	05/20/2025	161.38
838036	Bickar, Denny	05/20/2025	650.00
838037	BORDEN'S AUTO PART INC	05/20/2025	311.99
838038	Bradley Air Company	05/20/2025	2,585.92
838039	Bsn Sports	05/20/2025	2,075.16
838040	Cascade Natural Gas	05/20/2025	34,416.75
838041	Consolidated Electrical Distri	05/20/2025	281.42
838042	Central Welding Supply	05/20/2025	935.03
838043	CHARLIES PRODUCE	05/20/2025	18,440.62
838044	CHAVEZ, MARIA	05/20/2025	7,875.00
838045	Cintas Corporation	05/20/2025	8,896.52
838046	City Of Aberdeen	05/20/2025	13,892.34
838047	Comcast	05/20/2025	484.46
838048	Copeland, Carla Marie	05/20/2025	900.00
838049	Cts Language Link	05/20/2025	8.15
838050	Dairy Fresh Farms	05/20/2025	20,035.90
838051	Dept Of Retirement Systems	05/20/2025	1,976.00
838052	DILLANOS COFFEE ROASTERS INC	05/20/2025	66.20
838053	Electude USA	05/20/2025	6,914.04
838054	ESD 113	05/20/2025	31,587.03

Check Nbr	Vendor Name	Check Date	Check Amount
838055	Espresso Products Direct (epd	05/20/2025	1,867.15
838056	Facilities Management Express,	05/20/2025	7,285.00
838057	Ferrellgas	05/20/2025	5,260.45
838058	FRANCO, NANCY VAZQUEZ	05/20/2025	190.15
838059	Francotyp-Postalia, Inc	05/20/2025	234.00
838060	Franz Family Bakeries	05/20/2025	3,590.68
838061	GILL, STEVEN JEFFREY	05/20/2025	3,000.00
838062	GRANITE TELECOMMUNICATIONS LLC	05/20/2025	2,229.10
838063	Grays Harbor College	05/20/2025	10,579.88
838064	Guardian Security Systems, Inc	05/20/2025	2,015.59
838065	Harbor Auto & Truck Parts	05/20/2025	3,709.33
838066	Harbor Disposal Co Inc	05/20/2025	2,244.01
838067	Harbor Pacific Bottling Co	05/20/2025	30.54
838068	HB Portables	05/20/2025	250.00
838069	HD SUPPLY	05/20/2025	3,754.35
838070	Home Depot	05/20/2025	851.04
838071	Hoquiam School District #28	05/20/2025	86,017.72
838072	Imagine Learning, Inc	05/20/2025	15,333.27
838073	James Bennett DBA Olympic Pen	05/20/2025	60.00
838074	Jostens Inc	05/20/2025	131.98
838075	Kargbo, Lindsey Marie	05/20/2025	665.00
838076	KCDA Purchasing Coop.	05/20/2025	545.68
838077	LAKEVIEW SPEECH THERAPY	05/20/2025	15,045.00
838078	Lemay Inc	05/20/2025	36.50
838079	Lemay Mobile Shredding	05/20/2025	305.23
838080	LOVING GUIDANCE, LLC	05/20/2025	5,420.00
838081	MATCO TOOLS	05/20/2025	1,415.91
838082	MOMENTUM TELECOM INC	05/20/2025	884.26
838083	NORTHWEST EQUIPMENT DISTRIBUTI	05/20/2025	22,551.82
838084	NORTHWEST SPEECH LLC	05/20/2025	11,475.00
838085	NORTHWEST LEGAL PROCESS LLC	05/20/2025	650.00
838086	OSPI	05/20/2025	6,388.84
838087	Pacifica Law Group LLP	05/20/2025	751.50
838088	Parris, Trinity A	05/20/2025	976.25
838089	Petrocard Inc	05/20/2025	16,964.16
838090	Pioneer Healthcare Services LL	05/20/2025	4,584.92
838091	Public Consulting Group, Inc	05/20/2025	4,445.24
838092	Pud #1 Of Grays Harbor Co	05/20/2025	42,625.37
838093	Ricoh Usa Inc	05/20/2025	311.81
838094	Service Alternatives Training	05/20/2025	2,159.10
838095	SILKE COMMUNICATIONS	05/20/2025	46.30
838096	SOLIANT EDUCATION	05/20/2025	25,992.25
838097	SOLVEPATH LLC DBA THERAPY SOLU	05/20/2025	24,465.00
838098	Sound Publishing, Inc.	05/20/2025	704.38
838099	State Auditor's Office	05/20/2025	31,019.30
838100	Sunshine Enterprises, Inc	05/20/2025	6,051.06
838101	Swanson's Food	05/20/2025	102.13
838102	Ted Brown Music	05/20/2025	8,864.69
838103	THE DEVEREUX FOUNDATION	05/20/2025	2,566.69
838104	The Hello Foundation	05/20/2025	12,236.00

Check Nbr	Vendor Name	Check Date	Check Amount
838105	THE STEPPING STONES GROUP LLC	05/20/2025	10,687.50
838106	Thermal Supply Inc	05/20/2025	158.13
838107	University Of Oregon	05/20/2025	133.33
838108	US Foods - Seattle	05/20/2025	86,898.74
838109	Us Postal Service (cmrs-Fp)	05/20/2025	2,000.00
838110	Verizon Wireless	05/20/2025	2,524.68
838111	VESTIS	05/20/2025	19.70
838112	WAAE (Agricultural Educat	05/20/2025	560.00
838113	WASA	05/20/2025	399.00
838114	Wcp Solutions	05/20/2025	214.87
838115	Wescraft Rv & Truck	05/20/2025	1,581.26
838116	Western Steel & Supply Inc	05/20/2025	714.17
838117	WSIPC	05/20/2025	325.09
96	Computer	Check(s) For a Total of	705,474.17

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	96	Computer	Checks For a Total of	705,474.17
Total For	96	Manual, Wire Tran, ACH & Computer	Checks	705,474.17
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		705,474.17

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$4,822.38. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE ACH: GENERAL FUND
ACH Numbers 242500236 through 242500272, totaling \$4,822.38

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

Check Nbr	Vendor Name	Check Date	Check Amount
242500236	Abruscato, Salvatore F	05/20/2025	4.55
242500237	Barre, Aliss M	05/20/2025	5.39
242500238	Berglund, Saige	05/20/2025	800.00
242500239	Borden, Ian Andrew	05/20/2025	11.20
242500240	Boyer, Kathryn Jane	05/20/2025	10.00
242500241	Brockavich, Kacy Christine	05/20/2025	164.71
242500242	Burns, Robert William	05/20/2025	9.13
242500243	Carbajal, Yazmin	05/20/2025	181.73
242500244	Cavin, Sara Beth	05/20/2025	85.12
242500245	Colwell, Tricia M	05/20/2025	18.55
242500246	Dayton, Janet Marie	05/20/2025	101.50
242500247	Delanoy, Alaina Maria	05/20/2025	3.08
242500248	Dennis, Laura A	05/20/2025	38.85
242500249	Diel, Amber Lyn	05/20/2025	60.97
242500250	Erwin-Svoboda, Ruth Margretta	05/20/2025	135.22
242500251	Fitzpatrick, Bryce Jared	05/20/2025	64.96
242500252	Howard, Carl	05/20/2025	76.23
242500253	Jackson, Eric	05/20/2025	140.28
242500254	Knodel, Kylie Ashlyn	05/20/2025	800.00
242500255	Kohlmeier, Ashley Lynn	05/20/2025	77.19
242500256	Lee, Diane Marie	05/20/2025	60.62
242500257	Lytle, Jennifer L	05/20/2025	58.29
242500258	Madison, Jessica Christine	05/20/2025	120.38
242500259	McKay, Julie K	05/20/2025	210.42
242500260	Mitby, Cynthia Jones	05/20/2025	46.41
242500261	Montoure, Tiffany L	05/20/2025	196.94
242500262	Mouncer, James A	05/20/2025	107.80
242500263	Pavletich Williams, Toni M	05/20/2025	12.60
242500264	Pfeifer, Hailey Noelle	05/20/2025	276.00
242500265	Rasler, Amy	05/20/2025	24.50
242500266	Revel, Cami Leigh	05/20/2025	203.81
242500267	Sanchez, Shelbie Jayne	05/20/2025	126.40
242500268	Sandstrom, Courtney Anne	05/20/2025	193.20

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	37	ACH	Checks For a Total of	4,822.38
	0	Computer	Checks For a Total of	0.00
Total For	37	Manual, Wire Tran, ACH & Computer	Checks	4,822.38
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	4,822.38

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$58,143.49. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: GENERAL & ASB FUNDS
Warrant Numbers 838020 through 838021, totaling \$58,143.49

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

Check Nbr	Vendor Name	Check Date	Check Amount
838020	1ST SECURITY BANK PC	05/20/2025	50,783.91 - GF
838021	1ST SECURITY BANK PC	05/20/2025	7,359.58 - ASB

2 Computer Check(s) For a Total of 58,143.49

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	58,143.49
Total For	2	Manual, Wire Tran, ACH & Computer	Checks	58,143.49
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		58,143.49

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$91,784.61. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: CAPITAL PROJECTS FUND
Warrant Numbers 838003 through 838008, totaling \$91,784.61

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

Check Nbr	Vendor Name	Check Date	Check Amount
838003	ANDERSON APPRAISAL INC	05/20/2025	2,000.00
838004	D A DAVIDSON & CO.	05/20/2025	5,000.00
838005	FOSTER GARVEY PC	05/20/2025	23,366.26
838006	KCDA Purchasing Coop.	05/20/2025	8,950.30
838007	Perkins Coie LLP	05/20/2025	1,703.00
838008	TCF Architecture	05/20/2025	50,765.05

6 Computer Check(s) For a Total of 91,784.61

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	6	Computer	Checks For a Total of	91,784.61
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	91,784.61
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		91,784.61

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$29,763.86. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: ASB FUND
Warrant Numbers 838009 through 838019, totaling \$29,763.86

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

Check Nbr	Vendor Name	Check Date	Check Amount
838009	Aberdeen Sd #5 Revolving Fund	05/20/2025	75.00
838010	Aberdeen School District #5 -	05/20/2025	6,051.06
838011	Baltazar, Ismael	05/20/2025	400.00
838012	Harbor Pacific Bottling Co	05/20/2025	150.53
838013	Music Theatre International	05/20/2025	48.21
838014	Rayne, Lilianna Marie Emily	05/20/2025	311.62
838015	Skills Usa Washington	05/20/2025	14,850.00
838016	US Foods - Seattle	05/20/2025	31.84
838017	Washington Officials Associati	05/20/2025	6,495.60
838018	Weatherwax Asb Fund	05/20/2025	1,150.00
838019	WF WEST HIGH SCHOOL	05/20/2025	200.00

11 Computer Check(s) For a Total of 29,763.86

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	11	Computer	Checks For a Total of	29,763.86
Total For	11	Manual, Wire Tran, ACH & Computer	Checks	29,763.86
Less	0	Voided	Checks For a Total of	0.00
		Net Amount		29,763.86

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

As of May 20, 2025, the board, by a _____ vote, approves payments, totaling \$1,116.17. The payments are further identified in this document.

Total by Payment Type for Cash Account, ACCOUNTS PAYABLE: COMP TAX
Warrant Numbers 838118 through 838118, totaling \$1,116.17

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

Check Nbr	Vendor Name	Check Date	Check Amount
838118	Bank Of The Pacific (use Tax)	05/20/2025	1,116.17
1	Computer	Check(s) For a Total of	1,116.17

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	1,116.17
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	1,116.17
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,116.17

Aberdeen School District #5

Career and Technical Education

410 North 'G' Street
Aberdeen, WA 98520
Fax (360) 538-2057
E-mail lgreen@asd5.org

Lynn Green, Director
Phone (360) 538-2038
Kim Edwards, Office Coordinator
Phone (360) 538-2039

April 29, 2025

Rob MacMillan
MacMillan & Company, Inc
33 Sylvia Ridge Ln
Montesano, WA 98563

Re: Donation to automotive program

Dear Rob:

Thank you for your \$500 donation to our automotive program. We appreciate your support of our students at Aberdeen High School.

Sincerely,



Lynn Green
Aberdeen School District No. 5
360-538-2038



Annual Report

May 20, 2025

WE ARE WEST!

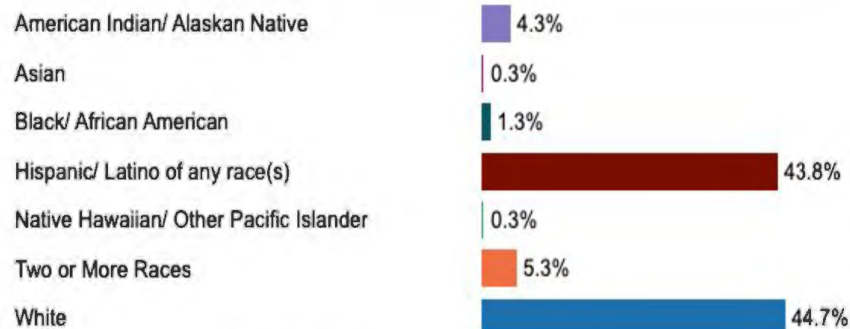
A.J. West Elementary



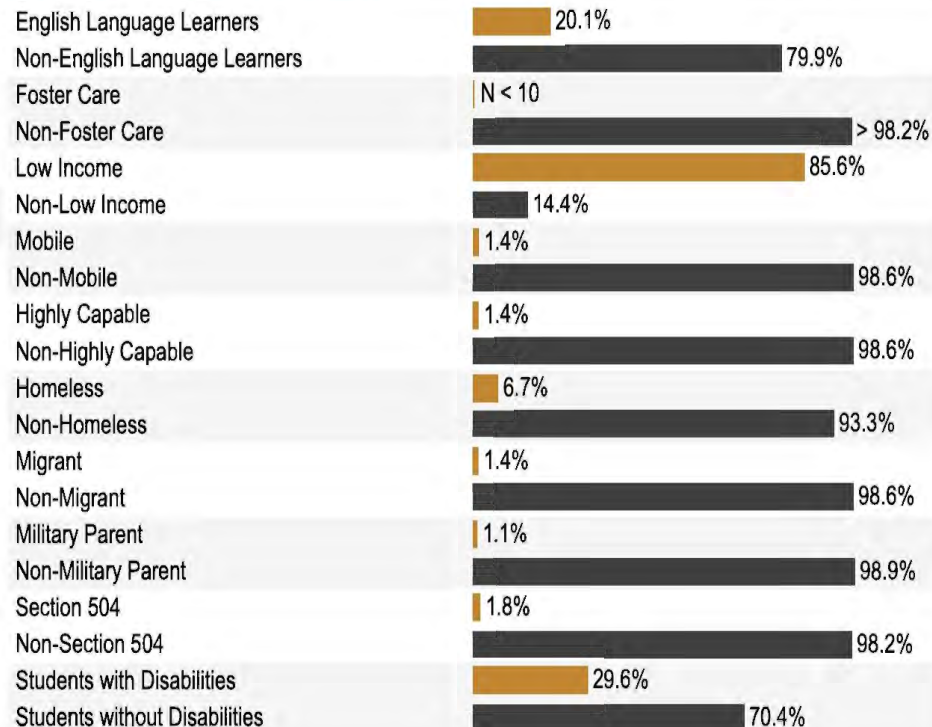
Our Students

303 Students K-5

Race/Ethnicity



Program and Characteristic



****30%** have an IEP (Resource, Speech, ID, Transitions)

- Grade A 39.2%, 20/51 students
- Grade B 38%, 19/50 students

Panorama Data - Attendance

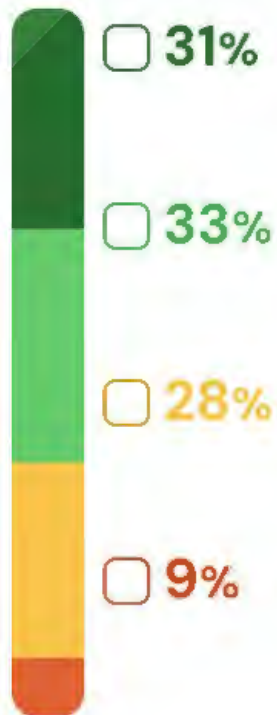
Attendance ?

