

ABERDEEN SCHOOL DISTRICT NO. 5
Regular Meeting of the Board of Directors
Aberdeen High School
September 2, 2025

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

Flag Salute

Consent Agenda

1. Minutes
2. Accounts Payable

Oath of Office

Comments from Board Members

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

Old Business

Superintendent Reports

1. Back-to-School
2. [Seismic Safe Schools Update](#)
3. School Safety Update
4. Winter Retreat

New Business

1. [Policy 3241 Student Discipline](#)
2. [GEAR UP 25-26](#)
3. [Migrant Nursing Services MOU](#)
4. [Catholic Community Services](#)
5. [Soliant SLPA](#)
6. Next Meeting

Executive Session / Closed Session

1. [Personnel Report](#)

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

Sept. 2, 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 August 19, 2025, and the special meeting on Aug. 20, 2025, are enclosed for your review and approval.
2. Gift to the District – Employees at 1st Security Bank conducted a school supply drive and presented supplies and a \$570 donation for supplies to the Harbor Learning Center.

Oath of Office – At this time, Mardi Emard-Colburn will take the oath of office accepting the appointment to Position 3 on the Board of Directors.

Comments from the Board

Comments from the Public

The Board welcomes public comment on agenda items. 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

Old Business

Superintendent Reports

1. Back-to-School – The superintendents will share information about the start of the 2025-2026 school year.
2. Seismic Safe Schools Update – Superintendents Green and Sandstrom will provide an update on the Seismic School Safety Grant Program. A contract authorizing a Natural Hazard Assessment on district properties is presented for your review and approval. The Construction Services team is planning to present at the Sept. 16 meeting.

- a. TCF Natural Hazard Assessment Proposal – A grant-funded study to structurally assess all school facilities as required by OSPI is presented for your review and approval. [Enclosure 2](#)
3. School Safety Update – The superintendents will provide an overview on various safety measures being implemented or under review for 2025-2026.
4. Winter Retreat – The superintendents will recommend setting a date in February for a board retreat, as previously discussed.

New Business

1. Policy 3241 Student Discipline – An update to Policy 3241 Student Discipline and procedures as recommended by WSSDA to comply with new state laws is presented for first reading. [Enclosure 3](#)
2. GEAR UP 25-26 – Superintendent Green will present a contract with the Washington Student Achievement Council to fund Aberdeen to provide the GEAR UP program is presented for your review and approval. [Enclosure 4](#)
3. Migrant Nursing Services MOU – The superintendents will present a memorandum of understanding with ESD 113 for supplemental case manager services through the Migrant Education Program in 2025-2026 for your review and approval. [Enclosure 5](#)
4. Catholic Community Services – The superintendents will present an agreement with Catholic Community Services granting access to schools to provide prescribed services to students. [Enclosure 6](#)
5. Soliant SLPA – Special Education Director Stefanie Lamont will present an addendum to the contract with Soliant to place Caroline Shipley-Peters in the district as a speech language pathologist assistant in 2025-2026. [Enclosure 7](#)
6. Next Meeting – The next regular meeting of the Board is scheduled for 5:30 p.m. Tuesday, Sept. 16, 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 10 minutes under RCW 42.30.110 (g) and (h): To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, and to evaluate the qualifications of a candidate for appointment to elective office.

1. Personnel Report [Enclosure 8](#)

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – August 19, 2025

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 5:30 p.m. Tuesday, August 19, 2025, in the Community Room at Aberdeen High School. In attendance were Directors Annica Mizin and Suzy Ritter along with Superintendents Lynn Green and Traci Sandstrom and 12 patrons and staff. Director Jeremy Wright was excused.

The meeting began with the flag salute.

On a motion by Director Ritter and seconded by Director Mizin, the board approved the consent agenda, which included the minutes from the regular meeting on Aug. 5, 2025; July payroll vouchers 838402 through 838440 totaling \$4,309,299.28, General Fund vouchers 838398 through 838401, 838441 and 838453 through 838527 totaling \$915,337.98, ASB Fund vouchers 838442 through 838447 totaling \$8,944.26 and Capital Projects Fund vouchers 838448 through 838452 totaling \$215,307.74.

Superintendent Traci Sandstrom provided an update on planning for schools under the Seismic Safety Grant. She noted that the Harbor Learning Center and Stevens Elementary School are both ready to enter the next phase of the process and that the district is close to a closing date on the purchase of the Lomax Street property as the site for a new Stevens Elementary School.

Superintendent Lynn Green provided a report on summer school, which was offered to secondary students and Grays Harbor Academy, primarily for credit retrieval. In addition, she said the Twin Harbors Skills Center offered career exploration classes and served students from 10 of the 11 school districts in the Grays Harbor and Pacific County consortium.

Superintendent Traci Sandstrom provided an update on various trainings and other activities taking place in the district prior to the start of school on Aug. 27. She noted that staff will be trained on School Links, which is the new platform selected by OSPI for the High School and Beyond graduation requirements, and that elementary staff will take part in a bike safety training that will be introduced in the schools in January.

Superintendent Green provided an update on the revised schedule for parent conferences in October and March for Grades 6-12. She said the changes will allow for conferences on two evenings instead of one to better serve working parents.

Superintendent Lynn Green provided an update on the new facility fee structure. She said the decision has been made to implement the new rates in January in order to allow ample time to communicate with stakeholders.

CALL TO ORDER

CONSENT AGENDA

SUPERINTENDENT
REPORTS

SEISMIC SAFE
SCHOOLS UPDATE

SUMMER SCHOOL

BACK-TO-SCHOOL

SECONDARY
CONFERENCES

FACILITY RENTAL
RATE UPDATE

Superintendent Lynn Green presented the Fiscal Status Report for July. With almost 92 percent of the fiscal year elapsed the district has received 90.6 percent of expected revenue and incurred almost 90 percent of budgeted expenses. She reported fund balances of \$4,041,780.66 in the General Fund, \$2,021,329.05 in the Capital Projects Fund, \$770,926.05 in the Debt Service Fund, \$276,747.53 in the Associated Student Body Fund and \$354,517.46 in the Transportation Vehicle Fund.

FISCAL STATUS
REPORT

Following a presentation by Superintendent Sandstrom, on a motion by director Mizin and seconded by Director Ritter, the board approved renewal of the Aberdeen/Hoquiam Transportation Cooperative Agreement for 2025-2026.

TRANSPORTATION
CO-OP AGREEMENT

Superintendent Sandstrom presented an update to Policy 4130 – Title 1, Part A Parent and Family Engagement for first reading and explained that new procedures are being developed.

POLICY 4130 FAMILY
AND PARENTAL
ENGAGEMENT

Following a presentation by Superintendent Green, on a motion by Director Ritter and seconded by Director Mizin, the board approved renewal of a three-year agreement with Grays Harbor College allowing clinical training to be provided to students enrolled in nursing programs at Grays Harbor College for 2025-2028.

GHC AFFILIATION
AGREEMENT

Following a presentation by Special Education Director Stefanie Lamont, on a motion by Director Mizin and seconded by Director Ritter, the board approved an agreement for 2025-2026 with ESD 113 to be a part of the Moving All to Success and Health program, which Director Lamont explained is intended to develop and provide “wrap around” services to identified students.

ESD 113 MASH
AGREEMENT

Following a presentation by Superintendent Green, on a motion by Director Mizin and seconded by President Durney with Director Ritter abstaining, the board approved a data sharing agreement with the YMCA of Grays Harbor in support of the swim and school lunch programs for 2025-2026.

YMCA DATA
SHARING
AGREEMENT 25-26

Following a presentation by Director Sandstrom, on a motion by Director Mizin and seconded by President Durney with Director Ritter abstaining, the board approved an agreement with the YMCA of Grays Harbor for use of the swim facilities in 2025-2026.

YMCA SWIM
AGREEMENT 25-26

Following a presentation by Superintendent Green, on a motion by Director Ritter and seconded by Director Mizin, the board approved an agreement with Alicia Tisdale Photography to be the photographer for Miller Junior High School sports teams in 2025-2026.

TISDALE
PHOTOGRAPHY
AGREEMENT 25-26

Following a presentation by Superintendent Sandstrom, on a motion by Director Mizin and seconded by Director Ritter, the board approved an agreement with Columbia Wellness to provide special services to students in 2025-2026.

COLUMBIA
WELLNESS MOU
25-26

Following a presentation by Superintendent Sandstrom, on a motion by Director Mizin and seconded by Director Ritter, the board approved an agreement with Beyond Survival to provide special services to students in 2025-2026.

BEYOND SURVIVAL
MOU 25-26

Following a presentation by Superintendent Sandstrom, on a motion by Director Ritter and seconded by Director Mizin, the board approved an agreement with Willapa Behavioral Health to provide special services to students in 2025-2026.

WILLAPA
BEHAVIORAL
HEALTH 25-26

Following a presentation by Superintendent Green, on a motion by Director Mizin and seconded by Director Ritter, the board awarded the 2025-2026 contract to provide fuel to PetroCard, the lone bidder and current vendor.

FUEL BID 25-26

President Durney announced that the next regular meeting is scheduled for 5:30 p.m. Tuesday, Sept. 2, 2025, in the Community Room at Aberdeen High School. A special meeting for the purpose of conducting interviews of candidates seeking appointment to elective office is scheduled for 5:30 p.m. Wednesday, Aug. 20.

NEXT MEETING

At 5:55 p.m., President Durney recessed the meeting for an executive session expected to last 10 minutes under RCW 42.30.110 (g): to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 6:05 p.m. the session was extended for three minutes. The meeting reconvened in regular session at 6:13 p.m.

EXECUTIVE
SESSION

On a motion by Director Mizin and seconded by Director Ritter, the board approved the Personnel Report.

