

ABERDEEN SCHOOL DISTRICT NO. 5
Regular Meeting of the Board of Directors
Aberdeen High School
February 3, 2026

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

Flag Salute

Consent Agenda

1. Minutes
2. Out-of-State/Overnight Trip Requests

Comments from the Board

Student Representatives

Comments from the Public

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

Presentations

1. [McDermoth Elementary School Annual Report](#)

Old Business

Superintendent Reports

1. Sports League Changes
2. Seismic Safe Schools & Capital Projects
3. Legislative Update
4. Portrait of a Graduate

Financial Services

1. [Stewart Field Visitor Grandstand Project](#)
2. [Miller Roof Repair Project](#)

New Business

1. [Policy 5011 Sexual Harassment of Staff Prohibited](#)
2. [Policy 5010 Discrimination-Free Workplace](#)
3. [2026-27 Agreement with Ecology](#)
4. [YMCA Outdoor School Agreement](#)

Board Meeting Agenda
February 3, 2026

5. [Surplus](#)
6. Next Meeting

Executive Session / Closed Session

1. [Personnel Report](#)
2. Superintendent Mid-Year Review

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

February 3, 2026

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

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes – The minutes from the regular meeting on Jan. 20, 2026, are enclosed for your review and approval.
2. Out-of-State and Overnight Trip Request
 - a. GEAR UP is requesting permission to travel to Astoria and Warrenton, Ore., to visit the Marine & Environmental Research & Training Station on April 24.

Comments from the Board

Comments from Student Representatives

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

1. McDermoth Elementary School – Principal Mindi Hammill will present the 2025-2026 annual report and school improvement plan for McDermoth Elementary School. [Enclosure 2](#)

Old Business

Superintendent Reports

1. Sports League Changes – Superintendent Lynn Green and Athletic Director Doug Farmer will discuss changes to the league alignment for the next two years.
2. Seismic Safe Schools and Capital Projects – Superintendents Lynn Green and Traci Sandstrom will provide an update on the seismic and other capital projects work taking place in the district.

3. Legislative Update – The superintendents will provide an update on the legislative session currently under way in Olympia.
4. Portrait of a Graduate – The superintendents will provide an update on the work taking place in the district to implement the mission, vision, values and goals embedded in the Portrait of a Graduate.

Financial Services

1. Stewart Field Visitor Grandstand Project – The roof to the grandstand on the visitors' side at Stewart Field requires emergency repairs. The enclosed quote from John Lupo Construction in the amount of \$113,995 is presented for your review and approval. [Enclosure 3](#)
2. Miller Roof Repair Project – Bids were opened Jan. 23 on the project to repair the roof at Miller Junior High School. It is recommended that the project be awarded to the low bidder, A-1 Roofing Inc., in the amount of \$13,750 plus tax and permit. [Enclosure 4](#)

New Business

1. Policy 5011 – Human Resource Director Christi Clinkingbeard will present an update to Policy 5011 – Sexual Harassment of Staff Prohibited for first reading. [Enclosure 5](#)
2. Policy 5010 – Human Resource Director Christi Clinkingbeard will present an update to Policy 5010 – Discrimination-Free Workplace for first reading. [Enclosure 6](#)
3. 2026-2027 Agreement with Ecology – Executive Director of Business and Operations Elyssa Louderback will present renewal of the agreement with the state Department of Ecology allowing ambient air monitoring equipment to be located at the Hopkins Building for your review and approval. [Enclosure 7](#)
4. YMCA Outdoor School Agreement – An agreement with the YMCA of Grays Harbor for the use of Camp Bishop at Lost Lake for Outdoor School this spring is presented for your review and approval. [Enclosure 8](#)
5. Surplus – An inventory of equipment and materials no longer needed for an education purpose is presented with a recommendation to declare them surplus. [Enclosure 9](#)
6. Next Meeting – The next regular meeting of the Board is scheduled for 5:30 p.m. Tuesday, Feb. 17, 2026, at Miller Junior High School.