2023-2024

On track = 64%

At risk = 28%

Critical = 9%



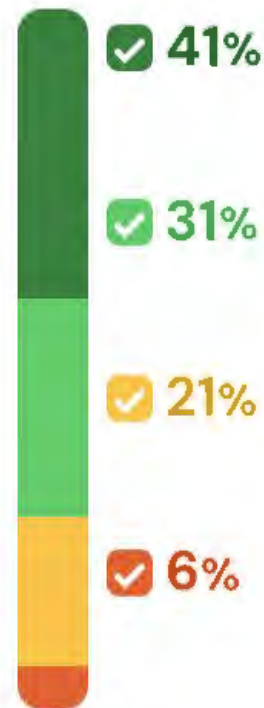
2024-2025

On track = 72%

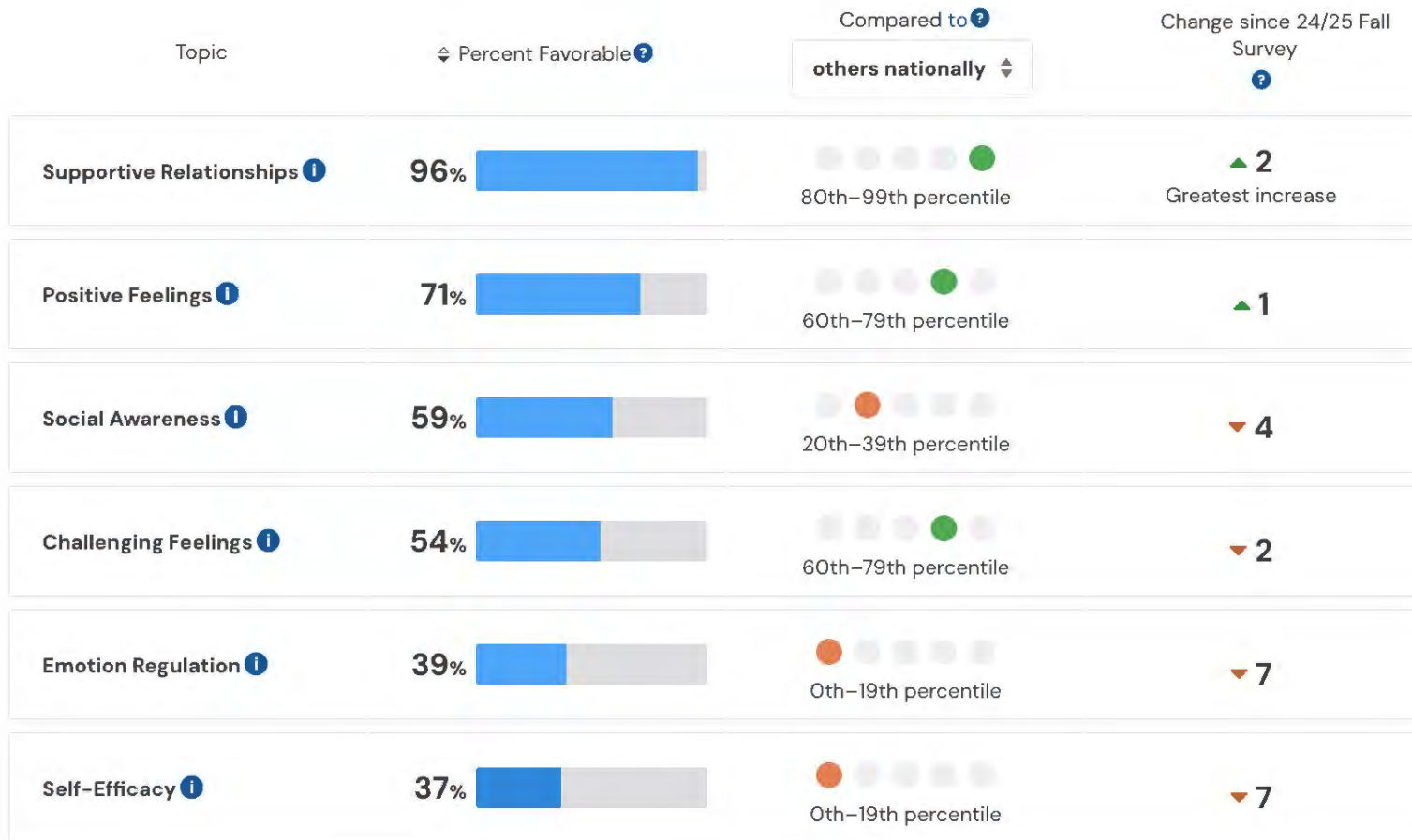
At risk = 21%

Critical = 6%

Attendance ?

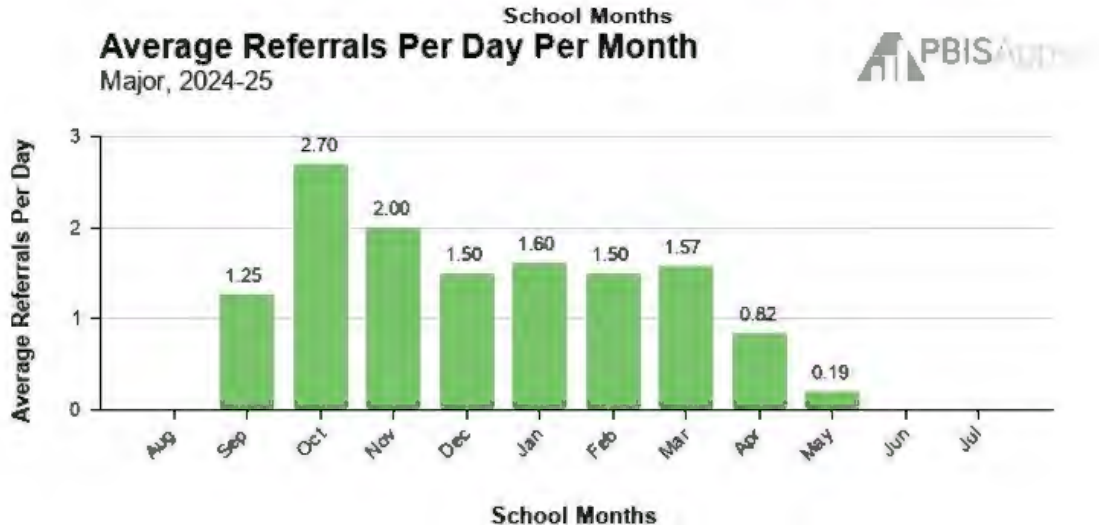


Panorama Data - Social Emotional Learning - Grades 3-5



Discipline Data - SWIS

Major - Administrator Managed



Average Referrals Per Day Per Month

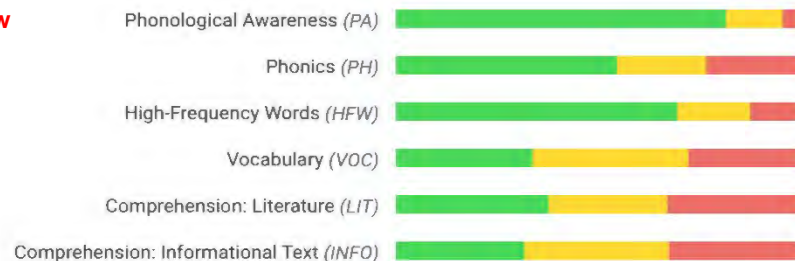
Comparison - last year to this year

iReady Reading Comparison - Winter 2023-24 to Winter 2024-25

2023-2024



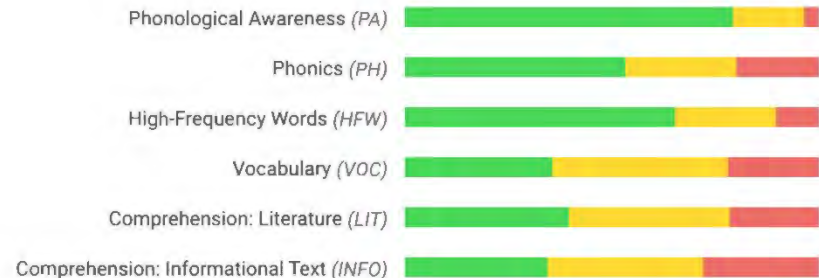
- At Risk for Tier 3 30% **2 or more grade levels below**
- Tier 2 36% **1 grade level below**
- Tier 1 34% **At or above grade level**



2024-2025



- At Risk for Tier 3 24%
- Tier 2 42%
- Tier 1 35%



iReady Math Comparison - Winter 2023-24 to Winter 2024-25

2023-2024



● At Risk for Tier 3

27%

2 or more grade levels below

● Tier 2

55%

1 grade level below

● Tier 1

18%

At or above grade level



[i The Mapping Between 5-Level and 3-Level Placements](#)

2024-2025



● At Risk for Tier 3

21%

● Tier 2

56%

● Tier 1

22%



[i The Mapping Between 5-Level and 3-Level Placements](#)

School Improvement Goals 2024-2025

Goal #1: Reading

By May 31, 2025 at least **69% of all students will meet 100% of typical growth** in reading as measured by iReady End of Year Benchmark reading scores. **(MOY - 68%)**

Goal #2: Math

By May 31, 2025 at least **61% of all students will meet 100% of typical growth** in reading as measured by iReady End of Year Benchmark math scores. **(MOY - 58%)**

Goal #3: Behavior

At the conclusion of the 2024-25 school year AJ West Elementary School will demonstrate a minimum of a **10% decrease** of K-5 major behavior referrals in comparison to the 2023-24 school year as measured by SWIS. **(2023-24 EOY = 358 major referrals, 2024-25 to date = 226)**

Traditions - Fun Run 1983-1997, 2021-present

- 180 participants
- 50+ staff, community, and alumni volunteers
- 2 weeks - learn about healthy choices, how to run
- Students run the 1 mile course
- Family BBQ



A.J.
“WILD WEST” Fun Run
2025



Traditions - 71 Years of Kindergarten Circus

You Are Invited -

Thursday, May 29

1:00-2:00 p.m.



Garden



Engagement

Missoula Children's Theater

PBIS Celebrations

Field Trips

Garden

Outdoor School

Department of Transportation

Fun Run

Kindergarten Circus

Fun Assemblies - We dance!

PTO Bingo Nights

Innovative Practices

THANK YOU
GRACIAS



SEXUAL HARASSMENT OF STUDENTS PROHIBITED

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- Acts of sexual violence;
- Unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- Sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that

come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or formally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

District/school staff, including employees, contractors, and agents, shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the district/school, knows or has probably cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:	Policy 3207	Prohibition of Harassment, Intimidation and Bullying
	Policy 3210	Nondiscrimination
	Policy 3211	Transgender Students
	Policy 3240	Student Conduct Expectations and Reasonable Sanctions
	Policy 3241	Classroom Management, Discipline and Corrective Action
	Policy 5010	Nondiscrimination and Affirmative Action
Legal References:	Policy 5011	Sexual Harassment of District Staff Prohibited
	20 U.S.C. 1681-1688	Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
	RCW 28A.640.020	
	WAC 392-190-058	

Adoption Date: 01/17/17

Revised: _____

Procedure Sexual Harassment of Students Prohibited

The procedure is intended to set forth the requirements of Policy 3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school district activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the district will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Title IX Coordinator, Investigator, and Decision-maker

The district will designate and authorize at least one employee to act as “Title IX Coordinator” to coordinate the district’s state and federal sex discrimination and sexual harassment regulation compliance efforts. The decision-maker who reaches the final determination of responsibility for alleged Title IX sexual harassment will be the Superintendent or designee. The decision-maker cannot be the same person who serves as the Title IX Coordinator or the investigator of the Title IX complaint.

Any individual designated as Title IX Coordinator, an investigator, or decision-maker, and any person who facilitates an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents in general or individually, and must receive training on the definition of sexual harassment under Title IX, the scope of the district’s education program or activity, how to conduct an investigation and grievance process and informal resolution process, and how to serve impartially. The decision-maker must also receive training on any technology to be used during hearings if the district provides for a hearing, on issues of relevance of questions and evidence, and on how to create an investigative report that fairly summarizes relevant evidence.

Any training materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of complaints. The district shall maintain for a period of seven years records of any informal resolution and the result; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, and make such materials available on the district’s website or make these materials available upon request for inspection by members of the public.

Notice

1. Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, be reproduced in each student, staff, volunteer and parent handbook.
2. In addition to the posting and reproduction of this procedure and Policy 3205, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at 216 North G Street, Aberdeen, WA 98520.

Staff Responsibilities

1. The district is on notice and required to take action when any employee knows, or in the exercise of reasonable care should know, about possible sexual harassment.
2. In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.
3. The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

1. If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX Coordinator for evaluation.
2. The Title IX Coordinator should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
3. If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint ("complainant"), was the subject of the

harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process, State Requirements

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for the same. Staff will also direct potential complainants to Title IX Coordinator, Christi Clinkingbeard, (360) 538-2003. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
3. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
4. Developing a safety plan;
5. Separating students; or
6. Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the district believes the complaint needs to be more thoroughly investigated.

The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process, State Requirements**Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process under state law, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The same allegations may qualify as a sexual harassment allegation under federal Title IX regulations, which require actions in addition to the process for investigating sexual harassment allegations under state law.

The following process will be followed:

Filing of Complaint

1. All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
2. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
3. Complaints may be submitted by mail, fax, e-mail or hand-delivery to the district Title IX Coordinator, Christi Clinkingbeard at 216 N G St., Aberdeen, WA 98520 (360) 538-2003 phone, (360) 538-2014 fax, or cclinkingbeard@asd5.org. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

1. The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
2. Investigations will be carried out in a manner that is adequate in scope, reliable, and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.

3. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Sexual Harassment Complaint under Title IX

The Title IX Coordinator will assess whether a formal complaint of sexual harassment meets the criteria for a Title IX complaint. If so, the district will implement investigation and response procedures under state law, as well as the following additional procedures as required by Title IX regulations.

Under federal law, the term “sexual harassment” means:

1. An employee of the district conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct;
2. Conduct that creates a “hostile environment,” meaning unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. “Sexual assault,” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Supportive Measures under Title IX

Once any district employee knows, or in the exercise of reasonable care should know, about possible sexual harassment, the Title IX Coordinator must contact the complainant and offer to provide the complainant with supportive measures. *See “interim measures” required under state law above for a similar requirement.* Supportive measures must be offered to the complainant, before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may also be provided to the respondent. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the District’s education program or activity without unreasonably burdening the other party. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

When Additional Title IX Procedures are Required

The district will implement additional Title IX procedures in response to a sexual harassment complaint when the alleged conduct constitutes sexual harassment as defined by Title IX regulations, and:

1. The written complaint is filed by the complainant of the alleged sexual harassment, by the complainant’s legal guardian, or by the Title IX Coordinator;

2. The complaint requests that the district investigate the allegation(s) of sexual harassment, as defined under Title IX regulations;
3. The complaint is against a named respondent who, at the time of the alleged harassment, was under the control of the school district (such as a student, employee, or volunteer);
4. The alleged sexually harassing conduct occurred in the United States; and
5. The complainant is participating in or attempting to participate in the district's educational program or activity at the time.

If the formal complaint is determined to meet the criteria for a Title IX complaint, the district must respond promptly in a manner that is not deliberately indifferent. "Deliberately indifferent" means that the district's response is clearly unreasonable in light of the known circumstances. The district's investigation and determination regarding responsibility shall be completed within 30 days unless the parties agree to a different timeline.

The district will acknowledge receipt of the formal complaint by providing the following written notice to the respondent and complainant:

1. Notice of the complaint, investigation, and grievance processes.
2. Notice of the allegations of sexual harassment with sufficient time for the parties to prepare a response before any initial interview and with sufficient detail. Such sufficient detail includes the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known.
3. Notice that the parties may have an advisor of their choice who may be an attorney or non-attorney, and who may inspect and review evidence of the alleged sexual harassment.
4. Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility for alleged sexual harassment is made at the conclusion of the grievance process.
5. Notice of any provision in student conduct policies and procedures that prohibits false statements or submitting false information.

Title IX Informal Resolution Process, *See state Informal Complaint Process, above*

At any time prior to a determination regarding responsibility for alleged sexual harassment as defined by Title IX regulations, the district may permit a complainant to waive the formal complaint grievance process in favor of an informal resolution process not involving a full investigation and adjudication, provided that the district obtains the parties' voluntary, written consent, the district does not offer informal resolution of sexual harassment allegations against a respondent who is an employee of the district, and the district provides the parties with written notice disclosing the allegations, the requirements for the informal

resolution process, and the circumstances in which the parties would be precluded from continuing with a formal resolution process for the same allegations.

A party has the right to withdraw from the informal resolution process and resume the formal Title IX grievance process at any time prior to agreeing to a resolution. The district may not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Title IX as a condition of enrollment, employment, or enjoyment of any other right, nor may the district require the parties to participate in an informal resolution process.