PERSONNEL
REPORT

Under certificated matters, the board approved the hiring of Matthew Boyes as a special education teacher at McDermoth and Robert Gray elementary schools effective Aug. 27; accepted the resignation of Elizabeth Simms as a special education teacher at McDermoth and Robert Gray elementary schools effective Aug. 14; approved supplemental contracts of 10 additional days for psychologists Bonnie Bartol, Jennifer Clark, Judith McBride and Autumn Schreiber; 10 additional days for Jennifer Clark for Child Find; five additional days for speech language pathologists Joanna Bihler, Christaine Dechert, Sandra Lucas and Estefania Moreno; two additional days for elementary counselors Katherine Kim, Tracy Miner, Marnie Ranheim and Danielle Rosetta; 10 additional days for Aberdeen High School counselors Amy Grannemann, Maren Parker and Hannah Quinn; approved supplemental contracts for Ashley Emmett, Rebekah Fruh, Molly Houk, Eric Jackson, Ashley Kohlmeier, Tiffany Lessard, Matthew Mahon, Cory Martinsen, James Pellervo, Anne Ramsey, Cami Revel, Shelby Sanchez, Cordell Trusty, Travis Wheeler and Charles Veloni to perform CTE related

CERTIFICATED

CLASSIFIED

activities at Aberdeen High School; approved supplemental contracts at Aberdeen High School for Rebekah Fruh for nursing clinicals, Eric Jackson for AHS Almost Live and school store operations, Cory Martinsen for the AHS Sign Shop, Cami Revel for Twin Star Credit Union and Business Procedures and Shelby Sanchez for catering services; approved a supplemental contract of 10 additional days at the Harbor Learning Center for the counselor Kasi Turner; approved supplemental contracts at Harbor High School for Larry Fleming, Stephanie Hoffman and Kayla Sturm for CTE related activities; approved a supplemental contract at the Twin Harbors Skills Center for Rebekah Fruh to perform CTE related activities; approved 10-additional days at Miller Junior High School for the counselors Catherine Trusty and Thaddeus Williams; approved supplemental contracts at Miller Junior High School for Rob Burns, Janet Dayton, Jason Garman, Hailey Pfeifer, Tristan Stutesman and Darcy Williams to perform CTE related activities and approved 20 additional days for Darby Carroll as the preschool coordinator at Hopkins; approved co-curricular contracts at Aberdeen High School for Kacy Brockavich for Outdoor School, Ashley Emmett for Yearbook and Distributive Education, Ryan Eyre for Knowledge Bowl, Kyle Guggisberg for Choral, Ashley Kohlmeier for ASB, AVID and Social Media, Tiffany Lessard for Honor Society, Cory Martinsen for PBIS, Daniel Patterson for Marching Band and Pep Band, James Pellervo for FFA, Erik Peterson for Orchestra, Anne Ramsey and Michael Smith for Link Crew .5 FTE, Cami Revel for FBLA and Charles Veloni for Skills USA and Robotics; approved co-curricular contracts at the Harbor Learning Center for Alison Cline for ASB and Kayla Sturm for Yearbook; approved co-curricular contracts at Miller Junior High School for Robert Burns for Yearbook, Janet Dayton for ASB, Troy George for Band, Kyle Guggisberg for Choral, Erik Peterson for Orchestra and Lori Snyder for AVID; approved co-curricular contracts for Troy George and Erik Peterson for Band .5 FTE, and accepted the resignation of Natalie Tillery as a substitute effective July 31.

Under certificated matters, the board approved the hiring of Maria Torres as a bilingual MTSS assistant at Aberdeen High School and Romeo Sanchez at Miller Junior High School effective Aug. 27; approved the hiring of Jessica Brown as a special education para-educator at Robert Gray Elementary effective Aug. 27 and Mason Brosius as a Technology Support Technician 1 at the Stewart Building effective Aug. 18; approved a leave of absence for Nicole McDowell, a registered behavior technician for the district, effective Aug. 25 to Feb. 2; accepted resignations from Robert Veach as an MTSS assistant at Central Park Elementary School effective Aug. 18 and from Maria Ruiz Garcia as an MTSS assistant at Stevens Elementary School effective Aug. 13; approved the hiring of Greg Lenny as a .5 FTE assistant coach for Football at Aberdeen High School effective Aug. 20, Tamar Yakovich as an assistant coach for Volleyball at Aberdeen High School effective Aug. 25, Jeff Hatton as head coach for Cross Country at Miller Junior High School effective Aug. 25 and Kyle Melinkovich as assistant coach for Football at Miller Junior High School effective Aug. 25; revised the hiring of Julian Garcia Chavez at Aberdeen High School to assistant coach for Boys' Soccer effective March 2, 2026; accepted resignations from Marisa Kealoha as assistant

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August 19, 2025

coach for Volleyball at Aberdeen High School effective Aug. 7, Jeremy Robert as assistant coach for Boys' Wrestling at Aberdeen High School effective Aug. 6 and from Jim Daly as assistant coach for Cross Country at Miller Junior High School effective Aug. 4 and approved the hiring of BayLynn Grimm as a substitute for the district.

There being no further business, the regular meeting was adjourned at 6:13 p.m.

ADJOURN

Lynn Green, Secretary

Jennifer Durney, President

Traci Sandstrom, Secretary

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Special Meeting of the
Board of Directors – August 20, 2025

President Jennifer Durney convened the special meeting of the Aberdeen School District Board of Directors at 5:30 p.m. Tuesday, August 20, 2025, in the Community Room at Aberdeen High School for the purpose of interviewing candidates for appointment to elective office. In attendance were Directors Annica Mizin and Suzy Ritter, along with Superintendents Lynn Green and Traci Sandstrom and two staff. Director Jeremy Wright was excused.

CALL TO ORDER

The meeting began with the flag salute.

Mardi Emard-Colburn and Jeanne Marll were each interviewed separately by the board.

INTERVIEWS

At 6:03 p.m., President Jennifer Durney recessed the meeting into an executive session expected to last 15 minutes under RCW 42.30.110 (h) to evaluate the qualifications of a candidate for appointment to elective office.

EXECUTIVE
SESSION

The meeting reconvened into open session at 6:18 p.m.

Director Mizin offered a motion to appoint Mardi Emard-Colburn to the vacancy in Position 3 previously occupied by Jessica Jurasin. Director Ritter seconded the motion. The roll call vote was unanimous.

RECONVENE

President Durney thanked both candidates for their interest in serving the students and families of Aberdeen and announced that the next regular meeting is scheduled for Tuesday, September 2, 2025, in the Community Room at Aberdeen High School at which time Mardi Emard-Colburn will take the oath of office and be seated on the Board of Directors.

NEXT MEETING

There being no further business, the special meeting was adjourned at 6:19 p.m.

ADJOURN

Lynn Green, Secretary

Jennifer Durney, President

Traci Sandstrom, Secretary



August 22, 2025

Re: Aberdeen School District
Study and Survey
Natural Hazard Assessment - Additional Services Request

Attn: Mr. Andrew Twyman, Associate Director

Dear Andy,

On behalf of TCF Architecture, we appreciate the opportunity to submit this additional services proposal to the Aberdeen School District. This proposal outlines our scope of services for completing a natural hazard assessment required by OSPI for the study and survey. Based on our understanding of the project scope, budget, and schedule, we have prepared the enclosed fee proposal for your consideration. This proposal is based on the understandings and assumptions outlined below.

SCOPE OF SERVICES

The following tasks and deliverables are included in this proposal. See Degenkolb Engineer's attached proposal for additional information.

- **Natural Hazard Assessment:** TCF's structural engineer will complete a natural hazard assessment for the facilities listed under the assumptions portion of this proposal. The assessment will be performed and documented per the criteria outlined by OSPI.

TCF CONSULTANTS

To accomplish the scope of services above, we are proposing the following consultant on our team. See attached for their fee proposal outlining their scope of services.

- **Structural Engineer:** Degenkolb Engineers

SCHEDULE

Below is a summary of the preliminary schedule proposed to complete the study and survey.

- | | |
|-------------------------------|---------------------------------|
| • Contracts: | August |
| • Site Visit: | September |
| • Draft NHA to ASD: | October 14 th , 2025 |
| • Final NHA uploaded to OSPI: | October 31 st , 2025 |

ASSUMPTIONS

- The following recognized sites will be included as part of the Natural Hazard Assessment:
 - A.J. West Elementary
 - Central Park Elementary
 - McDermoth Elementary
 - Robert Gray Elementary
 - Stevens Elementary
 - Miller Junior High

- Hopkins Building (Harbor High School)
- J.M. Weatherwax High (Aberdeen High School)

PROJECT FEES

We propose using a fixed fee contract for our architectural scope of services. Our scope and fees are built to align with the grant funding that the district has received for this scope of work.

Structural (See Degenkolb proposal)		\$ 8,865
TCF Markup on Consultants	10%	\$ 887
Total Additional Services Proposed Fee		\$ 9,752

CONTRACT

We propose issuing an amendment to our existing contract to cover this added scope.

If you find any items that need to be adjusted, I am happy to make adjustments. Please give me a call if you have any questions.

Respectfully,
TCF Architecture



Steve Wachtler, AIA
Managing Principal

Attachments:

Consultant Proposal

August 22, 2025

Steve Wachtler, AIA
Managing Principal
TCF Architecture
124 N I Street
Tacoma, WA 98403

Reference: **Aberdeen School District – Study and Survey**
Aberdeen, Washington 98520
Degenkolb Job Number C5860010.00

Dear Mr. Wachtler:

We are submitting this proposal for structural engineering services as part of the TCF-led assessment of the Aberdeen School District campuses.

Project Background

The Aberdeen School District is preparing for the seismic retrofit or replacement and relocation of their campuses to outside of the tsunami inundation zone. The designs for the retrofit or replacement schools are currently being developed as separate projects.