Executive Session / Closed Session

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

1. Personnel Report [Enclosure 10](#)
2. Superintendent Mid-Year Review

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the
Board of Directors – January 20, 2026

President Jennifer Durney convened the regular meeting of the Aberdeen School District Board of Directors at 5:30 p.m. Tuesday, January 20, 2026, at Central Park Elementary School. In attendance were Directors Jeanne Marll and Mardi Emard-Colburn, along with Student Representatives Kassandra Kumarasinghe and Leticia Alvarenga, Superintendents Lynn Green and Traci Sandstrom and 17 patrons and staff. Directors Annica Mizin and Suzy Ritter were excused.

The meeting began with the flag salute.

On a motion by Director Marll and seconded by Director Emard-Colburn, the Board approved the Consent Agenda, which included the minutes from the rescheduled regular meeting on December 19, 2025; payroll vouchers 838955 through 839008 totaling \$5,094,225.74; General Fund vouchers 839028 and 839030 through 839104 totaling \$610,414.78, ASB Fund vouchers 839014 through 839027 and 839029 totaling \$17,847.86, Capital Projects Fund vouchers 839009 through 839013 totaling \$492,044.86; a gift to the district from Sierra Pacific Industries which donated two units of eight-foot 2x4s valued at \$680.00 to the construction program at Aberdeen High School, and an overnight trip request for the Cheer team at Aberdeen High School to travel to Battleground to take part in a tournament on Feb. 6-8.

The Board and co-superintendents discussed local and state priorities for education that emerged during the Legislative Conference that took place in Seattle on Jan. 9-10.

Student Representative Kassandra Kumarasinghe offered a report on the upcoming spirit week that the Harbor Learning Center is planning during the week of Valentine’s Day. Student Representative Leticia Alvarenga added that she appreciated the time that she was able to spend at the Harbor Learning Center where it was clear that school pride runs deep.

The Board presented the Jane F. Goldberg Distinguished Service Award to Weyerhaeuser employees Kyle Williams and Brenda Schumacher and to the Weyerhaeuser company’s Aberdeen Operations Area for their extraordinary, ongoing support of Aberdeen schools.

Principal Ruth Erwin-Svoboda presented the annual report and school improvement plan for Central Park Elementary School.

Following an overview by Superintendent Traci Sandstrom, on a motion by Director Marll and seconded by Director Emard-Colburn, the Board adopted a new policy, 2023 Digital Citizenship. She noted that the district has already been practicing the intent of the policy through its use of the Common Sense Media curriculum.

CALL TO ORDER

CONSENT AGENDA

COMMENTS FROM THE BOARD

COMMENTS FROM STUDENT REPRESENTATIVE

GOLDBERG DISTINGUISHED SERVICE AWARD

CENTRAL PARK ANNUAL REPORT

POLICY 2023 DIGITAL CITIZENSHIP

Following the reading of a proclamation from Gov. Bob Ferguson, Superintendents Lynn Green and Traci Sandstrom presented certificates of appreciation to the board of directors and student representatives in recognition of School Board Appreciation Month.

SCHOOL BOARD
RECOGNITION

Superintendents Green and Sandstrom shared information about enhanced safety and education measures that have taken place in the wake of three school threats in December and January that disrupted the learning environment. The threats were found to be not credible, but the superintendents stressed that all threats are taken seriously and the district worked closely with the Aberdeen Police Department in its response to each incident. They noted that information was shared with students about the felony ramifications of making a threat, even if there is no intent to carry it out.

SCHOOL SAFETY

Superintendents Green and Sandstrom provided an update on legislation under consideration that will have a local impact, specifically likely reductions in funding for the Seismic Safe Schools Program and Transitional Kindergarten, and federal reductions in Title I and Title II funding for rural, low income schools and bilingual programs.

LEGISLATIVE
UPDATE

Superintendent Green provided an update on planning for a new Harbor Learning Center and Superintendent Sandstrom provided an update on planning for a new elementary school in South Aberdeen.

SEISMIC AND
CAPITAL PROJECTS

Superintendent Sandstrom and Programs Administrator Jamie Stotler discussed updated procedures for Policy 4130 – Title I Parent Involvement.

TITLE I POLICY
REVIEW

Superintendents Green and Sandstrom provided an update on the work taking place in the district to implement the mission, vision, values and goals embedded in the Portrait of a Graduate.