Title IX Formal Resolution Process

The district must investigate allegations contained in a formal complaint. If the conduct alleged would not constitute sexual harassment under Title IX regulations even if proved, did not occur in the district's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint under Title IX. Such dismissal does not preclude action under another provision of district policy or procedure or under sexual harassment investigation procedures as required by state law.

The district's investigation of a Title IX complaint must:

1. Ensure that the district bears the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility for the alleged sexual harassment. The district may not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in their professional capacity and made and maintained in connection with the provision of treatment to the party unless the district obtains the party's voluntary, written consent to do so.
2. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
3. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
4. Provide the parties with the same opportunities to have others present during any grievance proceeding; including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be an attorney or non-attorney. The district will apply any restrictions regarding the extent to which an advisor may participate equally to both parties;
5. Provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, interviews, or other meetings, with sufficient time for the parties to prepare to participate;
6. Prior to the completion of an investigative report, provide an equal opportunity for the parties to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can

- meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence that the district does not intend to rely on in reaching a determination of responsibility for the alleged sexual harassment, regardless of the source of the evidence. The parties will have at least ten (10) days to submit a written response for the investigator to consider prior to completion of the investigative report.
7. At least ten (10) days prior to a determination regarding responsibility, create an investigative report that fairly summarizes relevant evidence, and send the investigative report in an electronic or hard copy format to each party and each party's advisor for their review and written response.
 8. After transmitting the investigative report to the parties, but before reaching a final determination regarding responsibility, the decision maker must give each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or unless they concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

The district's Title IX investigative and grievance process is not required to include investigative hearings.

At the conclusion of the investigation, the decision-maker (superintendent or designee) must issue a written determination of responsibility regarding the alleged sexual harassment. The district may choose whether the decision-maker will apply a preponderance of the evidence standard or a clear and convincing evidence standard in Title IX investigations, provided that the same standard will apply to all investigations whether the respondent is a student or an employee.

The superintendent's written determination must be issued to the parties simultaneously and must include the following:

1. Identification of the allegations potentially constituting sexual harassment under Title IX regulations;
2. A description of the procedural steps taken from the time of the district's receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings supporting the determination;
4. Conclusions regarding the application of the district's code of conduct policies to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
6. The procedures and bases for appealing the superintendent's determination.

Title IX Investigation Appeals

The district must offer both parties an appeal from the superintendent's determination regarding responsibility or from the district's dismissal of any allegations contained in a formal complaint, in addition to the complainant's right to appeal under state requirements and the respondent's potential appeal rights under student discipline provisions of district policy and state requirements.

A party may appeal the determination regarding responsibility on the following bases:

1. Procedural irregularity affecting the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made that could affect the outcome of the matter;
3. The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or individually that affected the outcome of the matter; or
4. Additional bases as determined by the district.

Regarding appeal, the district must:

1. Provide written notice to the other party when an appeal is filed;
2. Implement appeal procedures equally for both parties;
3. Ensure that the decision-maker for the appeal is not the same decision-maker who reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
4. Ensure that the decision-maker for the appeal has received the training required for decision-makers as required by this procedure.
5. Provide both parties with a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the initial determination; and
6. Issue a written decision describing the result of the appeal and the rationale for the result.

Emergency Removals for alleged sexual harassment under Title IX

These additional Title IX sexual harassment procedures do not preclude a school district from removing a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline and the associated student discipline regulations for emergency expulsion.

Title IX Investigation Recordkeeping

The district will maintain records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility, for a period of seven years.

The district must maintain records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX, for a period of seven years.

Superintendent Response, State Requirements

1. The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
2. The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
3. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.
4. Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints

through the appropriate collective bargaining agreement process or anti-discrimination policy.

5. The district will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Level Two - Appeal to Board of Directors, State Requirements

Notice of Appeal and Hearing

1. If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
2. The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.
3. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.

Board Decision, State Requirements

1. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.
2. The decision will be provided in a language that the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.
3. The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

Filing of Complaint, State Requirements

1. If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.
2. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public

Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

3. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action, State Requirements

1. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.
2. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
3. All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing, State Requirement

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options*Office for Civil Rights (OCR), U.S. Department of Education*

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;
6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

The term “sexual harassment” is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term “sexual harassment” may includes:

1. Acts of sexual violence;
2. Unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
3. Unwelcome sexual advances;
4. Unwelcome requests for sexual favors;
5. Sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
6. Sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A “hostile environment” for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence

and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaints and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of sex discrimination and sexual discriminatory harassment will be referred to the district's Title IX/~~Civil Rights Compliance~~ Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, race, creed, color, national origin, religion, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, and regular volunteer orientation. This policy and the procedures, which include the complaint process, will be posted in each district building in a place available to staff, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers and parents in the review process.

Cross References:	Policy <u>3205</u> 3207 3210 3211 3240 3421 5010	<u>Sexual Harassment of Students Prohibited</u> Prohibition of Harassment, Intimidation and Bullying Nondiscrimination Transgender Students Gender Inclusive Schools Student Conduct Expectations and Reasonable Sanctions Child Abuse, Neglect, and Exploitation Prevention Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 WAC 392-190-058 20 U.S.C. 1684-188 <u>34 C.F.R. § 106</u>	Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies Sexual harassment

Adoption Date: 06/05/95
Revised: 05/02/00; 02/15/05; 03/31/15; 12/20/16; _____

Sexual Harassment of Staff Prohibited

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by ~~other~~ students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

1. Notice of Sexual Harassment Policy

A. Posting of Notices

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at the Administration Office, 216 North G St., Aberdeen, WA 98520.

B. Responding to Notice of Sexual Harassment

Once the district is on notice of possible sexual harassment, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

In the event of an alleged sexual assault, the school principal will immediately inform the Title IX Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

2. Supportive Measures

Supportive measures must be offered to the complainant before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may also be provided to the respondent.

Supportive measures are non-disciplinary, non-punitive individualized services offered as

appropriate, as reasonably available, and without fee or charge to the complainant or respondent. Supportive measures should be designed to restore or preserve access to the district's education program or activity without unreasonably burdening the other party.

Supportive measures may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Modifications of work or class schedules;
- Mutual restrictions on contact between the parties;
- Increased security and monitoring of certain areas of the campus or school building, or
- Providing staff and/or student training.

The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and respond promptly and appropriately to address any new or continuing problems appropriately. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

A complainant may file a formal complaint at any time while receiving supportive measures. A complainant, their parent or guardian, or the Title IX Coordinator may file a formal complaint because, for example, they feel the complaint needs to be more thoroughly investigated or discipline may be warranted for an individual alleged to have engaged in sexually harassing conduct.

Staff Responsibilities

~~In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.~~

3. Confidentiality

The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Human Resources Director for evaluation. The director should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.

If the complainant still requests that ~~his or her~~ their name not be disclosed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Superintendents' Office for evaluation. The Human Resources director should inform the complainant that the district will need to determine whether it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment.

If the complainant's request that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator can be honored, the Human Resources director should notify the complainant that honoring the request. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, including pursuing disciplinary action against the alleged perpetrator. However, the district will use other appropriate means available to address the sexual harassment.

4. Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

5. Formal Title IX Sexual Harassment Complaint Process

In response to formal complaints of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Anyone may initiate a formal complaint of sexual harassment.

A. Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession,

regardless of the complainant's interest in filing a formal complaint.

Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, the district may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with Policy and Procedure 3241 – Student Discipline and the associated student discipline regulations for emergency expulsion.

Additionally, a non-student employee respondent may be placed on administrative leave during the pendency of a grievance process.

C. Formal Complaints by Staff will be Processed under the Procedures of 3205P

The district will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards outlined for formal complaints in Procedure 3205P or relevant district policy. If the formal complaint proceeds with an investigation under that procedure, the parties will have the appeal rights designated in that procedure.

If a formal complaint was filed, employees will also be permitted to use the Title IX Informal Resolution Process under that procedure.

If the Title IX Coordinator must dismiss a complaint under that procedure, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

- Referred for consideration under the district's policy prohibiting discrimination against staff, including sex-based discrimination Policy 5010, and its procedures for

investigating a complaint under that policy.

- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the superintendent or designee. Additionally, dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant or their legal representative.

6. Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

7. Investigation Recordkeeping

The district will maintain, for a period of **seven** years, records of all sexual harassment investigations.

The district will maintain, for a period of **seven years**, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of **seven years**, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

Informal Complaint Process

~~Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of~~

their right to file a formal complaint and the process for the same. Staff will also direct potential complainants to Jim Sawin, Human Resource Director, at 360-538-2222. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

1. An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face to face;
2. A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
3. A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant;
4. Developing a safety plan;
5. Separating staff person; or
6. Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.

Formal Complaint Process

Level One—Complaint to District:

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to protect the complainant before the final outcome of the district's investigation. The following process will be followed:

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to:

1. Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or
 2. Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- ~~Complaints may be submitted by mail, fax, e-mail or hand delivery to the Title IX Coordinator:~~
~~Jim Sawin, Human Resource Director~~
~~216 North G Street~~
~~Aberdeen, WA 98520~~
~~Phone: (360) 538-2222~~
~~E-Mail: jsawin@asd5.org.~~

~~Any district employee who receives a complaint that meets these criteria will promptly notify the coordinator.~~

Investigation and Response

- ~~The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.~~
- ~~Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.~~
- ~~When the investigation is completed the coordinator will compile a full written report of the complaint and the results of the investigation.~~

Superintendent Response

- ~~The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.~~
- ~~The response of the superintendent or designee will include:~~
 - 1) ~~a summary of the results of the investigation;~~
 - 2) ~~a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;~~
 - 3) ~~if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;~~
 - 4) ~~notice of the complainant's right to appeal to the school board and the necessary filing information; and~~

~~5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support) and notice of potential sanctions for the perpetrator(s) (e.g., discipline).~~

- ~~• The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.~~
- ~~• Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.~~
- ~~• The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.~~

Level Two Appeal to Board of Directors:

Notice of Appeal and Hearing

- ~~• If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.~~
- ~~• The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.~~
- ~~• Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.~~

Decision

- ~~• Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.~~
- ~~• The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.~~
- ~~• The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal~~

must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three—Complaint to the Superintendent of Public Instruction:

Filing of Complaint

- ~~If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.~~
- ~~A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.~~
- ~~A complaint must be in writing and include:~~
 - 1) ~~A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws;~~
 - 2) ~~The name and contact information, including address, of the complainant;~~
 - 3) ~~The name and address of the district subject to the complaint;~~
 - 4) ~~A copy of the district's complaint and appeal decision, if any; and~~
 - 5) ~~A proposed resolution of the complaint or relief requested.~~
- ~~If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.~~

Investigation, Determination and Corrective Action

- ~~Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.~~
- ~~Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.~~
- ~~All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.~~

~~A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.~~

Level Four—Administrative Hearing:

~~A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will~~

conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr-

-

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not:

1. Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or
2. Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.

7. Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual

harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

8. Policy and Procedure Review

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX/~~Civil Rights~~ Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.



216 North G Street
Aberdeen, WA 98520
360-538-2000
Fax 360-538-2014
www.asd5.org

May 8, 2025

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of Aberdeen School District No. 5 for the period from September 1, 2023 through August 31, 2024. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

Office of the Superintendent
360-538-2002
General Representations:

Traci Sandstrom
Co-Superintendent
Teaching and Learning
Technology
360-538-2123

Lynn Green
Co-Superintendent
Career & Technical Education
360-538-2038

Elyssa Louderback
Business & Operations
360-538-2007

Christi Clinkingbeard
Human Resources
360-538-2003

Dr. Richard K. Bates
Special Education
360-538-2017

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information, and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
4. We have identified and disclosed all laws, regulations, contracts and grant



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360-538-2017

This District is an Equal Opportunity

Employer

agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.

5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
6. We acknowledge our responsibility for establishing and maintaining controls to ensure compliance with applicable laws and regulations and safeguard public resources, including controls to prevent and detect fraud.
7. We have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records.
10. We are responsible for, and have accurately prepared, the summary schedule of prior audit findings to include all findings, and we have provided you with all the information on the status of the follow-up on prior audit findings.

Additional representations related to the financial statements:

11. We acknowledge our responsibility for fair presentation of the financial statements, and believe financial statements are fairly presented in accordance with the *Accounting Manual for Public Schools in the State of Washington* (Schools Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
12. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
13. Revenues are appropriately classified by fund and account in accordance with the Schools Manual.
14. Expenditures are appropriately classified by fund, program, activity and object in accordance with the Schools Manual.
15. Fund balance components (nonspendable, restricted, committed, assigned and unassigned) are properly classified in accordance with the Schools Manual.
16. The methods, data and significant assumptions we used in making accounting estimates and related disclosures are appropriate and free from intentional bias.
17. The following have been properly classified, reported and disclosed in the financial statements, as applicable:



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360-538-2017

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- a. Interfund, internal, and intra-entity activity and balances.
- b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
- c. Joint ventures and other related organizations.
- d. Guarantees under which the District is contingently liable.
- e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
- f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.

18. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.

19. We acknowledge our responsibility to include all necessary and applicable disclosures required by the Schools Manual, including:

- a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
- b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
- c. Any additional disclosures beyond those specifically required by the Schools Manual that may be necessary for the statements to be fairly presented.

20. We acknowledge our responsibility for reporting supplementary information, such as: the Schedule of Long Term Liabilities and the Schedule of Expenditures of Federal Awards, in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content, in accordance with those requirements.

21. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.

22. We believe there are no uncorrected misstatements that would be material individually and in the aggregate to the financial statements taken as a whole.

23. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.



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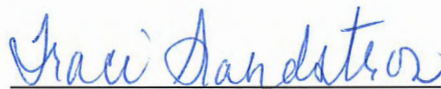
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Special Education
360-538-2017

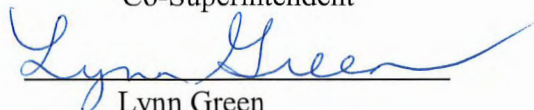
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Additional representations related to expenditures under federal grant programs:

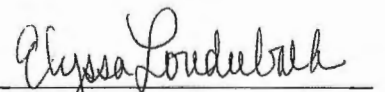
24. We acknowledge our responsibility for complying, and have complied, with the requirements of 2 CFR § 200 *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.
25. With regards to your audit of federal grant programs, we have made available all relevant and requested information of which we are aware, including:
- a. All federal awards and related grant agreements (including amendments, if any), contracts with pass-through entities, service organizations and contractors, and correspondence.
 - b. All communications from federal awarding agencies, contractors, service organizations or pass-through entities concerning possible noncompliance.
 - c. All information regarding corrective actions taken and management decisions or follow-up work performed by federal or pass-through agencies on any findings reported in the past.
 - d. All documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
 - e. Interpretations or other support for any situations where compliance with requirements might be questionable or unclear.
26. We have identified and complied with all direct and material compliance requirements of federal awards.
27. Management is responsible for establishing effective internal control and has maintained sufficient control over federal programs to provide reasonable assurance that awards are managed in compliance with laws, regulations, contracts or grant agreements that could have a material effect on each of our federal awards.
28. Federal program financial reports and claims for advances and reimbursements are supported by the accounting records from which the basic financial statements have been prepared, and are prepared on a basis consistent with the Schedule of Expenditures of Federal Awards.
29. Copies of federal program reports provided to you are true copies of the reports submitted, or electronically transmitted, to federal agencies or pass-through agencies, as applicable.
30. We are responsible for, and will accurately prepare, the auditee section of the Data Collection Form as required by the Uniform Guidance.



Traci Sandstrom
Co-Superintendent



Lynn Green
Co-Superintendent



Elyssa Louderback
Executive Director

Emergency School Closure Waiver Request

As part of the basic education requirements in Washington state, each local education agency (LEA*) must make a minimum of 180 school days available to students each school year. LEAs must also provide at least 1,000 annual instructional hours to students in kindergarten through 8th grade, and at least 1,080 annual instructional hours to students in grades 9–12 (a district-wide average of at least 1,027 hours in grades 1–12). LEAs receive state funding based on the number of students who are enrolled in the district for an average of 1,027 instructional hours over 180 school days. (*LEAs include public school districts, state-tribal education compact schools, and charter schools.)

Occasionally, unforeseen emergencies cause temporary school closures because the facilities could be unsafe, unhealthy, inaccessible, or inoperable. Unforeseeable emergencies include one or more natural event, mechanical failure, or action or inaction by one or more persons. Under certain circumstances, LEAs may request an emergency school closure waiver from the 180-day school year requirement.