Scope of Work

We understand that the Aberdeen School District has requested the design team to complete a Study and Survey of the existing district facilities. Included in the Study and Survey is a Natural Hazard Assessment where Degenkolb will provide key information for the following school buildings:

- A.J. West Elementary
- Central Park Elementary
- McDermoth Elementary
- Robert Gray Elementary
- Stevens Elementary
- Miller Junior High
- Hopkins Building (Harbor High School)
- J.M. Weatherwax High (Aberdeen High School)

Preliminary structural evaluations of the buildings at the existing school campuses will be conducted. These evaluations will be at a high level and are intended to help the team update the Information and Condition of Schools (ICOS) database. The scope of work involves developing an initial understanding of the existing structural system of each building area. We will make use

August 22, 2025

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of our previous seismic studies at several of the campuses to inform the current effort. TCF will lead the overall project team for this assessment phase.

In support of this phase of the project, we propose the following scope of services:

Preliminary Structural Assessment

During this task, we will focus on developing a high-level understanding of the existing structural systems in the school buildings on the campuses listed above. We will begin with a review of available documentation, including original design drawings, drawings for subsequent renovations, and past building evaluations and/or geotechnical engineering reports. Of note, several buildings including the buildings at the High School received a preliminary seismic evaluation by the Washington Department of Natural Resources (WA DNR) in 2021. This evaluation consisted of an ASCE 41-17 Tier 1 evaluation. We plan to review and utilize the information contained in these reports to develop an initial understanding of the building.

We will conduct a preliminary site visit to the Aberdeen High School building to become familiar with its overall construction and condition. During the site visit, we expect to observe the exterior of the buildings only. This site visit is assumed to take place during a single day and may require access to some areas during school hours. We have previously conducted site visits to the other campuses that are part of this study, and we will use the information gathered at those site visits as part of our assessments.

Project Schedule and Deliverables

We have assumed that the Natural Hazard Assessment process will begin in August and this phase of the project will conclude by the end of September 2025.

Our deliverables for this phase will be memos containing building information for input into the ICOS database. This information consists of the building geographical area, HAZUS building type, number of stories, year built, presence of significant vertical and horizontal irregularities, code used for original building design, and design code year.

Assumptions

1. We assume that the original design drawings are available for the high school buildings. Additional field investigation time may be required if sufficient documentation is not available.
2. Detailed seismic evaluations are not included in this phase of the project and can be added to the scope depending on the level of renovation proposed for this building. We performed seismic evaluations of several campuses in 2024.
3. The reports developed for WA DNR will form the basis of our understanding of the high school buildings. We will help interpret the findings and recommendations contained in the report but will not be independently verifying their veracity. Should these buildings undergo significant renovation, we recommend completing a detailed study of the affected buildings in a subsequent phase.
4. We recommend that a geotechnical engineering report for the high school be obtained at some point during the project. Based on publicly available information from WA



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Page 3

Department of Natural Resources, the site has moderate to high liquefaction potential. A geotechnical report would be required to help inform design of any new foundations and/or strengthening of existing footings.

Proposed Fees, Terms & Conditions

For the scope of services and deliverables noted above, we propose compensation on a fixed fee basis of the amount listed below. We assume we will receive an AIA form of agreement as our contract for the project.

Building Natural Hazard Assessments

\$8,865

If the terms of this proposal are not fully consistent with your expectations, we will appreciate the opportunity to review them with you in more detail. Please let us know if you have any questions or need further information.

Sincerely,

DEGENKOLB ENGINEERS

A handwritten signature in black ink, appearing to read "Cale Ash".

Cale Ash, PE, SE
Principal, Group Director

A handwritten signature in blue ink, appearing to read "David Sommer".

David Sommer, PE, SE
Associate Principal

ACCEPTED:

TCF Architecture

BY:

DATE:

PURCHASE ORDER OR

REFERENCE NUMBER:

This proposal is valid for 60 days. Please advise us immediately if an extension is necessary.

CRA/DGS/cra

P:\Project.C05\860\C5860010.00\01_Mgmt\03_Proposal\250822prp Aberdeen Study and Survey - Degenkolb.docx

STUDENT DISCIPLINE

Introduction/Philosophy/Purpose

The Aberdeen School District Board of Directors focuses on the educational achievement of ~~each and~~ every student. The district holds high expectations for all students and gives all students the opportunity to achieve personal and academic success. The board intends that this policy and procedure be implemented in a manner that supports a positive school climate, maximizes instructional time, and increases equitable educational opportunities.

The purposes of this policy and accompanying procedure include:

1. Providing a safe and supportive learning environment for all students.
2. Providing due process to students.
3. Implementing culturally responsive discretionary and nondiscretionary discipline policies and procedures that provide opportunity for all students to achieve personal and academic success.
4. Engaging with school personnel, students, parents, families, and the community in decisions related to the development and implementation of discipline policies and procedures;
5. Ensuring fairness and equity in the administration of discretionary and nondiscretionary discipline; ~~Supporting students in meeting behavioral expectations, including providing for early involvement of parents and families;~~
6. Administering discretionary discipline in ways that respond to the needs and strengths of students, support students in meeting behavioral expectations, and keep students in the classroom to the maximum extent possible; ~~and~~
7. Providing educational services that students need to complete their education without disruption;
8. ~~Facilitating collaboration between school personnel, students, parents, and families to support successful reentry into the classroom following a suspension or expulsion;~~
9. ~~Ensuring fairness, equity, and due process in the administration of discipline;~~
10. ~~Implementing culturally responsive discipline that provides every student the opportunity to achieve personal and academic success, and~~
11. ~~Providing a safe environment for all students and for district employees.~~

Rights and Responsibilities/District Commitment

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~~The board recognizes the negative and disproportionate impact of exclusionary discipline practices and is committed to:~~

- ~~1. Identifying and addressing discipline policies and practices that perpetuate educational opportunity gaps, and~~
- ~~2. Proactively implementing discipline practices that support students in meeting behavioral expectations without losing access to instruction.~~

Students' Fundamental Rights

The district will observe students' fundamental rights and will administer discipline in a manner that does not:

1. Unlawfully discriminate against a student on the basis of sex, race, creed, ethnicity, religion, color, national origin, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal; by a person with a disability is prohibited.
2. Deprive a student of the student's constitutional right to freedom of speech and press, the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievances, the constitutional right to the free exercise of religion and to have the student's school free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising the right;
3. Deprive a student of the student's constitutional right to be secure in the student's person, papers, and effects against unreasonable searches and seizures;
4. Unlawfully interfere in a student's pursuit of an education while in the custody of the school district; or
5. Deprive a student of the student's right to an equal educational opportunity, in whole or in part, by a school district without due process of law.

Student Responsibilities

This district's student discipline policy and procedure is designed to provide students with a safe, healthy, and educationally sound environment. Students are expected to be aware of and comply with this policy and procedure, including behavioral expectations that respect the rights, person, and property of others. Students are also expected to pursue the required course of studies. Students and staff are expected to work together to develop a positive social and emotional climate for learning, consistent with Board Policy 3112 – Social Emotional Climate.

Development and review

The district will develop and periodically review a discretionary and nondiscretionary discipline policy and procedure with the participation of school personnel, students, parents, families, and the community. During the development and review, the district must use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policy, procedure, and practices and update its policy and procedure to improve fairness and equity in the administration of discipline.

The policy and procedure will be developed in accordance with WAC 392-400-110.

~~Accurate and complete reporting of all disciplinary actions, including the associated student-level information and behavioral violations is essential for effective review of this policy; therefore, the district will ensure such reporting.~~

~~The district will collect data on disciplinary actions administered in each school, as required by RCW [28A.300.042](#), and any additional data required under other district policies and procedures.~~

~~The district will ensure that school principals confer with certificated building employees at least annually to review the district's discipline standards and review the fidelity of implementation of those standards.~~

~~School principals will ensure teachers and other school personnel receive adequate support to effectively implement a continuum of identified best practices and strategies that:~~

- ~~1. Focus on prevention to reduce the use of exclusionary discipline practices;~~
- ~~2. Allow the exercise of professional judgment and skill sets, and~~
- ~~3. May be adapted to individual student needs in a culturally responsive manner.~~

~~School principals will confer with certificated building employees at least annually to establish criteria for when certificated employees must complete classes to improve classroom management skills.~~

~~The district will periodically review and further develop this policy and procedure with the participation of school personnel, students, parents, families, and the community. As part of this development and review process, the district will use disaggregated data collected under RCW [28A.300.042](#) to monitor the impact of student discipline practices as well as to improve fairness and equity in the administration of student discipline. Discipline data must be disaggregated by:~~

- ~~1. School.~~
- ~~2. Student groups, including by gender, grade level, race/ethnicity (including further disaggregation of federal race and ethnicity categories in accordance with RCW [28A.300.042](#)(1) and [CEDARS](#) Appendices Y and Z), low-income, English language learner, migrant, special education, Section 504, foster care, and homeless.~~
- ~~3. Behavioral violation.~~
- ~~4. Discipline types, including classroom exclusion, in-school suspension, short-term suspension, long-term suspension, emergency expulsion, and expulsion.~~

~~-~~

~~The District will follow the practices outlined in guidance from the [Race and Ethnicity Student Data Task Force](#) when disaggregating broader racial categories into subracial and subethnic categories. The District will consider student program status and demographic information (i.e. gender, grade-level, low-income, English language learner, migrant, special education, Section 504, foster care, and homeless) when disaggregating student race and ethnicity data to identify any within-group variation in school discipline experiences and outcomes of diverse student~~

~~groups. This process may include reviewing data to prevent and address discrimination against students in protected classes identified in chapters [28A.640](#) and [28A.642](#) of the RCW, however, the District will ensure it reviews disaggregated discipline data in accordance with WAC 392-190-048 at least annually.~~

Distribution of Policies and Procedures

The district will make the current version of this policy and procedure available to families and the community. The district will annually provide this policy and procedure to all district personnel, students, parents, and families, which may require language assistance for students and parents with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

The district will ensure district employees and contractors are knowledgeable of this student discipline policy and procedure.