PORTRAIT OF A
GRADUATE

Superintendent Sandstrom shared information about a cooperative program with the Timberland Regional Library that will allow students with library cards to order books from the Timberland Library that will be delivered to the library at Aberdeen High School.

STUDENT LIBRARY
CARDS

Superintendent Sandstrom informed the board about the need to migrate board email accounts to multi-factor authentication for security purposes.

BOARD EMAIL
ACCOUNTS

Superintendent Traci Sandstrom shared information about student placement in the Thrive Program at Central Park Elementary School. She also distributed districtwide results of a social-emotional survey of students.

THRIVE CRITERIA

Executive Director of Business and Operations Elyssa Louderback presented the Fiscal Status Report for November. With 33.3 percent of the year elapsed, the district has received 30.36 percent of budgeted revenue and incurred 33.17

FISCAL STATUS
REPORT

Aberdeen School Board Minutes

January 20, 2026

percent of expenditures. She reported ending fund balances of \$3,150,428.01 in the General Fund, \$352,016.48 in the Capital Projects Fund, \$533,062.24 in the Debt Service Fund, \$288,216.19 in the Associated Student Body Fund and \$610,052.27 in the Transportation Vehicle Fund. Under enrollment, she reported an average annual FTE of 3,031.36 for January, which is 11.36 over the number budgeted for 2025-2026.

Following a presentation by Superintendent Sandstrom, on a motion by Director Marll and seconded by Director Emard-Colburn, the Board approved the extension of the personal services contract with Molly Leithold for consultant services in the Early Childhood Education and Assistance Program (ECEAP preschool).

PERSONAL
SERVICES
CONTRACT

President Durney announced that the next regular meeting is scheduled for 5:30 p.m. Tuesday, February 3, 2026, in the Community Room at Aberdeen High School.

NEXT MEETING

At 6:57 p.m., President Durney recessed the meeting for an executive session expected to last 20 minutes under RCW 42.30.110 (b) (c) and (g): to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price; to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price, and to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. At 7:17 p.m. the session was extended for 10 minutes.

EXECUTIVE
SESSION

The meeting reconvened in regular session at 7:27 p.m.

On a motion by Director Marll and seconded by Director Emard-Colburn, the Board approved the Personnel Report. Under certificated matters the Board approved the hiring of Shanna Lynch as a current-year, special education preschool teacher at McDermoth Elementary School effective Jan. 5, 2026; approved a contract for Todd Bridge as the 25-26 winter events manager (0.13 FTE) at Aberdeen High School; approved a leave of absence for Missy Smith, a preschool teacher at Stevens Elementary School, effective Jan. 29 to March 11; approved the retirement of Chuck Veloni, a teacher at Aberdeen High School, effective Aug. 15; accepted the resignation of Michele Clark as a teacher at Central Park Elementary effective June 10, and accepted the resignation of Jacey Hernandez as a substitute for the district effective Jan. 8.

PERSONNEL
REPORT

CERTIFICATED

Under classified matters, the Board approved the hiring of Maria Manning as the director, Destiny Covault as the stage manager, Ken Erickson as the sound engineer, Kyle Guggisberg as vocal director, Mark Manning as the lead set builder, Jeannie McNeal as costume designer and David Workman as a lighting designer for the musical at Aberdeen High School effective Jan. 20; approved the hiring of Danielle Russell as a registered nurse for the district and Miller Junior High School effective Jan. 12, Ashley Friberg as a Food Service worker at

CLASSIFIED

McDermoth Elementary School effective Jan. 12 and Alyssa Pettis as a current-year preschool para-educator at Robert Gray Elementary School effective Jan. 5; approved a change of assignment for Janet Eaton from Food Service worker at McDermoth to Robert Gray Elementary School effective Dec. 11, 2025; approved a change of assignment for Cassie Simpson from current-year preschool para-educator to preschool para-educator at McDermoth Elementary School effective Jan. 5; approved a leave of absence for Jill Carlson-Marsh, a para-educator at Stevens Elementary School, effective Jan. 8 to April 22, 2026; approved the retirements of Grace Hagen as the Teaching and Learning Department’s office coordinator effective June 30 and Nancy Benner as the office coordinator at Central Park Elementary School effective June 30; accepted resignations from Misty Barlan as the Native Education coordinator for the district effective Jan. 5 and from Ken Ashlock as a para-educator and the GED tester at Harbor Open Doors effective Jan. 5; approved the hiring of Jason Garman and Romeo Sanchez as head coaches for boys’ basketball at Miller Junior High School effective Jan. 5, Rebel Jordan as head coach for boys’ basketball at A.J. West Elementary School effective Jan. 7 and Amy Thelin as head coach for boys’ basketball at McDermoth Elementary School effective Jan. 7; accepted resignations from Trevon Nichols as an assistant baseball coach (0.5 fte) at Aberdeen High School effective Jan. 13 and from Larry Fleming as a head coach for girls’ basketball at Miller Junior High School effective Jan. 6.