To request an Emergency School Closure Waiver, LEAs must:

- Submit the Emergency School Closure Waiver Day request form.
- Indicate the district will meet the average annual hours of instruction requirement of 1,027 hours (or 1,000 hours for K–8 districts).
- Make-up at least three (3) school days for district-wide closures, per incident, and demonstrate reasonable effort to make-up all the missed school days. Per WAC 392-129-105, "reasonable effort" means:
 - Extension of the school year to and through June 14.
 - Use of scheduled vacation days and foreseeable school closure days to meet the requirements for 180 days and 1,027 hours.
 - If a state of emergency proclamation is issued by the governor, LEAs may meet the "reasonable effort" test by providing at least the district-wide annual average total instruction hour offerings.

Emergency School Closure Waiver Request form must be submitted to the Office of Superintendent of Public Instruction (OSPI) at waivers@k12.wa.us.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Emergency School Closure Waiver Request

Local Education Agency (LEA): Aberdeen School District No. 5	
LEA Superintendent: Lynn Green and Traci Sandstrom	
Email: lgreen@asd5.org , tsandstrom@asd5.org	Phone: (360) 538-2002
Person submitting application (if different): Dee Anne Shaw	
Email: dshaw@asd5.org	Phone: (360) 538-2002

Emergency Closure Date(s)	Wednesday, Dec. 18, 2024
Was the closure district-wide? <i>If, certain schools only, list individual schools that did not operate.</i>	Individual School: Robert Gray Elementary School
Cause of emergency district-wide or school closure (describe in detail)	During an extreme weather event the area lost power overnight. The Grays Harbor PUD was not able to restore power to the Robert Gray neighborhood before the start of the school day.
Instructional Hours – Will the LEA meet the annual instructional hour requirement? (If no, explain in detail)	Yes
Make-Up Date(s) Specific date(s) the school district has scheduled to make up the missed day(s). For district-wide closures, districts must make-up at least 3 school days.	Aberdeen has two weather makeup days in the 2024-2025 calendar. Both are being used to make-up for two districtwide emergency weather closures this past winter.

LEA Superintendent statement: The board of directors (governing body) of the above-named LEA have reviewed this Emergency School Closure Waiver application and supports its submittal. Foreseeable school closure days were not included in this request.	
Signed (LEA Superintendent):	Date:



Submit Emergency Waiver Request to OSPI
waivers@k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Emergency School Closure Waiver Frequently Asked Questions

How many days does the LEA need to make-up?

The LEA must make a reasonable effort to make-up the missed school days. At a minimum, the district must make-up at least three school days. Make-up days can include the use of scheduled vacation days or other previously planned school closure days. Make-up days can include the extension of the school year to and/or through June 14. However, if a state of emergency proclamation is issued by the governor, LEAs may meet the "reasonable effort" test by providing at least the district-wide annual average total instruction hour offerings.

Is there a deadline for requesting a waiver?

No. However, LEAs should apply with enough time to make scheduling adjustments accordingly (if necessary). In the event of multiple emergencies in a school year, such as a fall flood and a winter blizzard, the LEA may submit one cumulative emergency waiver request.

Is there a date in statute past which school cannot be held?

No. If LEAs need to hold school into July to meet the requirement for minimum average annual hours of instruction, nothing in statute prohibits that from occurring.

Can late start or early release be counted as instructional time?

No. Regularly scheduled late start/early release hours are not counted as instructional hours.

Does a school board resolution need to be submitted?

No. However, the LEA board of directors (governing body) must review the Emergency School Closure Waiver request and support its submittal.

Unforeseen emergencies include:

- Natural events (such as fire, flood, explosion, storm, earthquake, epidemic, or volcanic eruption)
- Mechanical failures (disruption of utilities such as heating, lighting, or water)
- Action or inaction by one or more persons (including arson, vandalism, riots, insurrections, bomb threats, bombing)
- Certain unforeseeable construction delays

School closure emergencies do not include:

- Labor dispute between an LEA governing body and any employee of the school district.
- Construction delays that are foreseeable and reasonably anticipated (as defined 28A.150.290) do not qualify as an emergency for the purposes of a waiver.

Laws and rules for emergency school closures:

RCW 28A.150.290 and chapter 392-129 WAC



Washington Office of Superintendent of
PUBLIC INSTRUCTION



Our Children,
Our Schools,
Our Future

TO: Lynn Green and Traci Sandstrom, Superintendents
FROM: Elyssa Louderback, Executive Director of Business & Operations
SUBJECT: Monthly Budget Report for April, 2025
DATE: May 20, 2025

GENERAL FUND SUMMARY:

Revenue--Receipts were \$ 7,614,930.24.

Expenditures-- Expenditures were made in the total of \$ 5,362,545.20. Expenditures for staff salary and benefits account for 77.4% of all expenditures for the month and 79.7% of year to date total expenditures.

Fund Balance— Current month ending fund balance is \$ 4,488,014.92. We had a positive cash flow of \$ 2,252,385.04 for the month. We will continue to manage our cash flow and make necessary adjustments through the end of the year.

Additional General Fund Information

Revenue by Major Category:

<u>Revenue Source</u>	<u>Budgeted</u>	<u>Actual YTD</u>	<u>% Actual</u>	<u>Largely Comprised of:</u>
Local Taxes	\$ 5,579,124	\$ 4,766,112	85.43%	Prop taxes - received Oct/Nov and April/May
Local Nontax	\$ 397,010	\$ 374,043	94.21%	Donations, Traffic Safety, Food Service, Misc
State, General	\$ 33,580,700	\$ 22,311,507	66.44%	Apportionment and LEA
State, Special	\$ 14,497,538	\$ 9,768,673	67.38%	Spec Ed, Detention, LAP, Bilingual, Hi Cap, Transport
Federal, General	\$ 45,000	\$ 7,691	17.09%	Federal Forest; deducted from apportionment
Federal, Special	\$ 6,843,748	\$ 3,650,567	53.34%	Food Service, Fed Grants (Title I, Title 2, ESSER, etc)
Other Districts	\$ 226,867	\$ 125,369	55.26%	Non high payments from Cosmopolis SD
Other Agencies	\$ 29,000	\$ 49,306	170.02%	Private Foundations, ESD 113
Other Fin Sources	\$ -	\$ -		
Totals	\$ 61,198,987	\$ 41,053,267	67.08%	
			66.67%	% of fiscal year elapsed

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

Board of Directors	\$ 99,000	\$ 33,797	34.14%	Dues, audits, elections, legal svcs, travel, etc
Superintendent's Office	\$ 449,866	\$ 293,947	65.34%	General Admin/ Supt Office
Business Office	\$ 698,521	\$ 430,007	61.56%	Fiscal operations
Human Resources	\$ 449,997	\$ 291,293	64.73%	Personnel & recruitment, labor relations
Public Relations	\$ 50,250	\$ 5,072	10.09%	Educational/admin info to public
Supervision of Instruction	\$ 1,448,318	\$ 991,145	68.43%	includes secretarial support
Learning Resources	\$ 229,969	\$ 182,236	79.24%	Library resources & staffing
Principal's Office	\$ 3,366,069	\$ 2,311,218	68.66%	includes Secretarial support
Guidance/Counseling	\$ 2,339,697	\$ 1,480,640	63.28%	Counselors/support services
Pupil Management	\$ 4,000	\$ 16,449	100.00%	Bus & playground management, Safety, etc
Health Services	\$ 3,050,486	\$ 2,201,424	72.17%	Health including: nursing, OT/PT/SLP, etc
Teaching	\$ 35,709,198	\$ 22,451,471	62.87%	classroom teachers/para support
Extra-curricular	\$ 1,470,719	\$ 1,041,250	70.80%	Coaching, advising, ASB supervision
Payments to other district	\$ 701,000	\$ 282,080	0.00%	CTE/Skills Center fees/pmts to other schools
Instructional Prof Dev	\$ 1,210,682	\$ 832,792	68.79%	Prof development; instructional staff
Instructional Technology	\$ 91,631	\$ 415,605	453.56%	classroom technology
Curriculum	\$ 974,495	\$ 564,670	57.94%	District materials adoptions/purchases; staff
Food Services	\$ 2,953,399	\$ 2,062,655	69.84%	Mgmt of food service for district
Transportation	\$ 1,325,881	\$ 929,690	70.12%	Co-op payments, fuel, insurance
Maint & Operations	\$ 3,660,050	\$ 2,549,240	69.65%	cust/maint/grounds, security, warehouse
Other Services	\$ 2,920,171	\$ 2,541,939	87.05%	Insurance, utilities, tech, print, motor pool, Erat
Transfers	\$ (261,250)	\$ (203,776)	78.00%	in district use of buses, vehicles, food service
Interfund Transfers	\$ -	\$ -	0.00%	Transfers (to Cap Proj/ Debt Service)
Totals	\$ 62,942,149	\$ 41,704,843	66.26%	
			66.67%	% of fiscal year elapsed

CAPITAL PROJECTS FUND SUMMARY:

Revenue – Total receipts were \$ 4,373,685.79 and consist of bond sale, levy proceeds, grants, rental fees and interest.

Expenditures —Expenditures were made in the amount of \$ 234,320.60 for the month.

Fund Balance — Current monthly ending fund balance is \$ 4,580,284.88.

DEBT SERVICE FUND SUMMARY:

Revenue -- Total receipts were \$ 12,435.96 and consists of tax payments, interest and transfers.

Expenditures — There were no expenditures for the month.

Fund Balance — Current month ending fund balance is \$ 753,230.46. Funds in this account are held for bond principal and interest payments.

ASSOCIATED STUDENT BODY FUND SUMMARY:

Revenue — There was \$ 26,299.87 revenue for the month.

Expenditures -- Expenditures total 50% of the budgeted expenditures for this fiscal year.

Fund Balance — Current month ending fund balance is \$ 335,105.77.

TRANSPORTATION VEHICLE FUND SUMMARY:

Revenue – There was \$ 1,170.30 revenue for the month and consisted of interest and depreciation.

Expenditures — There were no expenditures for the month.

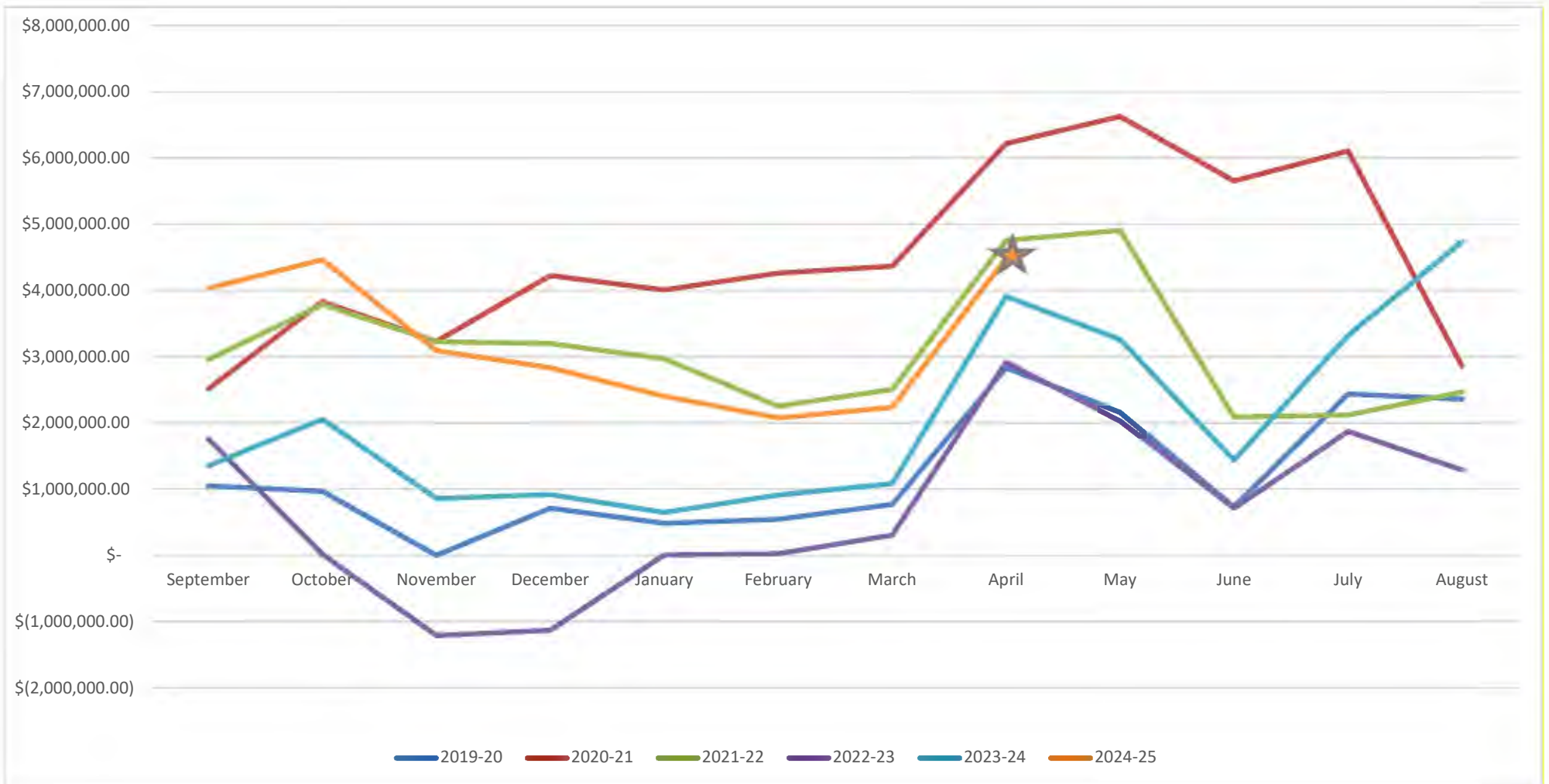
Fund Balance — Current month ending fund balance is \$ 351,060.70.

SUMMARY OF BUDGET EXPENDITURE CAPACITY**Budget Capacity as of April, 2025:**

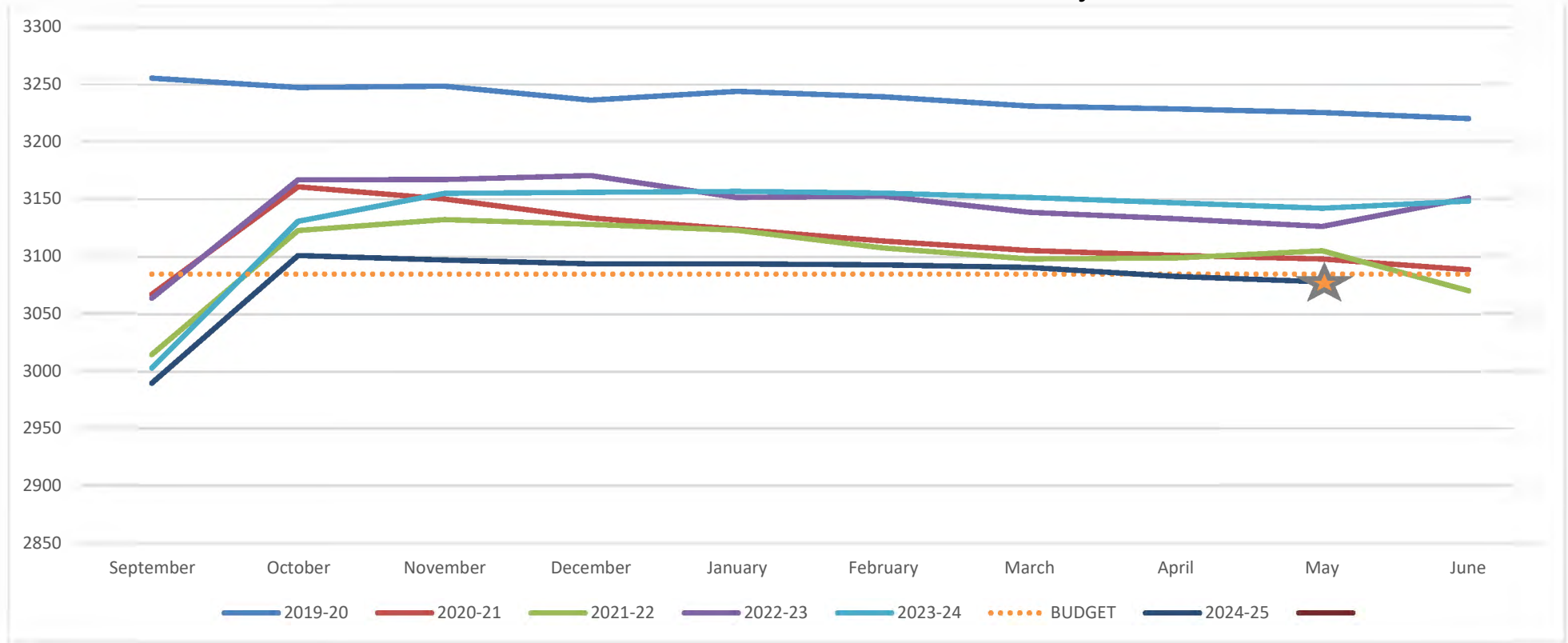
Fund	Budget	Expenditures YTD	Balance	% Expenditures	% Remaining
General	\$ 62,942,149	\$ 41,700,939	\$ 21,241,210	66.25%	33.75%
Capital Projects	\$ 6,300,000	\$ 1,389,401	\$ 4,910,599	22.05%	77.95%
Debt Service	\$ 295,000	\$ 268,086	\$ 26,914	90.88%	9.12%
ASB	\$ 540,797	\$ 269,931	\$ 270,866	49.91%	50.09%
Trans Vehicle	\$ 200,000	\$ -	\$ 200,000	0.00%	100.00%