Application

This policy and accompanying procedure will be construed in a manner consistent with Washington law as stated in WAC 392-400-020.

Cross References:

Policy 2121	Substance Abuse Program
2161	Special Education and Related Services for Eligible Students
2162	Education of Students With Disabilities Under Section 504 of the Rehabilitation Act of 1973
3122	Excused and Unexcused Absences
3210	Nondiscrimination
3244	Prohibition of Corporal Punishment
3520	Student Fees, Fines, or Charges
4210	Regulation of Dangerous Weapons on School Premises
4218	Language Access Plan

Legal References:

42 U.S.C. 2000d et seq.	Civil Rights Act of 1964
34 CFR Part 100.3	Regulations implementing Civil Rights Act of 1964
WAC Chapter 392-400	Pupils
WAC 392-190-048	Access to course offerings – Student discipline
RCW Chapter 28A.320	Provisions applicable to all districts
RCW Chapter 28A.600	Students

- RCW 28A.400.110 Principal to assure appropriate student discipline — Building discipline standards — Classes to improve classroom management skills
- RCW 28A.400.100 Principals and vice principals — Employment of — Qualifications — Duties
- RCW Chapter 28A.225 Compulsory school attendance and admission
- RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty
- RCW 9A.41.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions

Adopted: 01/07/20 (Replacing 3200)

Revised: 09/07/21; 02/04/25; _____

Washington Student Achievement Council P.O. Box 43430 Olympia, WA 98504	INTERAGENCY AGREEMENT	
	IAA No.:	27IA010
Aberdeen School District 216 North G Street Aberdeen, WA 98520	Effective Date:	September 01, 2025, or date of execution, whichever is later.

INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STUDENT ACHIEVEMENT COUNCIL
AND
THE ABERDEEN SCHOOL DISTRICT

Pursuant to RCW 39.34, this Interagency Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Washington Student Achievement Council a Washington State governmental agency ("WSAC") and Aberdeen School District a Washington State school district ("School District") and is dated and effective as September 1, 2025, or date of execution, whichever is later.

R E C I T A L S

- A. WSAC, desires to contract with Aberdeen School District through its GEAR UP program, to provide services to students and their families enrolled in the School District as outlined in Exhibit A, Statement of Work, and Exhibit B, Conditions for the administration of Federal Grants.
- B. The purpose of this Agreement is to establish the terms and conditions pursuant to which School District will provide the requisite personnel, equipment and materials and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in this agreement.
- C. Contingent Upon Availability of Funds. The School District understands that payments by and obligations of WSAC, under this Agreement, are contingent upon the receipt of federal funds from the US Department of Education. The loss or disruption of funding shall be cause for termination of this Agreement.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **TERM.** The term of this Agreement is twelve (12) months, commencing September 1, 2025, and ending June 30, 2026, unless terminated sooner as provided herein.
2. **SERVICES.** The School District shall furnish the necessary personnel, equipment, material(s) and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in ***Exhibit A, Statement of Work***, attached hereto and incorporated herein.
3. **COMPENSATION/PAYMENT.** Total Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed **six hundred thousand dollars (\$ 600,000)**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. To receive

reimbursement, the school district must provide a detailed breakdown of authorized expense, identifying what was expended and when.

Districts are required to contribute in-kind or cash match equal to fifty-five percent (55%) of the total grant funds received. For \$600,000, the match requirement is \$330,000. The match rate is subject to change based on total collection accumulation over the grant cycle.

4. INVOICES; BILLING.

- a. **BILLING PROCEDURE.** The School District shall **submit A19 invoices and supporting documentation by the 25th of the calendar month** following the month in which the expenditures were paid by the School District.
- b. **BILLING DETAIL.** Supporting documentation includes a completed Expenditure Detail Form and copies of all invoices or receipts for listed expenditures. The invoice will state clearly that it is for the services rendered in performance under this Agreement and shall reference the Agreement number. Any expenses invoiced to WSAC shall be supported with copies of invoices paid by School District.
- c. **BILLING ADDRESS.** Invoices shall be delivered to WSAC as follows:

If sent by mail:

Attn: Accounting Department
Washington Student Achievement Council
PO Box 43430
Olympia, WA 98504

If sent electronically: accountspayable@wsac.wa.gov

- d. **PAYMENT PROCEDURE.** Payment to the School District for approved and completed work will be made by warrant or account transfer by the WSAC within 30 days of receipt of the complete and correct invoice. Upon expiration of the Interagency Agreement, any claim for payment not already made shall be submitted within 60 days after the expiration date, and received by WSAC not later than August 29, 2025, or payment will not be made. For complete instructions for the reimbursement process and expenditure guidance, see <http://gearup.wa.gov> WSAC shall remit payment to Customer via electronic funds transfer.

- 5. DISALLOWED COSTS.** The School District is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractor. School Districts shall not submit any expenses for reimbursement that are known to be unallowable.
- 6. AGREEMENT MANAGEMENT.** The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement, each of whom shall be the principal contact for business activities under this Agreement. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Washington Student Achievement Council

Attn: Cara Patrick
 Washington Student Achievement Council
 PO Box 43430
 Olympia, WA 98504
 Tel: (360) 485-1990
 Email: CaraP@wsac.wa.gov

School District

Attn: Lynn Green
 Aberdeen School District
 216 North G Street
 Aberdeen, WA 98520
 Tel: (360) 538-2038
 Email: lgreen@asd5.org

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

7. DATA SHARING AGREEMENT. WSAC maintains a Data Sharing Agreement with the Office of the Superintendent of Public Instruction (OSPI) to obtain student level data for all GEAR UP schools. All data share practices adhere to OSPI standards. As a member of the multi-state GEAR UP College and Career Readiness Evaluation Consortium, Washington State GEAR UP will share GEAR UP student level data with the National Student Clearinghouse (NSC) for research and evaluation purposes. Procedures used in this work will be governed by Federal Family Educational Rights and Privacy Act (FERPA) and all applicable state laws. The Washington Student Achievement Council is a state education authority and adheres to the FERPA and in particular 34 CFR 99.31. For the limited purposes of this project, the Washington Student Achievement Council designates the NSC as an authorized representative for the purpose of assisting with this research and evaluation project. The data will be protected as confidential information and redisclosure by NSC will be prohibited, per RCW 50.13. Information will be transferred in a secure file transfer process and will include state student identification number, last name, first name, middle initial, GEAR UP entry date, anticipated graduation year, actual graduation year, date of birth, gender, ethnicity, race, grade level, graduation status, grade point average and enrollment history and status. Washington's data will remain the property of Washington State GEAR UP and will not be accessed by or shared with any other entity. The State Memorandum of Understanding with NSC is available upon request.

8. RECORDS RETENTION & PUBLIC RECORDS.

- a. **AGREEMENT AVAILABILITY.** To be enforceable, this Agreement must be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- b. **RECORDS RETENTION.** Each party shall each maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this Agreement or final payment for any service placed against this Agreement, whichever is later; *Provided*, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- c. **PUBLIC INFORMATION.** Notwithstanding anything in this Agreement to the contrary, the parties acknowledge that they are both subject to Chapter 42.56 RCW, Washington State's Public Records Act. Any specific information that is claimed by a party to be confidential or proprietary must be clearly identified as such by the party. To the extent consistent with RCW 42.56, the other party shall maintain the confidentiality of all such information marked confidential or proprietary. If a request is made to view another party's confidential or proprietary information, the party will notify the other party of the request and the date that such records will be released to the requester unless the other party obtains a court order enjoining that disclosure. If other party fails to obtain a court order enjoining disclosure, the party will release the requested information on the date specified. If a dispute arises related the disclosure of public records, the parties agree to confer with one another before seeking judicial relief.

9. RESPONSIBILITY OF THE PARTIES. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

10. DISPUTE RESOLUTION. To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot reasonably be resolved, it may be escalated within each organization. In such circumstance, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the Parties cannot then agree on a resolution of the dispute, the Parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the Parties cannot agree on a mutual resolution within fifteen (15) business days, the parties may resort to court to resolve the dispute.

11. TERMINATION FOR CONVENIENCE. Either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.

12. GENERAL PROVISIONS.

- a. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- b. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- c. **AUTHORITY.** Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- d. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- e. **GOVERNING LAW.** The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.
- f. **JURISDICTION & VENUE.** In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- g. **EXHIBITS.** All exhibits referred to herein are deemed to be incorporated in this Agreement in their entirety.
- h. **CAPTIONS & HEADINGS.** The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- i. **ELECTRONIC SIGNATURES.** An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- j. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and

places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

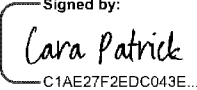
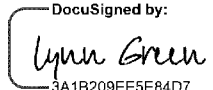
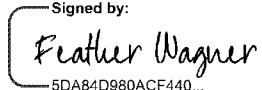
WASHINGTON STUDENT ACHIEVEMENT COUNCIL	CO-SUPERINTENDENT
Signature  Signed by: C1AE27F2EDC043E...	Signature  DocuSigned by: 3A1B209EE5E84D7...
Name: Cara Patrick Title: GEAR UP Director Date: 8/21/2025 Email: CaraP@wsac.wa.gov	Name: Lynn Green Title: Co-Superintendent Date: 8/20/2025 Email: lgreen@asd5.org
Reviewed and Concur with Agreement Feather Wagner WSAC Budget Analyst III FeatherW@wsac.wa.gov	Signature  Signed by: 5DA84D980ACF440... Date 8/21/2025

EXHIBIT A STATEMENT OF WORK

The Washington Student Achievement Council's (WSAC) Washington State GEAR UP (WAGU) partner school districts and schools agree to provide services as described below. These are the school and district contractual obligations and must be met to remain in good standing as a grantee. Failure to remain in good standing may result in a reduction of funds or termination of the contract.