There being no further business, the regular meeting was adjourned at 7:27 p.m.

ADJOURN

Lynn Green, Secretary

Jennifer Durney, President

Traci Sandstrom, Secretary

OVERNIGHT & OUT-OF-STATE STUDENT TRIP REQUEST

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

Group/Team GEAR UP

School Aberdeen High School

Advisor Faith Taylor-Eldred Phone 360.538.2040 ext 4286

Date(s) of Trip 04.24.2026 Destination Astoria/Warrenton, OR

Lodging Location NA Lodging Phone NA

Objective of Trip to visit the Marine & Environmental Research & Training Station (MERTS) for thier open house

Number of Students 14 max Number of Chaperones 2

Cost per Student free (other than transportation) Cost per Chaperone free

Funding Source and/or Account Code GEAR UP

Type of Transportation SUV x2 Bus form required YES ___ NO

ASB Approval N/A Date _____

Principal Approval Lyn Green Date 1/23/26

Board Approval _____ Date _____

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

FIELD TRIP ITINERARY

APRIL 24, 2026

MERTS	●	0810	Have students meet in room #110.
	●	0815	Leave AHS.
	●	1015	Arrive at the MERTS
	●	1215	Leave MERTS. (Give students lunches, so they can eat when they are ready.)
	●	1230	Astoria Column
	●	1315	Leave Astoria Column
	●	1515	Arrive at AHS

Note: Might be longer if we are allowed to go to VOLTA.

John Lupo Construction, Inc.
411 E State St., PO Box 1926
Aberdeen WA 98520
JOHNLCI099NL

COMMENTS: Grandstand Roof Replacement

PROPOSAL SUBMITTED TO:			WORK TO BE PERFORMED AT:		
NAME Aberdeen School District Attn: Mike Pauley			NAME Stewart Field Visitor Grandstand		
ADDRESS 216 North G Street			ADDRESS 1516 N B Street		
CITY Aberdeen, WA 98520			CITY Aberdeen, WA 98520		
TELEPHONE 1-360-538-2199			EMAIL mpauley@asd5.org		
DATE 1-15-2026	DATE OF PLANS N/A	START WORK TBD	PROPOSAL # 7401-26	PAGE # 1	OF PAGE 2

Scope of Work: Visitor Grandstand Flat Roof

- Demo existing roof and flashings down to bare sheathing, dispose of all debris.
- Mechanically fasten ¼” Dens Deck fiber gypsum cover board using # 15 2” fasteners and Rhinobond TPO electromagnetic induction welding plates per Carlisle specifications and wind uplift requirements.
- Install 60 mil. Carlisle TPO single ply membrane, induction welded to plates.
- Flash curbs/hatch per Carlisle 20-year warranty specifications.
- Fully adhere TPO on top of roof hatch.
- Shop fabricate and install 26-gauge 304-2B stainless steel eave, rake and clerestory flashings. Clerestory to extend over composition shingles and engage an underlying joggle cleat.
- Prime perimeter flashings and 3” onto TPO field membrane.
- Install pressure sensitive TPO cover strip on entire perimeter, tying new flashings to TPO.
- Cut siding at sidewall a minimum of 8” off roof deck, dispose of debris.
- Run membrane a minimum of 8” up wall, mechanically fasten aluminum termination bar to include water cut off mastic and universal single ply sealant.
- Shop fabricate and install 26-gauge 304-2B stainless steel counterflashing to tuck underneath siding and cover new termination bar.