GENERAL FUND FUND BALANCE TRENDS

End of April, 2025



ENROLLMENT TRENDS as of May, 2025



AAFTE	Grades K – 5	Gr. 6 – 8	HS	Subtotal	Run Start/ Open Door	+/- (Budget)
2024-25 Budget	1,231	728	983	2,942	143	3,085
2024-25 Actual	1,208.94	696.10	1,009.53	2,914.57	158.26	- 12.18 (3,072.82)
2023-24 Actual	1,276.92	720.04	990.32 *	2,987.30	161.22 *	+ 78.52 (3,070)
2022-23 Actual	1,292.06	759.62	982.59	3,034.27	127.93	+ 77.20 (3,085)
2021-22 Actual	1,299.38	775.67	963.66	3,038.71	75.13	+ 13.84 (3,100)
2020-21 Actual	1,287.98	777.52	943.61	3,015.97	85.44	+ 1.41 (3,100)
2019-20 Actual	1,445.35	805.48	980.66	3,231.49	98.98	+ 40.47 (3,290)

* Includes summer school enrollment

10--General Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 LOCAL TAXES	5,579,124	2,082,493.32	4,766,112.39		813,011.61	85.43
2000 LOCAL SUPPORT NONTAX	397,010	22,674.82	374,042.60		22,967.40	94.21
3000 STATE, GENERAL PURPOSE	33,580,700	3,553,419.69	22,311,507.35		11,269,192.65	66.44
4000 STATE, SPECIAL PURPOSE	14,497,538	1,364,311.58	9,768,672.82		4,728,865.18	67.38
5000 FEDERAL, GENERAL PURPOSE	45,000	7,690.82	7,690.82		37,309.18	17.09
6000 FEDERAL, SPECIAL PURPOSE	6,843,748	581,097.23	3,650,566.50		3,193,181.50	53.34
7000 REVENUES FR OTH SCH DIST	226,867	154.25	125,368.63		101,498.37	55.26
8000 OTHER AGENCIES AND ASSOCIATES	29,000	3,088.53	49,306.20		20,306.20	170.02
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 61,198,987	 7,614,930.24	 41,053,267.31		 20,145,719.69	 67.08
 <u>B. EXPENDITURES</u>						
00 Regular Instruction	26,618,322	2,278,103.39	17,462,074.38	60,622.19	9,095,625.43	65.83
10 Federal Stimulus	0	.00	2,257.36	5,454.00	3,196.64	0.00
20 Special Ed Instruction	9,924,586	869,710.31	6,692,688.25	17,058.68	3,214,839.07	67.61
30 Voc. Ed Instruction	2,979,151	244,867.42	2,081,247.30	17,252.08	880,651.62	70.44
40 Skills Center Instruction	257,644	31,692.63	259,149.00	3,457.02	4,962.02	101.93
50+60 Compensatory Ed Instruct.	6,817,224	471,645.09	3,965,598.13	70,485.70	2,781,140.17	59.20
70 Other Instructional Pgms	829,687	60,146.91	515,089.37	34,709.82	279,887.81	66.27
80 Community Services	2,498,651	181,239.16	1,591,639.82	9,871.66	897,139.52	64.10
90 Support Services	13,016,885	1,225,140.29	9,131,195.26	101,644.74	3,784,045.00	70.93
 <u>Total EXPENDITURES</u>	 62,942,150	 5,362,545.20	 41,700,938.87	 309,647.89	 20,931,563.24	 66.74
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	1,743,163	2,252,385.04	647,671.56		1,095,491.44	62.85
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 4,889,319		 5,135,686.48			
 <u>G. GLS 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>H. TOTAL ENDING FUND BALANCE</u>	 3,146,156		 4,488,014.92			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	14,070.00
G/L 815 Restrict Unequalized Deduct Rev	0	.00
G/L 821 Restrictd for Carryover	420,331	676,579.59
G/L 823 Restricted for Carryover of Tra	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 828 Restricted for C/O of FS Rev	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	81,543	102,021.00
G/L 845 Restricted for Self-Insurance	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 870 Committed to Other Purposes	14,070	.00
G/L 872 Committed to Econmc Stabilizatn	0	.00
G/L 873 Committed to Depreciation Sub-F	0	.00
G/L 875 Assigned Contingencies	0	.00
G/L 884 Assigned to Other Cap Projects	0	.00
G/L 888 Assigned to Other Purposes	0	.00
G/L 890 Unassigned Fund Balance	538,205-	534,228.55
G/L 891 Unassigned Min Fnd Bal Policy	3,168,417	3,161,115.78
<u>TOTAL</u>	3,146,156	4,488,014.92

20--Capital Projects-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2025

	ANNUAL	ACTUAL	ACTUAL			
<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>BUDGET</u>	<u>FOR MONTH</u>	<u>FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	1,302,008	794,262.94	1,004,139.94		297,868.06	77.12
2000 Local Support Nontax	19,500	1,789.82	19,677.65		177.65-	100.91
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	4,800,000	57,633.03	1,006,467.13		3,793,532.87	20.97
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	3,520,000.00	3,520,000.00		3,520,000.00-	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 6,121,508	 4,373,685.79	 5,550,284.72		 571,223.28	 90.67
 <u>B. EXPENDITURES</u>						
10 Sites	0	.00	197,109.45	8,950.29	206,059.74-	0.00
20 Buildings	6,300,000	218,077.60	1,112,750.26	0.00	5,187,249.74	17.66
30 Equipment	0	.00	.00	0.00	.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	16,243.00	79,541.00	0.00	79,541.00-	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 6,300,000	 234,320.60	 1,389,400.71	 8,950.29	 4,901,649.00	 22.20
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES</u>						
<u>OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)</u>	178,492-	4,139,365.19	4,160,884.01		4,339,376.01	< 1000-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 343,731		 419,400.87			
 <u>G. GLS 896, 897, 898 ACCOUNTING</u>	 XXXXXXXXXX		 .00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
 <u>H. TOTAL ENDING FUND BALANCE</u>	 165,239		 4,580,284.88			
<u>(E+F + OR - G)</u>						

I. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 825 Restricted for Skills Center	0	.00
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 840 Nonspnd FB - Invent/Prepd Itms	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 861 Restricted from Bond Proceeds	0	.00
G/L 862 Committed from Levy Proceeds	0	83,984.25-
G/L 863 Restricted from State Proceeds	0	335,343.28-
G/L 864 Restricted from Fed Proceeds	111,714	.00
G/L 865 Restricted from Other Proceeds	5,300,000-	133,672.50-
G/L 866 Restrictd from Impact Proceeds	0	.00
G/L 867 Restricted from Mitigation Fees	0	.00
G/L 869 Restricted fr Undistr Proceeds	0	.00
G/L 870 Committed to Other Purposes	0	.00
G/L 889 Assigned to Fund Purposes	5,353,525	5,133,284.91
G/L 890 Unassigned Fund Balance	0	.00
<u>TOTAL</u>	165,239	4,580,284.88

30--Debt Service Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)

For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES/OTHER FIN. SOURCES</u>						
1000 Local Taxes	0	9,716.54	32,403.57		32,403.57-	0.00
2000 Local Support Nontax	25,000	2,719.42	26,877.16		1,877.16-	107.51
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
 <u>Total REVENUES/OTHER FIN. SOURCES</u>	 25,000	 12,435.96	 59,280.73		 34,280.73-	 237.12
 <u>B. EXPENDITURES</u>						
Matured Bond Expenditures	250,000	.00	250,000.00	0.00	.00	100.00
Interest On Bonds	44,100	.00	18,086.25	0.00	26,013.75	41.01
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	900	.00	.00	0.00	900.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
 <u>Total EXPENDITURES</u>	 295,000	 .00	 268,086.25	 0.00	 26,913.75	 90.88
 <u>C. OTHER FIN. USES TRANS. OUT (GL 536)</u>	 0	 .00	 .00			
 <u>D. OTHER FINANCING USES (GL 535)</u>	 0	 .00	 .00			
 <u>E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)</u>	 270,000-	 12,435.96	 208,805.52-		 61,194.48	 22.66-
 <u>F. TOTAL BEGINNING FUND BALANCE</u>	 969,260		 974,471.94			
 <u>G. GLS 896, 897, 898 ACCOUNTING CHANGES AND ERROR CORRECTIONS (+OR-)</u>	 XXXXXXXXXX		 .00			
 <u>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</u>	 699,260		 765,666.42			
 <u>I. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	699,260		765,666.42			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
 <u>TOTAL</u>	 699,260		 765,666.42			

40--Associated Student Body Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<u>A. REVENUES</u>						
1000 General Student Body	68,425	3,103.72	71,598.18		3,173.18-	104.64
2000 Athletics	124,750	7,288.10	105,180.61		19,569.39	84.31
3000 Classes	2,500	.00	250.00		2,250.00	10.00
4000 Clubs	168,570	15,908.05	59,692.13		108,877.87	35.41
6000 Private Moneys	80,700	.00	74,964.68		5,735.32	92.89
<u>Total REVENUES</u>	444,945	26,299.87	311,685.60		133,259.40	70.05
<u>B. EXPENDITURES</u>						
1000 General Student Body	32,646	3,045.32	35,029.04	0.00	2,383.04-	107.30
2000 Athletics	248,971	1,700.09	108,019.23	14,063.75	126,888.02	49.04
3000 Classes	2,500	.00	.00	0.00	2,500.00	0.00
4000 Clubs	175,890	6,118.22	51,515.50	0.00	124,374.50	29.29
6000 Private Moneys	80,790	160.00	75,367.11	0.00	5,422.89	93.29
<u>Total EXPENDITURES</u>	540,797	11,023.63	269,930.88	14,063.75	256,802.37	52.51
<u>C. EXCESS OF REVENUES</u>						
<u>OVER (UNDER) EXPENDITURES</u> (A-B)	95,852-	15,276.24	41,754.72		137,606.72	143.56-
<u>D. TOTAL BEGINNING FUND BALANCE</u>	280,036		293,351.05			
<u>E. GLS 896, 897, 898 ACCOUNTING</u>	XXXXXXXXXX		.00			
<u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>						
<u>F. TOTAL ENDING FUND BALANCE</u>	184,184		335,105.77			
<u>C+D + OR - E)</u>						
<u>G. ENDING FUND BALANCE ACCOUNTS:</u>						
G/L 810 Restricted for Other Items	7,500		7,500.00			
G/L 819 Restricted for Fund Purposes	176,684		327,605.77			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<u>TOTAL</u>	184,184		335,105.77			

90--Transportation Vehicle Fund-- FUND BALANCE -- SPI ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2024 (September 1, 2024 - August 31, 2025)For the ABERDEEN SCHOOL DISTRICT NO 5 School District for the Month of April, 2025

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	15,000	1,171.30	6,291.00		8,709.00	41.94
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	368,914	.00	.00		368,914.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. <u>TOTAL REV/OTHER FIN.SRCS(LESS TRANS)</u>	383,914	1,171.30	6,291.00		377,623.00	1.64
B. <u>9900 TRANSFERS IN FROM GF</u>	0	.00	.00		.00	0.00
C. <u>Total REV./OTHER FIN. SOURCES</u>	383,914	1,171.30	6,291.00		377,623.00	1.64
D. EXPENDITURES						
Type 30 Equipment	200,000	.00	.00	342,200.26	142,200.26-	171.10
Type 40 Energy	0	.00	.00	0.00	.00	0.00
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<u>Total EXPENDITURES</u>	200,000	.00	.00	342,200.26	142,200.26-	171.10
E. <u>OTHER FIN. USES TRANS. OUT (GL 536)</u>	0	.00	.00			
F. <u>OTHER FINANCING USES (GL 535)</u>	0	.00	.00			
G. <u>EXCESS OF REVENUES/OTHER FIN SOURCES</u> <u>OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)</u>	183,914	1,171.30	6,291.00		177,623.00-	96.58-
H. <u>TOTAL BEGINNING FUND BALANCE</u>	289,788		344,769.70			
I. <u>GLS 896, 897, 898 ACCOUNTING</u> <u>CHANGES AND ERROR CORRECTIONS (+OR-)</u>	XXXXXXXXX		.00			
J. <u>TOTAL ENDING FUND BALANCE</u> <u>(G+H + OR - I)</u>	473,702		351,060.70			

K. ENDING FUND BALANCE ACCOUNTS:

G/L 810 Restricted For Other Items	0	.00
G/L 819 Restricted for Fund Purposes	473,702	351,060.70
G/L 830 Restricted for Debt Service	0	.00
G/L 835 Restrictd For Arbitrage Rebate	0	.00
G/L 850 Restricted for Uninsured Risks	0	.00
G/L 889 Assigned to Fund Purposes	0	.00
G/L 890 Unassigned Fund Balance	0	.00
 <u>TOTAL</u>	 473,702	 351,060.70

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



Prepared For:
ERNIE LOTT
ABERDEEN SCHOOL DISTRICT
360-538-8275
3030 BAY AVE
HOQUIAM, WA. 98550

Territory Manager:
RANDY GREGG
randyg@schetkynw.com
253-686-1085
2624 112TH ST S
LAKEWOOD, WA. 98499

Quote Number:
S000073-414780

Quote Date:
4/21/2025

Quote Expires:
5/21/2025

Thomas Built Buses HDX2 370DS

Product Type:	D - REAR ENGINE
Year:	2025
Chassis Model:	CHSY
Chassis MFG:	THOMAS
GVWR:	37,600-LB
Passenger Capacity:	78
Headroom:	78
Wheelbase:	267
Brake Type:	AIR DISC
Engine Type:	CUMMINS B6.7 280 DIESEL, 6 Cyl, 280 HP, 2500 RPM
Fuel Type:	DIESEL
Fuel Tank Capacity:	100 GALLONS
Transmission Type:	ALLISON 3000PTS
Axle, Front:	14,600-LB CAPACITY
Axle, Rear:	23,000-LB CAPACITY
Tires, Front:	HANKOOK-11R22.5 16PLY AH37
Tires, Rear:	HANKOOK-11R22.5 16PLY AH37
Suspension Front:	14,600-LB TAPERLEAF
Suspension Rear :	23,000-LB HENDRICKSON COMFORT TEC

Total for 1 complete unit(s):	\$200,781.24
Washington State Sales Tax @ 8.6%:	\$17,267.19
Additional 0.3% Sales and Use Tax on Motor Vehicles:	\$602.34
Grand Total: F.O.B., Hoquiam, WA	\$218,650.77

Estimated Delivery: 240-260 ARO
Required Delivery Date: _____
Total Unit Quantity _____

FULL PAYMENT DUE NET 30 DAYS POST DELIVERY, WE APPRECIATE YOUR PROMPT PAYMENT

By signing below, you are acknowledging the specifications listed are complete and accurate. Order will be placed using the specifications listed.