Note: "GEAR UP School Staff" are the GEAR UP Advisors, Graduation Specialists, Data/Admin Support (or similar) staff that are paid by Washington State GEAR UP and conduct GEAR UP activities.

GEAR UP Participation

1. Eligible students
 - a. All students enrolled in grades 7 through 12.
 - b. Graduates, for the period from the date of graduation through August 31 of the following year.
 - c. Students who are enrolled but do not attend the school may be served by the program if it is reasonable to do so (for example, home-schooled students).
2. Ensure that students have access to appropriate program activities. Program activities will:
 - a. Provide information regarding financial aid and scholarships.
 - b. Encourage student enrollment in rigorous and challenging curricula and coursework to reduce the need for remedial coursework at the postsecondary level.
 - c. Improve the number of students who:
 - i. obtain a secondary school diploma.
 - ii. complete applications for and enroll in a program of postsecondary education.
 - d. Support students through the first year after high school graduation.
3. At a minimum, WAGU school districts must offer the following activities to all eligible students and their families. Actual services provided will be detailed in the annual Work Plan and Budget document. These services may be provided by GEAR UP staff, other school staff, community volunteers, or other qualified partners:
 - a. Provide supportive academic services, including tutoring and homework assistance.
 - b. Provide career exploration opportunities.
 - c. Provide financial aid counseling and advising, including scholarship information.
 - d. Provide counseling and advising, academic planning, and career counseling.
 - e. Coordinate and plan college/university/vocational/trade campus visits.
 - f. Coordinate and plan job site visits.
 - g. Provide GEAR UP orientations for students and families by October 31 of each year.
 - h. Distribute and provide support, postsecondary, and financial aid information to families.
 - i. Provide support to 13th year students (as described below in 14. Graduate Services and Transition Support.)
4. Ensure students are aware of their eligibility for a one-time GEAR UP Scholarship provided by WAGU.
5. By the end of the 8th grade, distribute the 21st Century Scholar Certificate as provided by the WAGU staff.
6. Schools may provide summer opportunities to support grade-level transition, academic readiness, and credit retrieval. Summer activities may include field trips to prepare students for careers and college, as well as college campus visits. (See 15. Summer Support below.)

Project Administration & Implementation

1. **Annual Work Plan and Budget Planning & Approval.** The Lead Administrator(s), GEAR UP paid staff, and other key support staff (counselors, advisors, etc.) will attend the annual work plan and budget planning session. The Lead Administrator(s) will submit an annual work plan and budget to be approved by the WAGU Director by the yearly deadline. This document guides the implementation of GEAR UP program requirements.
2. **Work Plan and Budget Revisions.**
 - a. The currently approved Work Plan and Budget serves as the yearly plan for all activities and services to be provided by the school. Providing all activities and supports as described is the district's contractual obligation. Schools may revise the work plan with the prior approval of the Associate Director or Director.
 - b. Budget revisions may be requested to support activities or expenditures that are not included in the currently approved Work Plan and Budget. These revisions require written approval from the Associate Director or Director. Other budget revisions are allowed to the extent that they are shifting nominal amounts from one approved activity to another.
3. **Supplement not Supplant.** WAGU activities and services may supplement but not supplant existing services.
 - a. WAGU funding may not replace state or local funding for existing services.
 - b. WAGU may enhance an existing service by adding staff, resources, or support.
 - c. WAGU may provide staff, resources, or support for new services.
4. **GEAR UP Staffing.**
 - a. Hire, train, and supervise GEAR UP staff. GEAR UP staff must meet minimum qualifications for the position, including a bachelor's degree or higher, previous experience working with students and families, a working knowledge of high school graduation requirements and postsecondary options, and financial aid. Staff must have the skills to lead and implement a GEAR UP program, including the knowledge of school culture, and the ability to collect data and submit detailed reports, including budget and expenditure documentation. Position titles may include GEAR UP Advisor, GEAR UP Graduation Specialist, GEAR UP Administrative Support/Data Specialist, or similar.
 - b. Job Description & Hiring Approval. The WAGU Director must approve job descriptions/recruitment announcements and final hiring decisions. Job descriptions/recruitments will be submitted to the WAGU Director for approval before posting. Before hiring, the superintendent will send the candidate's name, resume, and the reasons the candidate was selected.
 - c. Staff absences. If GEAR UP staff will be absent for more than two consecutive days, or if they have a planned vacation, advance notice must be sent to the Associate Director.
 - d. Supervision. Provide appropriate level of supervision of all GEAR UP staff, who are school district employees, and comply with and be accountable to district personnel policies and procedures, including annual employee evaluations.
 - e. Staffing level. Provide adequate staffing to fulfill the obligations of the program. Staffing needs are based on the number of students to be served in the school(s). Staffing levels funded by WAGU were provided during workplan development.
 - f. Staff hours. GEAR UP staff are required to work the number of days and hours as assigned in the annual work plan. It is a misuse of Federal funds to release staff to coach student athletic/extracurricular activities or for any other reason while being paid by GEAR UP.
 - g. School sites. Where the grant serves more than one school, and where there are more than 2 FTEs, the expectation is for each school to have a full-time GU staff member on site.
 - h. Summer hours. You must reserve hours equivalent to ten days of regular work time for summer support for students and required WAGU training.
 - i. Limitation. GEAR UP staff may not work in substitute positions, either classified or certificated.
 - j. Required training. All staff paid with GEAR UP funds are required to attend GEAR UP-sponsored training, professional development workshops, and webinars: Approximately three in-person workshops, planning

sessions, and monthly professional learning opportunities. Additional professional development opportunities are optional but encouraged, e.g., GEAR UP West or NCCEP.

- k. Schools may include funding for substitutes for GEAR UP staff as appropriate. Schools must inform WSAC of any long-term leave to create a plan for ensuring that GEAR UP services will continue.
-
5. **GEAR UP Team.** Establish a GEAR UP team that includes at least one district administrator, at least one building administrator from each school being served, school counselor(s), all GEAR UP staff, and other school staff such as class advisors. Teams shall meet at least monthly to ensure that the work plan is followed.
 6. **Space and Equipment/Furniture.** Provide a dedicated classroom and/or office that is adequate to provide services as described in the Work Plan and Budget. Provide furniture and access to equipment and supplies necessary for conducting business. GEAR UP funding may be used to purchase a computer, printer/scanner and related technology, and a four-drawer locking file cabinet for records storage, and program supplies once per grant cycle, unless otherwise approved by WAGU.
 7. **GEAR UP Expenditures and Reimbursement.** Schools must submit GEAR UP expenditures by the 25th of each month for reimbursement. You must maintain proper cost accounting records for all reimbursed expenses. Follow WAGU instructions on submitting reimbursement requests, as provided in the GEAR UP Grant Management Manual, found here: www.gearup.wa.gov. Documentation must be sufficient to substantiate expenditures as valid for GEAR UP reimbursement.
 8. **Match Collection and Reporting.** Superintendents and principals will ensure that staff are aware of the match documentation requirements. GEAR UP staff will provide an annual Match Training to ensure staff understand the requirement to document match activities. GEAR UP staff will provide the match forms and instructions and collect the forms at least monthly. District office staff will submit the match documentation to WAGU by the 25th of each month.
 9. **Participation Documentation and Reporting.** GEAR UP staff will track student, family, and staff participation in GEAR UP activities as detailed in the Work Plan and Budget. They will enter activity and participation data electronically in the WSAC-Washington State GEAR UP Portal at least twice per month; weekly is encouraged. Documentation must be sufficient to substantiate program and participation data submitted via the portal, e.g., sign-in sheets.
 10. **Data Validation.** The WAGU Program Manager will review Portal entries based on completed activities verified by the Associate Director and provide support to the GEAR UP Advisor to clarify or correct data entries within one week of notification that revisions are needed.
 11. **WAGU Resources.** Use WAGU-created and/or provided print and electronic resources when working with students and families. Resources are posted on the GEAR UP website, www.gearup.wa.gov.
 12. **Student, Family, and Educator Surveys.** GEAR UP Staff will administer electronic surveys required by the grant and meet minimum return rates at least annually.
 13. **WAGU Weekly Check-ins.** GEAR UP staff will participate in weekly check-ins (in-person and virtual) with the WAGU Associate Director to ensure completion and fidelity in program services, accurate and timely messaging to students, families, and staff, and appropriate use of program and other resources.
 14. **Graduate Services and Transition Support.**
 - a. Schools will collaborate with WAGU staff and Regional College Campus staff to foster strong relationships between high schools and community colleges. This collaboration will include providing general knowledge of

campus student support services, admissions, and financial aid support services, as well as regular use of peer mentors and campus contacts.

- b. School GEAR UP staff will communicate regularly with graduates to support monthly resource sharing, bi-annual connection around post-graduate plans and individualized supports, and invitations to in-person events including financial aid workshops.

15. Summer Support.

- a. Schools will provide summer opportunities to support grade-level transition, academic readiness, and credit retrieval. Summer activities may include educational field trips to prepare students for career and college pathways, orientation transportation and attendance, and college campus visits.
- b. Schools will bring students and provide chaperones for at least one GEAR UP-hosted camp. As noted above, hours equivalent to ten days of regular work time must be reserved for summer support for students and required WAGU training.