Roof comes with 5-year workmanship warranty by JLCI, 20-year fully system warranty by Carlisle Syntec

Scope of Work: Visitor Grandstand Steep Slope Composition Section

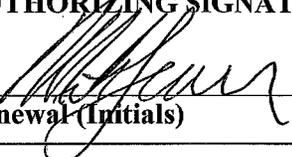
- Demo existing roof down to bare sheathing and dispose of all debris.
- Install 1/2” CDX sheathing on entire section.
- Install Malarkey 401 ice and water shield at all eave and rake edges.
- Install Malarkey 1031 synthetic underlayment on remainder of steep slope section.
- Shop fabricate and install 26-gauge 304-2B stainless steel eave, rake, and step flashings.
- Install Malarkey composition starter course at all eave and rake edges.
- Install Malarkey Vista architectural composition shingles, hand nailed using hot dipped galvanized roofing nails, six per shingle.

Composition roofs come with 5-year workmanship warranty by JLCI, limited lifetime warranty provided by Malarkey to include 15-year non-prorated, 15-year algae, and enhanced wind speed coverage up to 130 MPH

Cost: \$113,995.00

Exclusions: Washington State sales taxes, permit fees, bonding, rot/structural repairs/modifications beyond those mentioned in scope.

If customer accepts this proposal, then customer agrees that venue for any action arising out of the collection and /or enforcement of this agreement shall be in the County of Grays Harbor, State of Washington. Customer agrees to pay any and all expenses incurred by JLCI (including fees for legal services and applicable costs of every kind) to collect, defend, or assert the right of JLCI to obtain the payment of expenses, finance charges, and indebtedness relating to this agreement.

PROPOSAL		ACCEPTANCE	
SUM: As specified above.		COMPANY:	
PAYMENT AS FOLLOWS: Per Schedule of Values		DATE OF ACCEPTANCE:	
AUTHORIZING SIGNATURE: 		AUTHORIZED SIGNATURE:	
Renewal (Initials)	Date of Renewal / /		
TELEPHONE 360 533 8422	FAX 360 533 1279	EMAIL mikespencer@johnlupo.com	
NOTE: THIS PROPOSAL IS WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS, BUT MAY BE RENEWED AT THE SOLE DISCRETION OF JLCI			
BY ACKNOWLEDGING RENEWAL IN THE METHOD SET ABOVE			

TERM-S NET 30 DAYS, ALL INVOICES PAST 30 DAYS WILL BE CHARGED 1.5% PER MONTH INTEREST

Aberdeen School District No. 5
216 North G Street
Aberdeen, WA 98520
(360) 538-2007

Miller Junior High Roof Repair and Partial Replacement RFP

Bids Opened: Friday, January 23, 2026 – 2:00 p.m.

Bid Award:

COMPANY	Name	Phone	e-mail	Bid Price
A-1 Roofing, Inc	Hayden Morey	360-532-7335	aberdeen@a1roofingnw.com	\$13,750.00 + tax & permit
JR Swigart Commercial Roofing	Joseph Domiclong	360-727-7154	joseph.domiclong@jrswigart.com	\$42,431.00 + tax & permit

Recommendation: Two bids were received. Bid documents were reviewed by Michael Pauley, Elyssa Louderback, Courtney Sandstrom and Amber Diel. The recommendation to the School Board is that the bid be awarded to A-1 Roofing, Inc. in the amount of \$13,750.

Action:

Proposal



Serving Western Washington for over 57 years.

Olympia
360-456-3822
PO Box 2607
Olympia, WA 98507

Aberdeen
360-532-7335
522 E Market St
Aberdeen, WA 98520

Port Orchard
360-373-8828
PO Box 8650
Port Orchard, WA 98366

LIC. NO. A1ROOI*111PR

PROPOSAL SUBMITTED TO Aberdeen School District No. 5	PHONE 360-538-2100	DATE 1/23/2026
STREET 100 E Lindstrom Street,	JOB NAME Miller Junior High School	
CITY, STATE AND ZIP CODE Aberdeen, WA, 98520	JOB LOCATION Miller Junior High School	

We hereby submit specifications and estimates for:

TEAR-OFF - RE-ROOF

ARCHITECTURAL COMPOSITION

- 1. Tear off Existing Layer (s) of Roofing and Haul Away.**
- 2. Inspect for Damaged Plywood, Replace @ \$9.50 per sq foot.**
- 3. Replace Damaged Poly-Iso Board as needed. Match existing height.**
- 4. Install 6 mil polyethylene vapor barrier on all new poly-Iso boards .**
- 5. Install Synthetic Underlayment as Vapor Barrier.**
- 6. Install Ice & Water Shield around Perimeter of the Roof. Malarkey 401 Ice + Water.**
- 7. Install Starter and Rake Edge Metals. Kynar 500**
- 8. Apply Composition, Hand Nail Each Shingle, 6 Nails per Shingle.**
- 9. Install Vents and Pipe Flashings to Complete.**
- 10. Clean Exterior Job-Site of all Debris caused by our work.**

Note: A change order may be required if the damaged area is larger than 600 sq ft.

INVESTMENT

Malarkey Highlander
\$13,750.00
PLUS TAX AND PERMIT

All Rot to be replaced at an additional \$9.50 per sqft or refer to unit pricing for anything else.

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:
½ Down – Balance Due Upon Completion of Work. _____ dollars (\$ _____).

Payment to be made as follows:

10 YEAR WORKMANSHIP WARRANTY

All work to be completed in a workmanship manner according to standard roofing practices. Any replacement of damaged sheathing, soffit board, or structural damage, or necessity to mortar, cut, and counter-flash chimney and vents will constitute an extra charge over and above the stated contract sum. Down payments are non-refundable. Contractor is authorized to substitute roofing materials as long as the substitute meets or exceeds the specifications of the quoted materials. Time of performance of work will be in accordance with contractor's availability. Owner to carry standard peril insurance on the premises. Contractor shall not be responsible for damage to land or driveway caused by weight of loaded trucks. Payment in full to be made upon completion. Service charge of 1.5% per month for past due account. Customer agrees to pay reasonable attorney fees and costs in the event of collection for non-payment.

Note: This proposal may be withdrawn by us if not accepted within **30** days. Authorized Signature _____

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name A-1 Roofing Inc.

Date 1/23/26

By Hayden Morey - Project Manager
Name and Title of Authorized Representative

[Signature]
Signature of Authorized Representative

JRSWIGART

COMMERCIAL ROOFING

Quote: JRS-2025-ST490 / Date: 01/23/2026

J.R. Swigart Company, Inc
1400 Downriver Drive
Woodland WA 98674
+1(360) 727-7154

Prepared By:
Joseph Domiclong
+1(360) 727-7154
joseph.domiclong@jrswigart.com

For questions, please contact Neil at 360-624-1304

Project: **Roof Repair and Partial Replacement - Miller Junior High School (MRSC Small Works Roster)**

Scope of Work

1. Roof Repair - Asphalt Shingles:

- a. Furnish and install 6 mil clear polyethylene film over specified area, loose laid.
- b. Furnish and install Polyiso Insulation, 20 psi, thickness to match existing over specified area, loose laid.
- c. Furnish and install 1-1/4" CDX Plywood roof sheathing over specified area, mechanically fastened.
- d. Furnish and install one layer of synthetic underlayment over entire specified area.
- e. Furnish and install self-adhering sheet underlayment at specified eaves, 24 inches beyond interior face of exterior walls.
- f. Furnish and install eave and end-wall flashing, 24-gauge prefinished galvanized steel.
- g. Furnish and install Malarkey Highlander® AR Shingles over specified area.
- h. Provide 2-year Contractor warranty and 40-year Manufacturer warranty.
- i. **Bid Price: \$42,431.00**

Excluded (-)

1. Bonding
2. Temporary waterproofing
3. Building Permits

JRSWIGART

COMMERCIAL ROOFING

Quote: JRS-2025-ST490 / Date: 01/23/2026

13. Equipment support flashing
14. Asbestos abatement
15. Fall Protection Anchors
16. Snow Guards

Notes

1. Sales tax is not included in the above price and will be added if necessary.
2. Pricing is good for 30 days unless otherwise noted.
3. Pricing is based on **Request for Proposal** dated **December 31 2025**. If discrepancies are identified between the bid plans and construction plans, a change order will be initiated to address and reconcile the differences.
4. We acknowledge that this is a prevailing wage job.
5. We acknowledge receipt of addendum: Miller JH Roof Repair additional information 1.12.26.