Customer Signature: _____ Date: _____
Authorized Signature

Accounts Payable Contact Name: _____ E-Mail : _____

Please forward All Remittances to Our Corporate Office: 8430 NE Lombard Street, Portland, OR 97220

Includes the Following Equipment:

BODY

CERTIFICATION/SAFETY

- 1 FE-5 3A-40BC
- 1 REFLECTORS-AMBER(4) MID/FRT 3"
- 1 REFLECTORS-RED (4) RR/RR SI 3"
- 1 REFLECTORS-FRONT
- 1 HATCH-RF ESC ADVANTAGE ENG (2)
- 1 HANDLES-W/S SERVICE, BLACK
- 1 TRIANGLES-REFL. 3 W/BOX
- 1 BRACKET,MTG. REFL. TRIANGLES
- 1 MOTOR-XING ARM ELEC.SPECIALTY
- 1 OPEN VIEW - ES, HEATED, REMOTE
- 1 MIR-B EXT.CROSSVIEW HTD BLK BK
- 1 SIGN-STOP, ELEC FRT #SE2-7980-C
- 1 MIRROR-INT 6"X30" W/ RBR EDGE

DOORS

- 1 STEPWELL GUARD
- 2 HANDLE-INT SI DR RED
- 1 DOOR-ENT AG2 TINT TEMP LOCK
- 1 PWR SYST.-AG2 AIR.ENT.DR.
- 1 VANDALOCK-ALUM.ENT.DR.CYLINDER W/KEY
- 1 PULL-ENTRANCE DOOR, EXT. ALUM.
- 1 DOOR-SI EMERG LS CTR 30" OPG
- 1 DOOR-SI EMERG RS CTR 30" OPG
- 2 HINGES-30"W SI DR PIN TYPE
- 2 LATCH-SGL-POINT,30"W SI DR
- 2 VANDALOCK-SI DR W/BOLT 30"
- 2 STOP-DOOR 30"W SI DR,1-POS
- 1 LATCH-DR INT STOR OVR DRVRSHDR
- 1 PULL-SIDE EMERGENCY DR,INT (2)
- 1 PAD-DR HEADER,SI EMER 30"W (2)
- 1 TREAD-STP ENT DR GRY KSEAL PEB
- 1 TRIM-STPWLL HORIZ W/DIAM NOSE
- 1 RAMP-SI DOOR 18" @ DOOR SILL
- 1 RAIL-EXTRA ASSIST RAIL LS

ELECTRICAL - BODY

- 1 SWITCH-ROCKER AIR HORN
- 1 FAN-CIRC MID W/S HDR BLACK (2)
- 1 HORN-SPEAKER CHASSIS MOUNTED
- 1 RADIO-AM/FM DEA700 W/PAGE
- 1 ANTENNA - RADIO SWIVEL BASE
- 1 KIT-RADIO ANTENNA MOUNTING @ DRIVER'S HEADER
- 1 GAUGE-DUAL AIR
- 1 MONITOR WARN/STOP/TAIL/TUR
- 1 LPS-DOME OVER DRIVER LED
- 1 LPS-DOME PASS 4 MIN LED
- 1 SWITCH-RKR DOME LPS FRT/RR
- 1 LPS-EXT AFT OF ENT DOOR LED
- 1 LPS-STPWLL LED W/O HOOD (1)
- 1 LPS-STP/TAIL/DIR AMBER/REV LED
- 1 BUZZER-SWITCH PANEL 1 TONE
- 1 LAMPS-4" AUXILIARY L.E.D.
- 1 LPS-LIC PLATE ILLUMINATION LED
- 1 LPS-SI DIR AMBER FRT. LED PIN
- 1 LPS-WARNING LED STROBE (8)
- 1 LPS-MKR ROOF FRT/RR/MID/ID LED PIN
- 1 SWITCH-RKR DOME LPS DRVR.ON/OFF
- 1 LPS- STOP/TAIL 4" FLS.MT L.E.D
- 1 SWITCH-RKR FAN DEFROST W/S
- 1 SWITCH-RKR SPEAKER INT/EXT.W/HORN
- 1 LPS-PILOT WARN LGTS RED/AMBER
- 1 SWITCH-WARN LPS ON/AMB ACT GREY
- 1 SWITCH-RKR WARN LPS EMERG.

- 1 LPS-PILOT WARN LGTS MASTER GRN
- 1 LPS-STORAGE THRU (6)
- 1 SWITCH-RKR STORAGE BOX
- 1 LPS- FRT LIGHT PCKG HTD LED HDLMP
- 1 LPS-ENGINE CMPT LED
- 1 LPS-ENGINE CMPT HAZARDS
- 1 SWITCH-RKR MIRROR HTR
- 1 SPEAKERS-INT. 30 WAT.(8) 370
- 1 SWITCH-RKR HTR LEFT 1ST
- 1 SWITCH-RKR HTR LEFT 2ND
- 1 SWITCH-RKR HTR DRV
- 1 SPEAKER ALERT - PRESENT

EXTERIOR

- 1 HORN-AIR, UNDER FLOOR
- 1 FLAPS-MUD, REAR 22.5"W
- 1 FLAPS-MUD, FRONT 16"W X 12"H
- 1 RAIL-EXTERIOR GUARD @ WINDOW,SEAT,FLOOR
- 1 FRONT BUMPER W/ ELEC XARM
- 1 UNDERCOATING-ASPHALT EMULSION
- 1 DOOR-FUEL FILL ACC BTR SPRING
- 1 FENDERETTE-STL/RBR (4)
- 1 LATCH-FUEL FILL ACCESS W/LOCK
- 1 LUGGAGE COMPT-THRU,DELUXE-125"
- 1 VENT-STATIC PRESENT
- 1 LATCH-LOCKING DEF ACCESS DOOR
- 1 RAIL-SNOW RAIL PRESENT
- 1 AIR DRAIN ACCESS DOOR RS
- 1 BRACKET-LICENSE PLATE
- 1 PLATE-ENGINE THRESHOLD W/PLUG

HVAC

- 1 DRIVER HEATER
- 1 HOSE- RR TO FRT HDX2 STD
- 1 HTR-U/S LS 84,000 BTU LOC 5
- 1 HTR-U/S LS 84,000 BTU LOC 9
- 1 HOSE-HTR BLUSTRIPE W/ W/H POS 9
- 1 HOSE-CTR DEFROSTER HTR BLUSTRIPE
- 1 CLAMPS-PLUMB HTR CONST TORQUE
- 1 CLAMPS-U/SEAT HTR CONST TORQUE
- 1 CONN-HTR(1) CONST TORQ/BLUSTRI
- 1 PLUMBING-30" COVER

INTERIOR

- 1 VISOR-W/S SUN 6"X30" TINTED
- 1 ARM ASM-WINDSHIELD WIPER (2)
- 1 DOOR-STORAGE BOX W/O GLASS
- 1 FLR-GRY VINYL W/13" CTR AISLE
- 1 FLR-BLK WHEELHOUSE AND HEATER
- 1 FLR-PLYWOOD 5/8" 221T
- 1 INSULATION-VEST HEADLINING 2"
- 1 INSULATION-SIDELINING 2" POLY
- 1 INSULATION-RR BULKHEAD 2" POLY
- 1 INSULATION-FRT BULKHEAD W/ACRSY 2"POLY
- 1 HEADLINING TYPE - ALL ACOUSTIC
- 1 SEALANT-PLYWOOD FLOOR EDGES
- 1 INSULATION-INT SHORT REAR END 370/380
- 1 SEALING-FLOOR COVERING

PAINT/LETTERING

- 1 PAINT-EXT GRD RAIL @ WINDOW BLACK
- 1 PAINT-EXT GRD RAIL @ SEAT BLACK
- 1 PAINT-EXT GRD RAIL @ FLOOR BLACK
- 1 PAINT-EXT GRD RAIL @ SKRT BLACK
- 1 PAINT-EXT BUMPERS FRT/RR BLACK
- 1 PAINT-BLACK TRIM-FRONT/REAR ROOF CAPS
- 1 PAINT-EXTERIOR ROOF WHITE
- 1 PAINT-EXT WINDOW AREA BLACK

- 1 PAINT-SOLID COLOR YELLOW
- 1 REFLECTTAPE-RR END YEL 1"
- 2 REFLECTTAPE-SI EMER DR 30" YEL
- 1 REFLECTTAPE-EMER WDO YEL
- 1 REFLECTTAPE-@ROOF HATCH WHT(2)
- 1 REFLECTTAPE-SI 2"@ BELT YEL
- 1 DECAL-REFL FRT CAP "SCHOOL BUS"
- 1 DECAL-REFL RR CAP "SCHOOL BUS"

SEATS

- 1 BELT-ELR SHOULDER/PUSH BUTT LAP D2
- 1 LEFT SIDE BARRIER IMMEDIATELY BEHIND DRVR MOVED REARWARD 2"
- 1 BARRIER STORAGE POUCH, RIGHT SIDE AT ENTRANCE DOOR
- 1 39" BARR-VERT, WALL MT 45"H RS 2009
- 1 39"8DEG BARR-REV. WALL-MT 45"H 2009
- 2 PROFORM EDO GRAY UPHOLSTERY-45"HIGH RECESSED BARRIER
- 1 BACK-NATIONAL COMODORE DRV'S SEAT
- 1 ARMREST NATIONAL DRVR'S ST. RS
- 1 UPH DR.ST.GREY FABRIC NATIONAL
- 1 PEDESTAL-NATIONAL AIR W/2 SHOCKS
- 1 RETAINER NATIONAL DR.ST.BELT
- 10 S3B 39"RS WALL MT RESTRAINING/NO BELT
- 10 S3B 39"LS WALL MT RESTRAINING/NO BELT
- 1 S3B 39"RS FLOOR MT RESTRAINING/NO BELT
- 1 S3B 39"LS FLOOR MT RESTRAINING/NO BELT
- 22 FIREBLOCK GRAY UPHOLSTERY - S3B SEAT
- 1 IMMI SBR 39" LS FLIP NO BELTS
- 2 FIREBLOCK GRAY UPHOLSTERY - IMMI SBR PASSENGER SEAT
- 1 FIREBLOCK GRAY UPHOLSTERY - IMMI SBR DAVENPORT SEAT
- 1 IMMI SBR 39" LS 39" RS DAVENPORT NO BELTS
- 1 IMMI SBR 39" RS FLIP NO BELTS
- 1 KICKPLATE-MOD.PANEL RS 39"

WINDOWS/GLASS

- 1 WDO-RR PO TEMP TINT W VAND
- 1 GLASS-W/S 2 PCE W/TINT BAND
- 1 WDO-DRIVER'S TEMP TINT
- 2 GLASS- 30"W SI DR TEMP TNT

CHASSIS

AXLES AND SUSPENSIONS

- 1 DET FRONT AXLE - 14,600 LB. VERSUS STANDARD
- 1 AXLE - REAR, DANA 22060S, 5.57 RATIO
- 1 SYNTHETIC LUBE STD W/AXLE
- 1 SYNTHETIC LUBE STANDARD W/FRONT AXLE
- 1 HENDRICKSON "COMFORT AIR" SINGLE AXLE AIR SUSPENSION-23K AXL

BRAKES

- 1 ANTILOCK BRAKES - MERITOR/WABCO (HDX)
- 1 AIR ANTI-LOCK DISC BRAKES
- 1 ELECTRONIC STABILITY CONTROL - HDX
- 1 PARKING BRAKE INTERLOCK

CHASSIS EQUIPMENT

- 1 REMOTE AIR RESERVOIR DRAINS - RIGHT SIDE
- 1 RELOCATE AIR TANKS - HDX
- 1 CHASSIS MOUNTED BATTERY BOX, HDX2
- 1 ADJUSTABLE PEDAL SYSTEM - HDX
- 1 HOSES-RBR,ADVNCED GRD(GATES BLU STRIPE)W/CONSTNT TRQ CLMP
- 1 100 GALLON FUEL TANK, BETWEEN THE RAILS
- 1 CHASSIS FRAME RAIL - REG. STRENGTH (50KSI) HDX (267"WB)
- 1 TOW HOOKS, FRONT - TWO (2)
- 1 TOW HOOKS- REAR (2)

ELECTRICAL - CHASSIS

- 1 LEECE-NEVILLE 240 AMP ALTERNATOR (HDX)
- 1 TRIPLE 12-VOLT GROUP 31 BATTERIES - HDX
- 1 CIRCUIT BREAKERS-MANUAL RESET - HDX
- 1 BACKING ALARM-HVY DUTY-112DB

- 1 SOLID STATE ELECTRONIC FLASHER FOR HAZARD LIGHTS
- 1 DAYTIME RUNNING LIGHTS-D250 - HDX
- 1 BATT HLD DOWN BRCKT-DELX 3 BAT
- 1 RECEPTACLE-BLOCK HEATER RR

ENGINE AND EQUIPMENT

- 1 AIR DRYER - BENDIX AD9 WITH HEATER - HDX
- 1 EXHAUST BRAKE - HDX, CUMMINS ISB
- 1 CRUISE CONTROL - HDX (CUM ISB)
- 1 VEHICLE SPEED LIMITING(70 MILES PER HOUR SETTING)
- 1 FUEL/WATER SEPARATOR WITH HEATER AND PUMP-CUMMINS ISB
- 1 COOLANT RECOVERY BOTTLE - HDX
- 1 6' BLOCK HEATER ELECTRIC CORD - FRONT/REAR RECEPTACLE
- 1 BLOCK HEATER - HDX (CUM ISB)
- 1 WATER FILTER - HDX (CUMMINS ISB)
- 1 CUMMINS B6.7-280 ENGINE (HDX) 2013 EPA
- 1 MULTI-FUNCTION GAUGE-REAR PANEL HDX

TRANSMISSION AND EQUIPMENT

- 1 ALLISON 3000 PTS TRANSMISSION - CUMMINS ISB-280 (HDX) 2013
- 1 6 SPEED SHIFT CONTROL - 3000 PTS TRANSMISSION
- 1 ALLISON 6 GENERATION CONTROL

WHEELS AND TIRES

- 6 HANKOOK-11R22.5 16PLY AH37
- 6 DISC WHEEL - 8.25 X 22.5, 5H (BLACK)
- 1 HUB-PILOTED WHEEL EQUIPMENT - 23K (HDX)

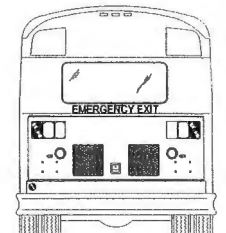
DEALER ADD On's

EQUIPMENT

- 1 WASHINGTON STATE LEGALS
- 1 INSTALL REI DVR W/ 4 CAMERAS

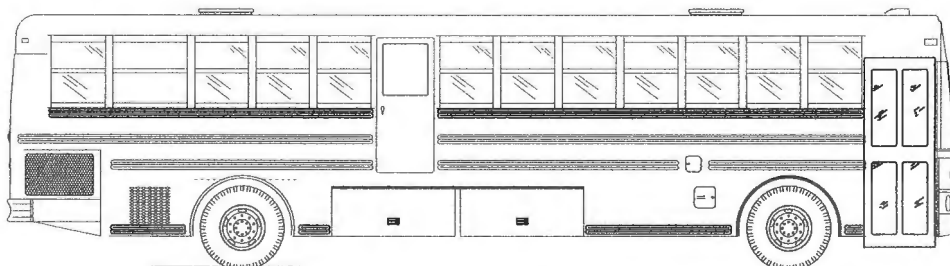
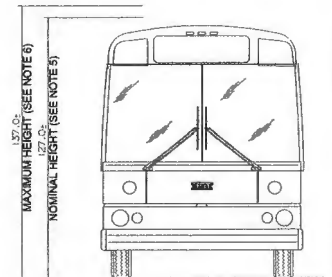
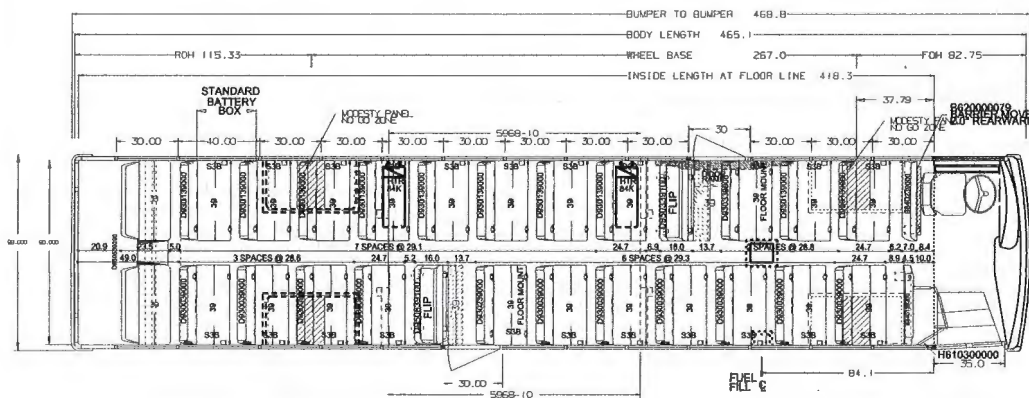
Meets all FMVSS requirements in effect at the time of manufacture.