16. Student, Family & Community Engagement. Incorporation of student, family and community voice will be utilized to effectively implement services. Schools will participate in the following, and be responsible for the identification and selection of student, family, and community partners in engagement:

- a. **Regional Roundtables.** Superintendent, Lead Administrator(s), GEAR UP staff, and other key district staff will participate in up to three Regional Roundtable events facilitated by WAGU staff. Roundtables will include community members, students, families, training and education providers, and local business and youth-serving organizations with the goal of building a strong network to support GEAR UP goals and objectives.
- b. **Student Voice in Program Design.** GEAR UP staff will work with WAGU staff to identify and select student ambassadors to provide feedback on GEAR UP initiatives and engage in stakeholder conversations. WAGU will provide training and support for selected students. Student ambassadors will support the GEAR UP staff in promoting activities to students and participate in WAGU-led activities and training to enhance program practices and supports.
- c. **Family Voice in Program Design.** GEAR UP staff will work with WAGU staff to identify and select Family Ambassadors who will serve as a representative voice to inform program practices and supports. WAGU staff will provide engagement opportunities for selected families, including an invitation to the Regional Roundtable convenings, participation in GEAR UP family services, and consistent opportunities for service and program feedback.

17. Capacity Building. School district leadership and key staff will work with WAGU staff to identify professional development and capacity building needs to build, over time, the career and college-going culture in the district and build sustainable practices that will continue beyond the grant cycle.

- a. At the beginning of each school year, GU school-based staff will provide a program orientation to all building staff by October 31 of each year to ensure that they understand the program and available opportunities.

18. Mid-Atlantic Equity Consortium (MAEC) Equity Audit. If planned during the year, WAGU staff will facilitate an equity audit to identify resource gaps in schools, enabling funding and priorities, including professional development, to address these gaps.

19. OSPI Data Sharing Agreement: WSAC-WAGUP maintains a data sharing agreement with OSPI to collect student level personally identifiable information that is required for federal GEAR UP reporting and evaluation. OSPI sends CEDARS files for each GEAR UP school to WSAC weekly through a secure file transfer process. This data includes student school identification number (SSI); first, middle, last name; gender; birthdate; race/ethnicity; FRPL status; special programs status (homeless, foster youth status, ELL/LEP, and IEP); GEAR UP entry date; anticipated graduation year; actual graduation year; grade level; graduation status; grade point average; enrollment history and status; and course enrollment and completion history. All data procedures are governed by the Federal Family Educational Rights and

Privacy Act (FERPA) and all applicable state laws. Additional details are in the Interagency Agreement, Data Sharing Agreement section.

Note: The Scope of Work may be updated annually to reflect programmatic changes over the life of the grant cycle.

Performance Measures

GEAR UP work plans and accompanying services will ensure that all students are supported in achieving the career and college benchmarks that prepare them for postsecondary education and training. School districts will be monitored and evaluated based on annual program outcomes for the following performance measures, and progress toward the targeted outcome as listed by Year 7, shown in parentheses.

Student Supports

1. Average daily attendance (85%).
2. The percentage of students promoted on time to successive grade levels (92%).
3. The percentage of students that explore career pathways by 8th grade (90%).
4. The percentage of students with a High School and Beyond Plan (HSBP) that identify a career pathway by 8th grade (90%).
5. The percentage of students who pass Algebra I or its equivalent by the end of ninth grade (77%).
6. The percentage of students completing at least two Dual Enrollment courses (CiHS, Running Start) by the end of 12th grade (64.5%)
7. The percentage of students who graduate on time (1% per year, 95.6% by Year 7).

Affordability

8. The percentage of students who complete the FAFSA (72.8%).

Postsecondary Enrollment

9. Students' educational aspirations and expectations of postsecondary options will increase to match the goal for enrollment or higher. (75%).
10. The percentage of students and former students who are enrolled at an institution of higher education will increase to mirror the national enrollment rate (60%).
11. The percentage of teachers with the expectation that their students will attend, and complete postsecondary education will increase (5% annually, 68.8% by Year 7).
12. The percentage of parents/guardians with the expectation that their child will attend postsecondary education will increase (baseline and goal TBD).

Postsecondary Completion

13. The percentage of students persisting into the second year of postsecondary will increase for students attending 2-year colleges to 65% and 4-year colleges to 80%.
14. The percentage of students completing college will increase for students attending 2-year colleges to 15% and students attending 4-year colleges to 25%.
15. Employment within one year of college completion (baseline and goal TBD).

Equity

16. Using the MAEC Equity Assessment, schools will demonstrate a more equitable education for students as measured by an increase from the baseline (TBD).

EXHIBIT B
CONDITIONS FOR THE ADMINISTRATION OF FEDERAL GRANTS

1. ADMINISTRATIVE REQUIREMENTS

As stated in the General Provisions of this contract, the Contractor shall maintain current and accurate books, records, documents, and other materials that are relevant to the provision of goods and services under this contract, and adequate to document the nature and scope of goods and services provided. For federal funds spent under this contract, the Contractor further agrees to comply with the Administrative Requirements of U.S. Office of Management and Budget (OMB) Circular A-102 or A-110 (now CFR, Part 215), as adopted by the federal agency providing the funds.

Type of Contracting Organization	U.S. Office of Management and Budget (OMB) Circular or Other Regulations	As Adopted by the U.S. Department of Education
State and Local Governments (including School Districts) and Federally-Recognized Indian Tribal Governments	Circular A-102 "Common Rule"	ED General Administrative Regulations (EDGAR) contained in the Code of Federal Regulations at 34 CFR 80
Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations	2 CFR, Part 215 (also known as A-110)	ED General Administrative Regulations (EDGAR) contained in the Code of Federal Regulations at 34 CFR 74

2. COST PRINCIPLES

The WSAC will reimburse the Contractor for direct costs and indirect costs incurred in the performance of this contract, provided that:

- The total of such costs does not exceed the funding level established in the General Provisions and Exhibit C (Budget) of this contract.
- Such costs are allowable by terms of this contract.
- Costs are allowable under the federal statute of the Higher Education Act of 1965, as amended, Title IV, Part A, Subpart 2, Chapter 2, 20 U.S.C 1070a-21—1070a-28, any non-regulatory guidance and regulations as subsequently promulgated by the U.S. Department of Education.
- Such costs are incurred in accordance with the Contractor's established policy and procedure.
- The applicable federal cost principles are followed given the type of organization, as follows:

Type of Contracting Organization	U.S. Office of Management and Budget (OMB) Circular or Other Regulations
Educational Institutions	2 CFR, Part 220 (also known as circular A-21)
State and Local Governments (including School Districts)	2 CFR, Part 225 (also known as circular A-87)
Non-Profit Organizations	2 CFR, Part 230 (also known as circular A-122)

Commercial Firms and Non-Profit Organizations exempt from A-122	Subpart 31.2 of the Federal Acquisition Regulations
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3. OTHER FEDERAL COMPLIANCE REQUIREMENTS

The Contractor agrees to comply with federal non-procurement, suspension and debarment, drug-free workplace, and anti-lobbying requirements as regulated in the U.S. Department of Education's General Administrative Requirements at 34 CFR 82, 84, 85 and 86. The contractor further agrees to sign and return to the WSAC a fully executed copy of the attached *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions*.

4. AUDIT REQUIREMENTS

Under the Single Audit Act, entities expending \$1,000,000 or more in federal funds in a fiscal year are required to have an audit performed in accordance with the provisions of OMB Circular A-133. The WSAC, as a primary recipient of federal funds, must ensure its sub-recipients obtain audits as required and act on certain types of issues reported in these audits. To meet its obligations, the WSAC requires the following:

If the Contractor expended \$1,000,000 or more in federal funds in either or both of its two most recent preceding fiscal years, the Contractor shall:

- a. Provide a copy of the audit report for the oldest preceding fiscal year prior to execution of the contract.
- b. Provide a copy of the audit report for the most recent preceding fiscal year within 30 days of issuance of the report.

If the Contractor has not expended \$1,000,000 in federal funds in either of its two most recent fiscal years, the Contractor shall disclose all federal awards for its current fiscal year to the WSAC. Such disclosure shall include:

- a) Known federal awards, including the name of the Federal agency, CFDA title and number, the source of the funds if passed through another entity, federal dollars awarded, and federal dollars expended to date.
- b) Awards for which the Contractor has applied, including the name of the federal agency, CFDA title and number, the source of the funds if passed through another entity, and federal dollars requested.

If the Contractor expends \$1,000,000 or more in federal funds during any fiscal year under this agreement, the Contractor shall provide a copy of the report within 30 days of issuance of the report.

For Contractors that are included in Washington's Statewide Single Audit, the WSAC reserves the right to waive the requirement for the Contractor to provide copies of audit reports.

The WSAC reserves the right to arrange for or require an audit of this contract whether or not the Contractor expended \$1,000,000 or more in total federal funds in its fiscal year.

5. RESOLUTION OF AUDIT FINDINGS

In the event the audit report contains audit findings related to the monies provided under this agreement:

The Contractor shall:

- a. Prepare a corrective action plan to submit with the audit report.
- b. If findings from a prior report have been resolved or continue to be in the process of resolution, prepare a Summary Status of Prior Findings to submit with the audit report.

- c. Take timely and appropriate corrective action – corrective action should be initiated within six months after the receipt of the audit report and proceed as rapidly as possible.

The WSAC shall:

- a. Issue a management decision on audit findings within six months after the receipt of the Contractor's audit report, including:
 - i. Stating whether or not the audit finding is sustained and the reasons for the decision.
 - ii. Determining the expected Contractor action to repay disallowed costs, make financial adjustments, or take other action.
 - iii. If corrective action is not yet completed, give a timetable for follow-up.
 - iv. Describe any appeal process available to the Contractor.
- b. Adjust the WSAC's records, if necessary.
- c. Recapture federal funds according to the provisions of A-133, if the finding is monetary in nature and the auditor's finding is sustained in the management decision.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

Instructions for Certification

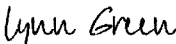
1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions**

1. The prospective lower tier participant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>3A1B209EE5E64D7...</small> </div>
Print Name	Lynn Green
Title	Co-Superintendent
Telephone Number	(360) 538-2038
E-Mail Address	lgreen@asd5.org

Certificate Of Completion

Envelope Id: 1E382C74-A98F-44A6-BDF7-FD3E623153D2

Status: Completed

Subject: Complete with Docusign: Aberdeen 27IA010.