Payment to be made as follows: **In full at completion of work, with monthly progress payments.**

WA LIC# JRSWICIO55KN

OR CCB# 142658

ID LIC# RCE-44831

JRSWIGART

COMMERCIAL ROOFING

Quote: JRS-2025-ST490 / Date: 01/23/2026

Summary

Asphalt Shingles	\$42,431.00
Total	\$42,431.00

***DUE TO MANUFACTURER PRICING VOLATILITY AND PRODUCT AVAILABILITY, ALL PRICING AND DELIVERY DATES MAY BE SUBJECT TO CHANGE**

J.R. Swigart Company, Inc.
104 NE 194th Street
Ridgefield, Washington 98642

Accepted by:

Joseph Domiclong 01/23/2026
SIGNATURE DATE

SIGNATURE DATE



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

J.R. Swigart Company Inc.

Date January 23, 2026

By Neil Koskiniemi | President
Name and Title of Authorized Representative

Neil Koskiniemi
Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. 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 debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
9. 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.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is 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 may terminate this transaction for cause or default.

SEXUAL HARASSMENT OF DISTRICT STAFF PROHIBITED

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

Definitions

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

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

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

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

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

Investigation and Response

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

action within its authority every time a report, complaints and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

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

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

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

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

Staff Responsibilities

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

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

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to the district's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or

citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal. honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district’s Civil Rights Compliance Coordinator.

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

Notice and Training

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

Policy Review

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

Cross References:	Policy 3205 3207 3210 3211 3240 3421 5010	Sexual Harassment of Students Prohibited Prohibition of Harassment, Intimidation and Bullying Nondiscrimination Gender Inclusive Schools Student Conduct Expectations and Reasonable Sanctions Child Abuse, Neglect, and Exploitation Prevention Nondiscrimination and Affirmative Action
Legal References:	RCW 28A.640.020 WAC 392-190-058 20 U.S.C. 1684-188 34 C.F.R. § 106	Regulations, guidelines to eliminate discrimination—Scope—Sexual harassment policies Sexual harassment
Adoption Date:	06/05/95	
Revised:	05/02/00; 02/15/05; 03/31/15; 12/20/16; 05/20/25; _____	

DISCRIMINATION-FREE WORKPLACE

Definition

“Protected status” is short for the phrase “age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital 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.”

Nondiscrimination

The district is committed to an educational and working environment free from discrimination and harassment based on a person’s protected status.

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training.

To promote equal employment opportunities, the district will develop a program or plan in accordance with WAC 392-190-0592.

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee’s protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.

2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.
3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This prohibition applies to all aspects of employment, from recruitment to promotions, and includes fringe benefits and other elements of compensation.

2. The district will reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship.
 - a. Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities, job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.
 - b. An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.
3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the tests or criteria are clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district’s compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References:	Policy 2030	Service Animals in Schools
	Policy 5011	Sexual Harassment of District Staff Prohibited
	Policy 5270	Resolution of Staff Complaints
	Policy 5407	Military Leave
Legal References:	RCW 28A.400.310	Law against discrimination applicable to districts’ employment practices
	RCW 28A.640.020	Regulations, guidelines to eliminate discrimination— Scope—Sexual harassment policies
	RCW 28A.642	Discrimination prohibition
	RCW 49.60	Discrimination—Human rights commission
	RCW 49.60.030	Freedom from discrimination—Declaration of civil rights
	RCW 49.60.180	Unfair practices of employers
	RCW 49.60.400	Discrimination, preferential treatment prohibited
	RCW 73.16	Employment and Reemployment
	WAC 392-190	Equal Education Opportunity—Unlawful Discrimination Prohibited
	42 USC 2000e1 2000e10	Title VII of the Civil Rights Act of 1964
	20 USC 1681 - 1688	Title IX Educational Amendments of 1972
	42 USC 12101 12213	Americans with Disabilities Act
	8 USC 1324 (IRCA)	Immigration Reform and Control Act of 1986

38 USC 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212	Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

Adopted: 04/17/1995

Combined: 5010, 5011, 5012 10/04/05

Revised: 02/05/08; 11/03/09; 12/01/09; 06/21/11; 12/10/16; _____

NONDISCRIMINATION AND AFFIRMATIVE ACTION

Nondiscrimination

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal employment opportunity will be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability.