Neither Schetky NW nor the vehicle manufacturer noted herein assumes liability for, nor shall be held responsible for, any delays in delivery caused by occurrences beyond their control. Pricing does not include applicable taxes, licenses, or other fees where required. Purchaser acknowledges that the only warranty provided is the manufacturer's warranty, if any. The seller disclaims all warranties, expressed or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose. Pricing & Availability: All pricing is subject to change without prior notice. Availability of vehicles and equipment is not guaranteed and is subject to manufacturer supply, dealer stock, and other factors beyond the seller's control. Deposits & Order Cancellation: Orders may require a deposit, which is non-refundable unless otherwise specified in writing. The seller reserves the right to cancel any order due to unforeseen circumstances, pricing errors, or manufacturer production changes. Concessions & Program Eligibility: Pricing includes concessions and is subject to approval. Failure to provide required information for a concession or ineligibility for the program used to obtain the concession will result in the customer being responsible for the additional cost equal to the quoted concession amount. Vehicle Use & Modifications: If the personal property sold hereunder includes a manual for proper use and maintenance, the seller shall not be liable in tort, contract, or otherwise for any damages—whether for personal injury, property damage, or other losses—arising from the ownership, use, or operation of the personal property when it is operated, modified, or maintained in any manner other than as specified in such manual. The seller is not responsible for damages, malfunctions, or voided warranties resulting from aftermarket modifications, improper installations, or third-party alterations to the vehicle. Liability & Indemnification: Purchaser agrees to defend, indemnify, and hold the seller harmless from any claims, liabilities, or damages arising from the use, operation, or ownership of the personal property, except as specifically stated in the manual of instructions. The seller shall not, under any circumstances, be liable for consequential, commercial, or economic losses. Delivery & Transportation: The seller is not liable for any damages occurring during third-party transportation. Any claims related to shipping damage must be made with the carrier. Force Majeure: The seller shall not be held liable for delays or failure to deliver due to acts of God, supply chain disruptions, labor disputes, government regulations, or any other events beyond the seller's control. Financing Disclaimer: Financing is subject to third-party lender approval. The seller does not guarantee financing terms, interest rates, or loan approval. Vehicle Representation: The vehicle shown in the picture is for demonstrative purposes only. The quoted vehicle may differ in appearance depending on specifications. All photos are for representative purposes only—actual vehicle may vary.



CAUTION! - LEFT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.

CAUTION! - RIGHT SIDE BARRIER IS NOT IN STANDARD LOCATION, SEE SEATING PLAN.



ALL DIMENSIONS & FIGURES ARE REFERENCE ONLY!!

- [illegible]

SEAT	ROW	SPACE	DOOR	THOMAS BUILT BUSES, INC.	
LEFT	28.3	27.8		HIGH POINT, NC	
LEFT	28.1	27.9		TITLE	
RIGHT	28.3	28.1		PLAN AND ELEVATION	
RIGHT	28.5	27.4		BODY 370DS	
				DRN. NO. 04-21-25	BY T. Dean
				SCALE	3/8" = 12"
				SIZE	S
				DRN. NO.	906250
DRAWING - DO NOT MAKE MATERIAL CHANGES				Revised Version 3-3-81	

AGREEMENT BETWEEN PACIFIC LUTHERAN UNIVERSITY
AND
Aberdeen School District

Pacific Lutheran University requires students in its Education Program to complete a series of field placements in K-12 schools. Pacific Lutheran University ("University") and Aberdeen School District ("District") enter into this agreement to provide for the placement and supervision of University students ("candidates") in schools within the District.

1. Definitions

Administrative Candidates: A student who is placed in a school's administrative office or the District's central office.

Administrative Mentor: A School's Principal or the District's central office administrator employed by the District, with whom an administrative candidate is placed.

Candidate: A student in the University's Education Program who is placed in a school pursuant to this agreement. "Candidate" includes administrative, practicum, and student teaching candidates.

Cooperating Teacher: A classroom teacher, employed by the District, with whom a practicum or student teaching candidate is placed. Qualification requirements in Appendix A.

Education Program: The Education Program of Pacific Lutheran University.

Field (University) Supervisor: A University employee who supervises, consults with, and evaluates candidates. Qualification requirements in Appendix A.

Mentor Teacher: A teacher employed by the District, with whom a student teaching candidate is placed. Qualification requirements in Appendix A.

Partner School: A school in the District that agrees to accept one or more candidates.

Placement Coordinator: A University employee who coordinates and monitors all placements of student teaching candidates.

Practicum Candidate: A student in the University's Education Program who is placed in a school for pre-student teaching field work.

Practicum Coordinator: A University employee who coordinates and monitors all placements of practicum candidates.

Student Teaching Candidate: A student in the University's Education Program who is placed in a school for student teaching experience.

2. General Provisions

a. The University and District agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, the University may develop letter agreements with District to formalize operational details of the directed fieldwork program. These details will include, but are not limited to, the following:

- Beginning dates and length of experience (Appendix B contains a summary of the anticipated length and nature of field experience);
- Number and kind of candidates eligible to participate in the training;
- Specific days, hours, and locations for the training;
- Specific allocation of responsibilities for the cooperating teacher or mentor. Revised
- Deadlines and format for candidate progress reports and evaluation forms.
- The University will pay a stipend to each Cooperating/Mentor Teacher, as applicable, for Candidates who are placed with that person. The stipend for a teacher will be \$400 for each full time assignment. The District expressly acknowledges that the Cooperating/Mentor Teachers remain employees of the District, not of the University. If a candidate withdraws or is moved

within the first ten school days following the assigned reporting date, the University shall not pay a stipend.

b. Any such letter agreements will be considered attachments to this Agreement, will be binding when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.

c. The University and District will jointly plan the training program and jointly evaluate candidates. Exchange of information will be maintained by on-site visits when practical and by letter, telephone, or email in other instances.

d. The University and District will instruct their respective faculty, staff, and candidates participating in the training to maintain confidentiality of candidate and District information as required by law and by the policies and procedures of the University and the District.

e. The University and District agree to comply with applicable federal and state laws and regulations prohibiting discrimination in the performance of their objections under this Agreement.

3. Responsibilities of Pacific Lutheran University

a. The University will assign to a partner school only candidates who, in the opinion of the University, have the required academic background and basic skills to be trained in the District. Candidates will not be placed in settings that present conflict of interest or in which personal relationships or previous experiences exist that could interfere with objective evaluation of candidates.

b. The University agrees to designate partner schools, cooperating teachers, and mentors, in coordination with the District and the principal of the partner school.

c. The University, through the director of the Education Program, shall outline the University's educational goals and objectives to be attained within the District.

d. The University agrees to provide to the District and the partner school an "Internship Application" and "Personal Statement" for each candidate placed in the partner school. This information will include appropriate information about each candidate's academic profile, professional interests and background, and emergency data.

e. The University agrees to provide to each Cooperating Teacher and Hosting Principal a copy of the Education Program's "Internship Handbook."

f. The University agrees to schedule regular meetings by the field supervisors with the candidates and the Cooperating Teachers or Mentor Teachers.

g. The University will indemnify, defend, and hold the District and its officers, employees, and agents harmless from any liability, claim, or damage (including, without limitation, reasonable attorneys' fees and litigation costs) arising from or alleged to arise from: (i) the negligent acts or omissions of University's regents, trustees, employees, officers, or candidates, and/or (ii) a breach of this Agreement by University including, without limitation, the failure to properly assign candidates as provided in this Agreement.

h. The University may terminate this Agreement upon thirty days written notice if the District has not, in the reasonable judgment of the University, provided adequate supervision or training

opportunities, or has breached any provision of the Agreement.

i. Pursuant to WAC 181-78A-125 and RCW 28A.410.010, the University will place only those candidates who have completed a Washington State Patrol criminal identification check, have completed a Federal Bureau of Investigation fingerprint check, and have received clearance by the Office of the Superintendent of Public Instruction at a partner school.

j. The University shall maintain at its own expense general liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Proof of such coverage shall be provided to the District before execution of this Agreement. The University may, where permitted by law, satisfy its insurance obligations with an equivalent program of self-insurance.

4. Responsibilities of the District

a. The District shall appoint one or more persons to act as liaisons with the University with regard to all activities undertaken in performance of this Agreement, specifically assuming administrative, educational, supervisory, and evaluation responsibility for rotating candidates. The Practicum Coordinator shall be the University's liaison. Each party shall provide the other with the names, addresses, and telephone numbers of their respective liaisons.

b. The District shall make its facilities available to be used for educational purposes and shall supervise candidates, provide guidance, and help the candidates acquire and demonstrate initial skills as professional educators, administrators, or principals. The District shall provide a safe environment in compliance with all federal and state guidelines and laws; and inform the University and candidate of hazardous conditions and unusual circumstances that may create unsafe conditions.

c. The District agrees to help the University identify potential partner schools as well as help the University identify potential educational leaders who may wish to become building principals or central office administrators.

d. The District shall provide the candidates access to available information or sources of information that will further their education while they are assigned to the District.

e. Through the cooperating teachers or building or district mentors, the District agrees to assess and evaluate the candidates, including written formative and summative narratives. The University shall specify the frequency of these reports, and may change the frequency from time to time.

f. The District shall also have the right to immediately limit or withdraw the use of its facilities by an individual candidate whenever in the opinion of the District use of the facility by that particular candidate endangers the operations of the District. If use of the facility by an individual candidate is limited or withdrawn in whole or in part because the District believes that its operations have been endangered, the District agrees to immediately notify the University and to use reasonable efforts to reach agreement with the University on terms under which District would permit use of its facilities by that candidate under this Agreement to resume, if determined appropriate by the District. Notwithstanding any other provision of this Agreement, the District reserves the right to terminate the use of its facilities by a particular candidate where necessary in District's reasonable opinion to maintain its operations free of disruption.

g. The District will indemnify, defend, and hold harmless the University and its regents, employees, officers, and candidates from any liability, claim, or damage (including without limitation reasonable attorney's fees and litigation costs) arising from or alleged to arise from the negligent

acts or omissions of District's trustees, officers, employees, and agents in their performance of their responsibilities under this Agreement.

h. The District may terminate this Agreement without cause upon thirty days written notice.

i. The District shall maintain at its own expense general liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Proof of such coverage shall be provided to University before execution of this Agreement. The District may, where permitted by law, satisfy its insurance obligations with an equivalent program of self-insurance.

5. Relationship of the University and the District

It is expressly agreed that this Agreement is not intended to create the relationship of agent, servant, employee, partnership, joint venture or association between the University and the District but is rather an Agreement by and between independent organizations.

6. Workers' Compensation

This agreement shall not create an employer-employee relationship between the University candidates and the District. Unless the District and a candidate have entered into a separate employer-employee relationship, the District does not assume and shall not assume any liability under any law relating to workers' compensation on account of any injury or illness suffered by any candidate performing, receiving training, or traveling pursuant to this Agreement.

7. Term of the Agreement

This Agreement shall commence on August 1st, 2025, and shall continue until August 1st, 2026, unless the University or District sooner terminates the agreement pursuant to paragraph 3.h and 4.h above. This Agreement may be modified by mutual consent of the parties in writing.

8. Governing Law

The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by, the laws of the State of Washington.

9. Notices.

All notices, demands, requests, or other communications required to be given or sent by School or District will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

To University:

Pacific Lutheran University
Attention: Department of Education
12180 Park Ave. S
Tacoma, WA 98447

To District:

Aberdeen School District
216 N. G Street
Aberdeen, WA 98520

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

10. Survival

The University and District expressly agree that the liability coverage provisions of this Agreement will survive the termination of this Agreement.

11. Severability

If any provision of this Agreement is held to be wholly or partially invalid or unenforceable under applicable law, that provision will be ineffective to that extent only, without in any way affecting the remaining provisions of the Agreement.

12. Waiver

Neither the waiver by any of the parties of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the parties to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any provisions, rights, or privileges hereunder.

PACIFIC LUTHERAN UNIVERSITY

Cameron Bennett, Ph.D. Date
Dean, College of Professional Studies

Jan Weiss, PhD Date
Associate Dean, School of Education

Aberdeen School District

Elyssa Louderback, Executive Director of Business and Operations

216 N. G St.
Street Address

Aberdeen, WA 98520
City, State, Zip Code

Appendix A

University Supervisors

University supervisors meet the following criteria for appointment to the Department of Education

1. Exceed minimum criteria for a Washington State Continuing Teaching Certificate.
2. Have at least three years of teaching or administrative experience in the settings where they will supervise.
3. Hold a master's degree.

Cooperating Teachers

Criteria for selection of cooperating teachers in practica include:

- Holds a valid residency teacher certificate
- Has had two years of successful teaching experience
- Is willing to accept a practicum student in the classroom
- Is recommended by the school principal or school district administrator
- Is willing to accept the roles specified in the field experience manual.

Criteria for selection of cooperating teachers in student teaching and internship include:

- Holds a Continuing or Professional Certificate
- Has at least three years of successful teaching experience
- Is recommended by the principal or school district
- Meets school district criteria for cooperating teachers
- Is willing to accept a student teacher
- Shows an aptitude for working with beginners who are learning to teach
- Is willing to accept the responsibilities outlined for cooperating teachers

Mentor Teacher (Alternative Routes Program)

Criteria for selection of mentor teachers in student teaching and internship include:

- Holds a Continuing or Professional Certificate
- Has at least three years of successful teaching experience
- Is recommended by the principal or school district
- Meets school district criteria for mentor teachers
- Is willing to accept an intern
- Shows an aptitude for working with beginners who are learning to teach
- Is willing to accept the responsibilities outlined for cooperating teachers
- Has completed mentor training

Appendix B

Program	Field Experiences (observation and/or practicum)	Clinical Practice (student teaching or internship)	Total number of hours/weeks
Undergraduate	Term I & Term II (year long school placement)		Term I – 45 Term II – 60
	Term III (year long school placement in association with Term IV)	Term IV Student teaching	Term III – 60 Term IV – Entire semester full time, including full-time teaching for a minimum of 8 weeks
MA with Certification	Fall practicum (year long placement)	Internship	Fall and J-Term being every day from the beginning of school to lunch Student teaching is entire PLU spring semester with a minimum of 8 weeks full-time
Alternative Routes	Summer practicum (primarily observation)	Internship	Full time beginning in August/ September and lasting a minimum of one K-12 academic semester (September to end of January). Open exit program and, therefore, internship is typically extended until candidate demonstrates competency.



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

SPECIAL EDUCATION CONTRACT

In consideration of the promises and conditions contained herein, Aberdeen School District (the "District") and Lakeview Speech Therapy, LLC (the "Provider") mutually agree as follows:

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

2. **Description of Services:**

(a) Speech Language Pathology Services for the 2025-2026 school year and/or extended school year as needed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. Term. Unless terminated earlier pursuant to provisions stated herein, this Contract shall commence on August 25, 2025 and shall terminate on July 31, 2026 or the completion of the services identified in paragraph 2 hereof, whichever should first occur. This contract may be renewed annually by the District for up to three additional years.

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

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

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

27. Governing Law. The terms of this Contract shall be governed by the laws of the State of Washington. In the event that a dispute arises under the terms and conditions of this Contract, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal

action is commenced to resolve a dispute arising out of this Contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

Executed this ____ day of _____, 20__.

ABERDEEN SCHOOL DISTRICT

Signature _____

Superintendent, Lynn Green

Date _____

Lakeview Speech Therapy, LLC

Signature Karen Clifton

Owner, Karen Clifton

Date 5/15/25



CONTRACTED EMPLOYEE

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

PROVIDER PLACEMENT DETAILS:

Provider Name: Lakeview Speech Therapy, LLC

Term: August 25, 2024-July 31, 2026

Services Provided: Speech Language Pathologist

Hours: 20 hours per week*

RATE & PAYMENT DETAILS:

Contracted Employee: Kerry Hannon Bender

Position: SLP

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

Bill Rate: \$ 95/hour

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

ADDITIONAL INFORMATION:

Comments:

* The 20 hours per week is the total hours of Kerry Hannon Bender and Karen Clifton combined for their share position.

VENDOR:

By: Karen Clifton
Lakeview Speech Therapy

Date: 5/15/25

ABERDEEN SCHOOL DISTRICT

By: _____
Superintendent or Designee

Date: _____



CONTRACTED EMPLOYEE

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

PROVIDER PLACEMENT DETAILS:

Provider Name: Lakeview Speech Therapy, LLC

Term: August 25, 2024-July 31, 2026

Services Provided: Speech Language Pathologist Hours: 20 hours per week*

RATE & PAYMENT DETAILS:

Contracted Employee: Karen Clifton Position: SLP
(Example: OT, PT, PTA, SLP, Psychologist)

Bill Rate: \$ 95/hour

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

ADDITIONAL INFORMATION:

Comments:

* The 20 hours per week is the total hours of Karen Clifton and Kerry Hannon Bender combined for their share position.