Source Envelope:

Document Pages: 14

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 0

Mark Vessey

AutoNav: Enabled

markv@wsac.wa.gov

Envelopeld Stamping: Enabled

IP Address: 147.55.130.17

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Record Tracking

Status: Original

Holder: Mark Vessey

Location: DocuSign

8/20/2025 3:05:23 PM

markv@wsac.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO Washington Student

Location: Docusign

Achievement Council

Signer Events

Lynn Green

lgreen@asd5.org

Superintendent

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

Lynn Green
3A1B209EE5EB4D7...

Timestamp

Sent: 8/20/2025 3:08:53 PM

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Signed: 8/20/2025 8:09:00 PM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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ID: cf7b5f9a-3ba0-4a74-84bf-cd489414d5dd

Feather Wagner

featherw@wsac.wa.gov

Security Level: Email, Account Authentication
(None)

Signed by:

Feather Wagner
5DA84D980ACF440...

Sent: 8/20/2025 8:09:01 PM

Viewed: 8/21/2025 7:41:45 AM

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Electronic Record and Signature Disclosure:

Accepted: 8/21/2025 7:41:45 AM

ID: 9dc4eaf4-4264-4bd6-93fe-5488710fce50

Cara Patrick

CaraP@wsac.wa.gov

Security Level: Email, Account Authentication
(None)

Signed by:

Cara Patrick
C1AE27F2EDC043E...

Sent: 8/21/2025 7:41:56 AM

Viewed: 8/21/2025 8:06:51 AM

Signed: 8/21/2025 8:07:09 AM

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.50.24

Electronic Record and Signature Disclosure:

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

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Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/20/2025 3:08:53 PM
Certified Delivered	Security Checked	8/21/2025 8:06:51 AM
Signing Complete	Security Checked	8/21/2025 8:07:09 AM
Completed	Security Checked	8/21/2025 8:07:09 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Washington Student Achievement Council (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Washington Student Achievement Council:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: davidm@wsac.wa.gov

To advise Carahsoft OBO Washington Student Achievement Council of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at davidm@wsac.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Washington Student Achievement Council

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to davidm@wsac.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Washington Student Achievement Council

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to davidm@wsac.wa.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Washington Student Achievement Council as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Washington Student Achievement Council during the course of your relationship with Carahsoft OBO Washington Student Achievement Council.

Title I, Part C. School Nursing Corp Migrant Nurse Case Manager Memorandum of Understanding 2025-2026

Purpose

The purpose of this memorandum of understanding (hereafter referred to as MOU) is to establish mutual understanding among participating Title I, Part C. funded school districts (hereafter referred to as consortium partners), the Washington State Migrant Education Program (MEP), and the School Nurse Corp (SNC) concerning their respective roles and responsibilities for the delivery of supplemental School Nurse Corp Migrant Nurse Case Manager supports and services.

This agreement establishes joint processes and procedures for the successful delivery of supplemental nursing supports and services to support migrant eligible students who are experiencing ongoing and/ or unresolved health problems that may be interfering with their ability to engage academically.

Duties of Parties

SNC Migrant Nurse Case Manager Responsibilities:

Provide supplemental intensive, one-on-one nursing support services (including evening, nights, weekends, or summer MEP programming) to MEP eligible youth to address the combined health, attendance, and academic needs of students to improve student health and academic status. The MEP NURSE CASE MANAGER responsibilities include:

1. Provide parent workshops and attend migrant family events, including back to school events, family nights, that pertain to health topics (i.e. mental health, childhood obesity, worker safety, community resources, hygiene, dental, vaccines, etc.).
2. Collaborate with district administrators, teachers and school staff, including 504 planners, school nurses, health services staff and counselors, to identify migrant students in need of service- including migrant students with high absenteeism and chronic tardiness.
3. Identify student and family health needs (physical, social-emotional-behavioral, and other).
4. Prioritize students and develop a caseload of 30 – 50 students- in alignment with the Priority for Service Guidance ([attachment A](#)).
5. Communicate and collaborate with students, families and district staff regarding student needs and migrant health services.

6. Coordinate with community resources as appropriate for student care- including filling the requirements for the migrant physical exams, immunizations, sports physicals, etc. to support engagement in academic activities.
7. Document MEP NURSE CASE MANAGER data related to student assessment and interventions in case log.
8. Meet with district principal, school nurse and school counselor on as needed basis, at least quarterly, for communication and collaboration regarding MEP NURSE CASE MANAGER students and OSPI.
9. Attend meetings with the Migrant Education Health Program Supervisor as required and trainings as appropriate for enhancing MEP NURSE CASE MANAGER skills and knowledge.
10. Participate in reporting and data collection efforts as required by OSPI.

Consortium Partners Responsibilities:

Consortium partner(s) shall provide in-school building support to the delegated SNC Migrant Nurse Case Manager, including the following:

1. Provide office space where confidential communications (in person and by phone) can occur in privacy.
2. Facilitate access to electronic and hard copy student health, academic, and attendance records as needed.
3. Provide administrative consultation to identify eligible students and periodic meetings to keep administrators informed of student assessments, planned interventions and student outcomes.
4. Offer clerical and teaching staff assistance in the assessment process and to provide information about students as part of ongoing monitoring of student health, attendance and behavior and for assistance with student schedules and excused class breaks during testing sessions.
5. Provide the necessary office equipment required for the delivery of SNC services, minimally to include computer, phone, and access to copy, fax and student records.
6. Provide access to interpreter services as needed for communication with family and/or student.
7. Facilitate the availability of consortium partners personnel (administrators, etc.), if needed, to support the SNC Migrant Nurse Case Manager in the delivery of services during home visits.
8. Ensure referrals submitted to the MEP Nurse Case Manager will include written documentation on procured or attempted acquisition of existing state of federal resources available to eligible migratory youth prior to ensure supplemental use of funds as required.
9. If the model proves valuable and if financially feasible, Consortium partners agree to support the Educational Service District agent financially to keep the SNC Migrant

Nurse Case Manager services sustainable as the subgrant allocation decreases to allow the continuation of services as indicated above. At the end of each school year Consortium participants will review the total number of Migrant students in all partner districts and agree upon a related percentage of the position that they will financially support related to their own Migrant Student numbers percentage of the overall partner Migrant Student numbers. A written amendment shall be made to this agreement to incorporate any change in funding.

And the consortium partners shall maintain responsibility for:

10. The provision of school nursing services to students and to implement the laws governing district function. Acceptance of MEP NURSE CASE MANAGER services does not relieve the district of its legal obligations.
11. Implementation of health care plans as developed by the consortium partners (or School's) school nurse and care of students and treatment of acute illness and/or injury.
12. Communicating of any student status changes (e.g., suspension, expulsion, transfer) with MEP NURSE CASE MANAGER.
13. At the end of each school year, consortium partners will review migrant student enrollment across participating districts. Any mutually agreed-upon adjustments will be formalized through an amendment to this MOU, to be executed prior to the start of the following school year.
14. Provide ongoing communication via email, in person, or other virtual means to facilitate supports and services to eligible migratory students, and/or help address any challenges or barriers identified with meeting MEP Nurse Case Manager deliverables.
15. Implementation of MEP Nurse Case Manager Training for Supplemental Time and Effort, and Referrals.
16. Identify a Point of Contact for referrals to MEP Nurse Case Manager
17. Federal Program Directors to attend quarterly check-in meetings agreed on with ESD partners and OSPI.

Contractor Responsibilities:

1. Must meet legal and fiscal requirements, including submission of proper receipts and other documentation, as stipulated by the Title I, Part C. assurances K5 and H6, in a timely fashion in order to receive the subgrant allocation earmarked for the goods and services provided under this agreement.
2. Agrees to the use of funds as outlined in the agreement.
3. Shall be responsible for the supervision of the SNC Migrant Nurse Case Manager, in accordance with their employee evaluation guidelines and/ or requirements.
4. Shall ensure all participating consortium partners receive appropriate nursing services according to Washington State law and the mutually agreed formula for time and effort.
5. Provide direct supervision of program directives, consultation, and technical assistance for SNC Migrant Nurse Case Manager and consortium partners administrators.
6. Provide staff development opportunities, training, and guidance for SNC Migrant Nurse Case Manager.
7. Re-evaluate this agreement periodically throughout the school year and notify OSPI's Migrant Education Health Program Supervisory if any funding or staffing awards must be re-assigned. Any assignments that amend this agreement shall be in writing and initialed by both parties.
8. Contract Administrator to attend quarterly check-in meetings agreed on with consortium partners and OSPI.
9. ESD OSY/Health Coordinator to provide training and technical assistance to Migrant Nurse Case Managers to ensure positions align to state developed job description and Migrant Health User Guides.
10. ESD OSY/Health Coordinator to provide training and technical assistance on the process for developing a student caseload, including the identification of Needs and Priority for Service students.
11. ESD OSY/Health Coordinator to provide training and technical assistance to Migrant Nurse Case Managers on reporting requirements in MSIS, conduct routine monitoring of data input, and analyzing reports to meet program outcomes.
12. ESD OSY/Health Coordinator to provide technical assistance to Migrant Nurse Case Managers with implementation of the outlined scope of with Consortium Partners regarding barriers, challenges, use of funds, conflict resolution to meet program outcomes.
13. Provide written request to OSPI for MEP Nurse Case Manager participation in ad hoc activities, trainings, presentations, meetings out of the identified scope of practice for approval.

Funding

This memorandum of understanding is contingent upon funding received from OSPI. OSPI shall use Title I, Part C. grant allocation funds to support the SNC Migrant Nurse Case Manager services. Funding may increase or decrease based on the changing needs or decisions of OSPI. Failure to adhere to the outlined responsibilities and deliverables due to negligence may result in monetary responsibility to the district as fiscal agent and termination of agreement.

Duration

Pending the availability of federal funds the agreement will be renewed annually. An extension on the agreement is solely up OSPI’s discretion pending the availability of funds, needs, and overall performance by the consortium partners mutually agreed targeted objectives.

Procedures for Modification and Termination

Agreement may be modified, revised, extended, or renewed by mutual written consent of all parties. Submission of a revised agreement requires a program amendment to be submitted to the state supervisor. In the event of non-renewal, reassignment, or service interruption, all parties agree to a coordinated transition plan to minimize disruption of services to eligible migratory students.

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

Aberdeen School District

	Co-Superintendent
Signature	Title
Ms. Lynn Green	
Print Name	Date

Ocosta School District

Signature

Title

Print Name

Date

Centralia School District

Signature

Title

Print Name

Date

Winlock

Signature

Title

Print Name

Date

ESD 113 School Nurse Corp

Signature

Title

Print Name

Date

OSPI Review:

Approved by

Date



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“**MOU**”) is between the Aberdeen School District (“**District**”) and Catholic Community Services (“**Agency**”) and is effective upon execution by both parties.

1. **Purpose.** The purpose of this MOU is to enable Agency to provide medically necessary treatment funded through outside sources to students at District facilities to allow greater access to treatment across different settings or environments.
2. **Duration.** This MOU is effective for the remainder of the 2025-2026 school year, unless terminated earlier in accordance with this MOU.
3. **Services.** Agency may provide the following medically necessary treatment or services for students who Agency has determined are eligible for such treatment or services at District facilities:
 - a. Counseling
 - b. Peer Services
4. **Service Delivery.** All services provided by Agency under this MOU will be performed under the direction and supervision of Agency. Agency agrees to ensure that the delivery of services authorized by this MOU does not interfere with the District’s educational program or provision of instruction and services to students, including the provision of a free, appropriate public education under the Individuals with Disabilities Education Act (“**IDEA**”) to eligible students with disabilities.
5. **Educational Services.** The District maintains full responsibility and authority for the educational programs of its students. Treatment or services authorized by this MOU are not educational services and may not be construed as a component of a student’s educational program.
6. **Parent Consent.** Before providing services to a student at a District facility, Agency must provide the District with evidence that the student’s parent has provided written consent for the student to receive the services. The student’s parent must also sign a release of information form authorizing the District and Agency to exchange information and records related to the student.
7. **Compensation.** Agency is responsible for all costs and expenses associated with the services authorized by this MOU. The District will not provide Agency with any compensation for services authorized by this MOU.
8. **Compliance with Laws.** Agency and its employees must comply with all laws, rules, regulations, and other requirements applicable to the treatment or services provided by Agency at District facilities.
9. **Proof of Vaccination.** Agency and any of its employees, agents, volunteers, and contractors who will provide services at a District facility attests that the Agency has verified proof of full vaccination, or an applicable exemption as defined by Agencies policies, before initiating services.
10. **Health and Safety Measures.** When providing services at a District facility, Agency and its employees must comply with all health and safety measures required by the Department of Health, the Governor, and the District, including wearing a mask/face covering.



MEMORANDUM OF UNDERSTANDING

11. **Criminal Background Check.** Agency and any of its employees, agents, volunteers, and contractors who will provide services at a District facility must complete and pass a background check through the Washington state patrol criminal identification system, including a fingerprint check, and through the Federal Bureau of Investigation criminal justice information systems. Background checks must be completed at Agency's expense prior to the start of services. Agency will maintain record reports and make them available to the District upon request.
 - a. **Disqualifying Criminal Records.** Agency and any of its employees, agents, volunteers, and contractors who have pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322 are prohibited from providing services at a District facility.
12. **Confidentiality.** Agency and all of its employees, agents, volunteers, and contractors must comply with the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g, 34 C.F.R. Part 99; WAC 392-172A- 05180 through 392-172A-05245; and the Health Insurance Portability and Accountability Act of 1996 with respect to the confidentiality of personally identifiable information and education, health, and medical records.
13. **License and Certification Requirements.** Agency must ensure that it and any of its employees, agents, volunteers, and contractors who provide services at District facilities comply with all Washington state licensing, accreditation, and/or certification requirements applicable to the services.
14. **Insurance.** Agency will provide the District with evidence of Professional Liability insurance in the amount of at least one million dollars (\$1,000,000.00).
15. **Independent Contractor.** This MOU may not be construed to create a partnership, agency relationship, or employer-employee relationship between the District and Agency or any of its employees, agents, volunteers, and contractors.
16. **Workers' Compensation.** Agency expressly waives any immunity or limitations (e.g., on the type or amount of damages, compensation, benefits, or liability payable by Agency) under any industrial insurance, workers' compensation, disability benefit or similar law, rule, regulation or order of any governmental authority having jurisdiction (including, but not limited to, the Washington Industrial Insurance Act, Title 51 of the Revised Code of Washington).
17. **Indemnification.** All activities performed by Agency and its employees, agents, volunteers, and contractors are done under Agency's supervision at its own risk. Agency agrees to indemnify, defend, and hold the District harmless from any liability, claim, loss, damages, injuries, or expenses arising out of Agency's provision of services authorized by this MOU.
18. **Termination.** Either party may terminate this MOU for any reason by providing written notice 30 days prior to the termination. The District may terminate this MOU effective immediately if the District determines that termination is necessary for the health, safety, welfare, or education of students or staff members.



MEMORANDUM OF UNDERSTANDING

19. **Governing Law.** This MOU shall be construed and interpreted in accordance with the laws of the State of Washington and the United States.

By signing below, each party certifies its agreement to the terms of this MOU.

ABERDEEN SCHOOL DISTRICT

Signature Date

Elyssa Louderback

Name

Exec Dir of Business & Operations

Title

Catholic Community Services

Signature Date 8/12/2025

Mary Stone-Smith

Name

Vice President

Title



CLIENT ASSIGNMENT CONFIRMATION

This Client Assignment Confirmation is entered into on the date first signed below and supplements the Client Services Agreement between Soliant Health, LLC ("Soliant" or "the Company") and the Client named below. The Soliant Consultant has been placed with Client and Client will pay Soliant for hours worked by Consultant according to the terms outlined in this confirmation.

ASSIGNMENT DETAILS

CLIENT NAME:	Aberdeen School District		PID:	-
Consultant:	Caroline Shipley-Peters	Position:	SLPA	
Assignment Start Date:	08/25/2025	Assignment End Date:	06/10/2026	
Bill Rate per hour:	\$71.00	Overtime Bill Rate per hour:	\$106.50	
Minimum Hours:	37.5 per week			
Miscellaneous:	<div>** Caroline will be supervised by the district for her 100 observation hours (unpaid) and will officially begin her SLPA duties once the WA certification is active</div>			

It is the Client's responsibility to notify their Account Representative if a Teaching Certification will be required for this position.

Please note: Sales tax will be added to professional fees if required by state law and Client is not a tax-exempt entity.

If Consultant should be required to travel to other locations at the specific request of the Client, the Client will be responsible for all expenses incurred.

Option of virtual services will be offered by Soliant in lieu of onsite services.

All precautions will be taken by the Client to create a safe and healthy environment.

Should Client desire the convert the Consultant named above from contracted personnel to a direct employee, Client shall reach out to their Company representative for more information.

-

Account Representative Contact Information: Sean Vere
sean.ver@soliant.com
770.325.0310

By: 164683 - Aberdeen School District

Print Name: _____

Title: _____

Date: _____

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jennifer Clark	District	National Board Stipend – Psychologist	2025-26
Judith McBride	District	National Board Stipend – Psychologist	2025-26
Cynthia Mitby	District	National Board Stipend – OT	2025-26
Autumn Schreiber	District	National Board Stipend – Psychologist	2025-26
Sarah Teveliet Channel	District	Preschool Coordinator (20 additional days)	2025-26

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

<u>Name</u>	<u>Location:</u>	<u>Position To:</u>	<u>Position From:</u>	<u>Effective Date</u>
Sarah Teveliet Channel	District	Preschool Coordinator	Preschool Teacher	09/02/25

LEAVE OF ABSENCES: We recommend the Board approve the following certificated leave of absences:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kris Bitar	Harbor Learning Center	Teacher	09/02/25-10/17/25
Dawn Meyers	Miller Jr. High	Teacher	11/03/25-11/28/25
Paige Mendenhall	Stevens Elementary	Teacher	10/30/25-03/27/26

Certificated Substitute Hires:

Michele Clark
Lauren Fagerstedt

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Hillari Mein	Administration	Accounts Payable Specialist	TBD
Debbie Peterson	District	Registered Nurse	09/02/25
Brittni Leitch	HLC/Open Doors	Family Service Worker – CYO	08/28/25
Ashley Aschim Oldham	Robert Gray Elementary	ECEAP Family Service Worker	08/20/25
Amanda Marchese	Stevens Elementary	Paraeducator – CYO	08/27/25
BayLynn Grimm	Transportation	Bus Driver – CYO	09/02/25

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

<u>Name</u>	<u>Position:</u>	<u>Location To:</u>	<u>Location From:</u>	<u>Effective Date</u>
Jennifer Krasowski	MTSS Assistant	Central Park	Robert Gray	08/27/25

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

<u>Name</u>	<u>Location:</u>	<u>Position To:</u>	<u>Position From:</u>	<u>Effective Date</u>
Tamara King	Robert Gray Elementary	MTSS Assistant	LRC Tech	09/02/25

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Alexandera Velez	District	Registered Behavior Technician	08/22/25
Mary Jean Mezzulo	McDermoth Elementary	Paraeducator	08/18/25

CLASSIFIED (Cont'd)

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>
Ian York	Aberdeen High School	Assistant Football Coach .5 FTE	TBD

Classified Substitute Hires:

Maria Astorga
Christina Goodenough