VENDOR:

By: Karen Clifton
Lakeview Speech Therapy

Date: 5/15/25

ABERDEEN SCHOOL DISTRICT

By: _____
Superintendent or Designee

Date: _____



CONTRACTED EMPLOYEE

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

PROVIDER PLACEMENT DETAILS:

Provider Name: Lakeview Speech Therapy, LLC

Term: August 25, 2025 and shall terminate on July 31, 2026

Services Provided: Speech Language Pathologist Assistant **Hours:** 40 hours/week

RATE & PAYMENT DETAILS:

Contracted Employee: Kelley Kautzman

Position: SLP-A

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

Bill Rate: \$ 70/hour

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

ADDITIONAL INFORMATION:

Comments:

VENDOR:

By: Karen Clifton
Lakeview Speech Therapy

Date: 5/15/25

ABERDEEN SCHOOL DISTRICT

By: _____
Superintendent or Designee

Date: _____



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

SPECIAL SERVICES CONTRACT

In consideration of the promises and conditions contained herein, Aberdeen School District (the "District") and Northwest Speech (the "Provider") mutually agree as follows:

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

2. **Description of Services:**

(a) Provide School Psychology Services, Occupational Therapy Services, Physical Therapy Services, Speech Language Pathology Services and/or Nursing Services for the 2025-26 school year and/or extended school year as needed.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. Term. Unless terminated earlier pursuant to provisions stated herein, this Contract shall commence on **August 1, 2025 and shall terminate on July 31, 2026** or the completion of the services identified in paragraph 2 hereof, whichever should first occur. This contract may be renewed annually by the District for up to three additional years.

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

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

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

27. Governing Law. The terms of this Contract shall be governed by the laws of the State of Washington. In the event that a dispute arises under the terms and conditions of this Contract, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal

action is commenced to resolve a dispute arising out of this Contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

Executed this ____ day of _____, 20__.

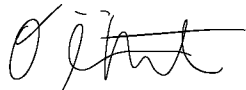
ABERDEEN SCHOOL DISTRICT

By _____

Date _____

Title _____

NORTHWEST SPEECH

By  _____

Date _____

Title _____



CONTRACTED EMPLOYEE

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

PROVIDER PLACEMENT DETAILS:

Provider Name: Northwest Speech

Term: August 1, 2025 – July 31, 2026

Services Provided: Speech Therapy

Hours: not to exceed 1448 hours

RATE & PAYMENT DETAILS:

Contracted Employee: Olivia Martin

Position: SLP – Virtual

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

Bill Rate: \$92/hour

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

ADDITIONAL INFORMATION:

Comments:

NORTHWEST SPEECH:

By: 

Date: _____

ABERDEEN SCHOOL DISTRICT

By: _____
Superintendent or Designee

Date: _____



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

SPECIAL EDUCATION CONTRACT

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

1. **Services.** The District hereby contracts with the Provider to perform the services identified in paragraph 2 hereof.
2. **Description of Services:**
 - (a) Provide School Psychology Services, Occupational Therapy Services, Physical Therapy Services, Speech Language Pathology Services and/or Nursing Services for the 2025-26 school year and/or extended school year as needed.
 - (b) Such other related services as the District may request. Said services shall be provided in a manner consistent with the accepted practices for other similar services, performed to the District's satisfaction, within the time period prescribed by the District.
3. **Insurance.** Contracting agency or individual will maintain (at its expense), a valid policy of insurance evidencing general and professional liability coverage of not less than \$1,000,000 per occurrence covering acts or omissions and general liability which may give rise to liability for services under this Agreement. Provider shall provide a certificate of insurance evidencing such coverage upon request by the District. Provider will provide the District with assurance of this insurance coverage in writing before commencement of services under this Contract. Provider will notify the District within three (3) days in the event of cancellation or modification of such insurance. Provider's failure to maintain such insurance policies shall be grounds for the District's immediate termination of this Contract. The provisions of this paragraph shall survive the expiration or termination of this Contract for cause with respect to any event occurring prior to such expiration or termination.
4. **Certification and Licensing Requirements.** Provider warrants that all individuals providing services under this Agreement ("Service Providers") meet applicable licensing and certification requirements. Provider must obtain and provide evidence to the District of current appropriate state certification and licensure at least 30 days prior to the beginning of each school year. Providers should have or be able to obtain an NPI number.
5. **Background Checks.** Pursuant to RCW 28A. 400. 303, any Service Providers under this Contract shall be required to have successfully completed a criminal history record check through the Washington State Patrol Criminal Identification System, under RCW 43.43.830-834 and RCW 10.97.030-050, and through the Federal Bureau of Investigation prior to providing any services under this Agreement. Provider will be responsible for securing these criminal history record checks and payment of all costs for obtaining such background checks. Results of the background checks must be made available to the District prior to a Service Provider providing services to the District.
6. **Prohibited Employment.** The nature of the work performed under this Contract involves services provided to children and disabled adults. Therefore, no assigned Service Provider shall have pled guilty or been convicted of any felony crime specified under RCW 28A.400.322. Any failure to comply with this paragraph shall be grounds for immediate termination of this Contract for cause.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23. Term. Unless terminated earlier pursuant to provisions stated herein, this Contract shall commence on August 1, 2025 and shall terminate on July 31, 2026 or the completion of the services identified in paragraph 2 hereof, whichever should first occur. This contract may be renewed annually by the District for up to three additional years.

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

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

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

27. Governing Law. The terms of this Contract shall be governed by the laws of the State of Washington. In the event that a dispute arises under the terms and conditions of this Contract, the parties agree to mediate the dispute prior to taking any formal legal action. In the event that legal

action is commenced to resolve a dispute arising out of this Contract, the prevailing party shall be entitled to its reasonable costs and attorneys' fees.

Executed this 15th day of MAY, 2025.

ABERDEEN SCHOOL DISTRICT

By _____

Date _____

Title _____

SOLIAN HEALTH, LLC

By Joni Woad

Date 5/15/2025

Title Managing Director



CONTRACTED EMPLOYEE

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

PROVIDER PLACEMENT DETAILS:

Provider Name: Soliant Health, LLC

Term: August 1, 2025 – July 31, 2026

Services Provided: Occupation Therapy

Hours: up to 37.5 hours per week

RATE & PAYMENT DETAILS:

Contracted Employee: Sheri Proffitt

Position: Occupational Therapist – Virtual

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

Bill Rate: \$99/hour

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

ADDITIONAL INFORMATION:

Comments:

SOLIANT

ABERDEEN SCHOOL DISTRICT

By: Joni Wood

By: _____
Superintendent or Designee

Date: 5/15/2025

Date: _____

ADMINISTRATION

RESIGNATIONS: We recommend the Board approve the following administrator resignations:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
John Crabb	Aberdeen High School	Athletic Director	06/30/25
Elyssa Louderback	Administration	Exec. Director of Business & Operations .2 FTE	06/30/25

SUMMER SCHOOL HIRES: We recommend the Board approve the following administrator summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Aaron Roiko	Aberdeen High School	Principal .5 FTE	06/16/25
Rachel Wenzel	Aberdeen High School	Principal .5 FTE	07/07/25

CERTIFICATED

SUMMER SCHOOL HIRES: We recommend the Board approve the following certificated summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Rebekah Fruh	Twin Harbors Skills Ctr	CTE Teacher: Health Care	06/16/25
Matt Mahon	Twin Harbors Skills Ctr	CTE Teacher: Animation	06/16/25
Cory Martinsen	Twin Harbors Skills Ctr	CTE Teacher: Construction	06/16/25
Todd Bridge	Aberdeen High School	Health Teacher	06/16/25
Kacy Brockavich	Aberdeen High School	Science Teacher	06/16/25
Pam Caba	Aberdeen High School	Math Teacher	07/07/25
Jason Dore	Aberdeen High School	ELA Teacher	07/07/25
Katie Foulds	Aberdeen High School	Math Teacher	06/16/25
Rick Stallo	Aberdeen High School	History Teacher	06/16/25
Stacy Swinhart	Aberdeen High School	ELA Teacher	06/16/25

CHANGE OF ASSIGNMENT: We recommend the Board approve the following certificated change of assignment:

<u>Name</u>	<u>Position:</u>	<u>Position To:</u>	<u>Position From:</u>	<u>Effective Date</u>
Cordell Trusty	Teacher	Aberdeen High School	Harbor Learning Ctr	08/27/25

RESIGNATION: We recommend the Board approve the following certificated resignation:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Trisha King	Robert Gray Elementary	Teacher	08/30/25

RETIREMENT: We recommend the Board approve the following certificated retirement:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jennifer Morrison	McDermoth Elementary	Teacher	08/15/25

CLASSIFIED

SUMMER SCHOOL HIRES: We recommend the Board approve the following classified summer school hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Vickie Crocker	Aberdeen High School	Paraeducator	06/16/25
Cathleen Johnson	Aberdeen High School	Paraeducator	07/07/25
Amber Larsen	Aberdeen High School	Paraeducator	07/07/25
Barb Tingwall	Aberdeen High School	Paraeducator	06/16/25

CLASSIFIED (Cont'd)

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Sol Gonzalez	Harbor High School	Student Family Support Assistant	05/12/25-05/26/25

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Linda Francisco	Aberdeen High School	Food Service Worker	04/21/25-04/25/25

RESIGNATIONS: We recommend the Board approve the following classified resignations:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Aliss Barre	District	Registered Behavior Technician	08/15/25
Batseba Arevalo	Aberdeen High School	Student Family Support Assistant	08/15/25
Jose (Luis) Soto-Lopez	Aberdeen High School	MTSS Assistant	06/11/25
Patricia Rojas	Stevens Elementary	Student Family Support Assistant	05/09/25

EXTRA-CURRICULAR HIRE: We recommend the Board approve the following extra-curricular hire:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Frank Matthews	Aberdeen High School	Assistant Football Coach 1 FTE	08/20/25

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Hugh Wyatt	Aberdeen High School	Assistant Football Coach .5 FTE	05/06/25

Classified Substitute Hire:

Norma Angelica Maneman

ABERDEEN SCHOOL DISTRICT No. 5
CO-CURRICULAR STIPENDS 2025-26

Years' Exp.	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
0	\$1,043	\$1,976	\$3,125	\$3,750	\$4,584	\$4,999	\$7,088	\$9,172
1	\$1,056	\$2,002	\$3,207	\$3,799	\$4,645	\$5,064	\$7,180	\$9,290
2	\$1,070	\$2,028	\$3,223	\$3,849	\$4,705	\$5,133	\$7,275	\$9,412
3	\$1,083	\$2,055	\$3,249	\$3,900	\$4,767	\$5,199	\$7,369	\$9,537
4	\$1,099	\$2,083	\$3,293	\$3,951	\$4,829	\$5,268	\$7,466	\$9,660
5	\$1,113	\$2,111	\$3,334	\$4,004	\$4,893	\$5,336	\$7,563	\$9,787
6	\$1,127	\$2,137	\$3,379	\$4,055	\$4,957	\$5,406	\$7,662	\$9,916
7	\$1,141	\$2,166	\$3,422	\$4,108	\$5,022	\$5,477	\$7,763	\$10,045
8	\$1,155	\$2,194	\$3,468	\$4,162	\$5,089	\$5,549	\$7,865	\$10,178
9	\$1,172	\$2,225	\$3,513	\$4,217	\$5,154	\$5,623	\$7,967	\$10,310
10	\$1,186	\$2,252	\$3,558	\$4,272	\$5,221	\$5,696	\$8,072	\$10,445
11	\$1,201	\$2,282	\$3,606	\$4,328	\$5,290	\$5,770	\$8,179	\$10,582
12	\$1,218	\$2,313	\$3,654	\$4,384	\$5,359	\$5,846	\$8,285	\$10,721
13	\$1,233	\$2,343	\$3,700	\$4,442	\$5,431	\$5,923	\$8,394	\$10,861
14	\$1,250	\$2,375	\$3,749	\$4,500	\$5,502	\$5,999	\$8,503	\$11,004
15+	\$1,265	\$2,406	\$3,798	\$4,560	\$5,573	\$6,080	\$8,613	\$11,147
	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>	<u>High</u>
	Work Based Learn	K. Bowl	Newspaper	Orchestra	Drama	Choral	Band	Events Mgr.
	Nursing Coordinator (GHC)	Mathletes	Asst. Band	PBIS	Musical	AVID		
	Social Media Coord	Honor Society	FBLA	DECA	Yearbook	ASB		
			*Skills USA	Renaissance				
	<u>Jr. High/Elem/ HLC</u>	<u>Jr. High/ HLC</u>	Hosp/Pro Start	Link Crew				
	Orchestra	Choral	FFA					
		K. Bowl	Robotics					
	<u>Elem</u>	Yearbook	Outdoor School					
	Band							
	Jazz		<u>Jr. High/ HLC</u>					
	Vocal		Band		*Add'l \$200 stipend for taking Skills USA to Nat'l's			
			World Rhythms					
			AVID					
			ASB					

Adopted:

Effective: August 27, 2025

**Building Administrative Staff
Recommend for Hiring - 2025-26 School Year:**

ADMINISTRATIVE

RUTH ERWIN-SVOBODA

Principal

Central Park Elementary

LISA GRIEBEL

Principal

Harbor Learning Center

MINDI HAMMILL

Principal

McDermoth Elementary

JOHN MEERS

Principal

Miller Jr. High

DAN OLSON

Principal

Robert Gray Elementary

KASEY ROBBINS

Assistant Principal

Miller Jr. High

AARON ROIKO

Principal

Aberdeen High School

NANCY VILLARREAL

Principal

AJ West Elementary

**District Administrative Staff
Recommend for Hiring - 2025-26 School Year:**

ADMINISTRATIVE

DR. RICHARD K. BATES	Director of Special Education
LYNN GREEN	Director of Career and Technical Education .5 FTE
DEBORAH HOLTZCLAW	Behavior Technician Supervisor
CINDY LEE	Risk and Benefits Manager
ELYSSA LOUDERBACK	Executive Director of Business and Operations .8 FTE
JAIME MATISONS	Food Service Manager
MICHAEL PAULEY	Facilities and Custodial Manager
TRACI SANDSTROM	Director of Teaching and Learning .5 FTE
CHRISTI CLINKINGBEARD	Director of Human Resources
DEE ANNE SHAW	Executive Assistant to Superintendent/Communications Manager
JAMIE STOTLER	Program Administrator
MATT MAHON	Manager – Technology Systems
COURTNEY SANDSTROM	Manager – Business and Operations .2 FTE

ABERDEEN ASSOCIATION OF SCHOOL PRINCIPALS
JULY 1, 2025 - JUNE 30, 2026

POSITION	Years 0-1 1.00	2-4 2.00	5-7 3.00	8+ 4.00
Elementary Principal	\$157,042	\$160,737	\$164,432	\$168,127
Jr. High/Alternative HS Principal	\$163,200	\$166,895	\$170,590	\$174,286
Aberdeen High School Principal	\$169,359	\$173,054	\$176,749	\$180,444
Assistant Principal	\$150,883	\$154,578	\$158,273	\$161,969

Board Approval:
Effective: July 1, 2025

ABERDEEN CENTRAL OFFICE ADMINISTRATORS

JULY 1, 2025 - JUNE 30, 2026

Years	0-1	2-4	5-7
POSITION	1.00	2.00	3.00
Executive Director of Business & Operations	\$169,359	\$174,902	\$180,444
Director - Teaching & Learning	\$166,280	\$171,822	\$177,365
Director - Special Education	\$166,280	\$171,822	\$177,365
Director - Career & Technical Services	\$166,280	\$171,822	\$177,365
Director - Human Resources	\$166,280	\$171,822	\$177,365
Program Administrator	\$166,280	\$171,822	\$177,365
Manager - Maintenance & Custodial Services	\$123,170	\$128,713	\$134,255
Manager - Technology Systems	\$123,170	\$128,713	\$134,255
Manager - Risk & Benefits	\$107,774	\$113,317	\$118,859
Executive Assistant to Supt/Communications Manager	\$107,774	\$113,317	\$118,859
Manager - Food Service	\$107,774	\$113,317	\$118,859
Manager - Business & Operations	\$107,774	\$113,317	\$118,859
Athletic Director (MS/HS)	\$128,713	\$134,255	\$139,798

Full salary - 260 day calendar

Behavior Technician Supervisor	\$104,695	\$110,237	\$115,780
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180 work days + 10 holidays

Board Approval:

Effective: July 1, 2025