The board will designate a staff member to serve as the compliance officer.

Affirmative Action

The district, as a recipient of public funds, is committed to undertake affirmative action which will make effective equal employment opportunities for staff and applicants for employment. Such affirmative action will include a review of programs, the setting of goals and the implementation of corrective employment procedures to increase the ratio of aged, persons with disabilities, ethnic minorities, women, and Vietnam veterans who are under-represented in the job classifications in relationship to the availability of such persons having requisite qualifications. Affirmative action plans may not include hiring or employment preferences based on gender or race, including color, ethnicity or national origin. Such affirmative action will also include recruitment, selection, training, education and other programs.

The superintendent will develop an affirmative action plan which specifies the personnel procedures to be followed by the staff of the district and will ensure that no such procedures discriminate against any individual. Reasonable steps will be taken to promote employment opportunities of those classes that are recognized as protected groups — aged, persons with disabilities, ethnic minorities and women and Vietnam veterans, although under state law, racial minorities, and women may not be treated preferentially in public employment.

This policy, as well as the affirmative action plan, regulations and procedures developed according to it, will be disseminated widely to staff in all classifications and to all interested patrons and organizations. Progress toward the goals established under this policy will be reported annually to the board.

Employment of Persons with Disabilities

In order to fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

- A. No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not limit, segregate or classify any applicants for employment or any staff member in any way that adversely affects his/her opportunities or status because of a disability. This prohibition applies to all aspects of employment

- from recruitment to promotions, and includes fringe benefits and other elements of compensation.
- B. The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship on the operation of the district program. Such reasonable accommodations may include:
1. Making facilities used by staff readily accessible and usable by persons with disabilities; and
 2. Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions.
- In determining whether accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation.
- C. The district will not use any employment tests or criteria that screen out persons with disabilities unless the test or criteria is clearly and specifically job-related. Also, the District will not use such tests or criteria if alternative tests or criteria (that do not screen out persons with disabilities) are available.
- D. While the district may not make pre-employment inquiry as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions.
- E. Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member or performs, has performed, applies to perform or has an obligation to perform service in a uniformed service, on the basis of that participation in a uniformed service. This includes initial employment, retention in employment, promotion or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Cross References: Policy 2030
 5270
 5407

Service Animals in Schools
 Resolution of Staff Complaints
 Military Leave

Legal References: RCW 28A.400.310

Law against discrimination
 applicable to districts' employment practices

RCW 28A.640.020	Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies
RCW 28A.642	Discrimination prohibition
RCW 49.60	Discrimination — Human rights commission
RCW 49.60.030	Freedom from discrimination — Declaration of civil rights
RCW 49.60.180	Unfair practices of employers
RCW 49.60.400	Discrimination, preferential treatment prohibited
RCW 73.16	Employment and Reemployment
WAC 392-190	Equal Education Opportunity – Unlawful Discrimination Prohibited
WAC 392-190-0592	Public school employment — Affirmative action program
42 USC 2000e1 – 2000e10	Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688	Title IX Educational Amendments of 1972
42 USC 12101 – 12213	Americans with Disabilities Act
8 USC 1324 (IRCA)	Immigration Reform and Control Act of 1986
38 USC 4301-4333	Uniformed Services Employment and Reemployment Rights Act
29 USC 794	Vocational Rehabilitation Act of 1973
34 CFR 104	Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212	Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA)

Adopted: 04/17/1995

Combined: 5010, 5011, 5012 10/04/05

Revised Dates: 02/05/08; 11/03/09; 12/01/09; 06/21/11; 12/10/16

Discrimination-Free Workplace

This complaint procedure is adopted in accordance with chapter 392-190 WAC.

Complainant

An employee may file a complaint against the district alleging that it has violated anti-discrimination laws. The person filing the complaint is referred to as the “complainant.”

Formal Complaint

A formal complaint must be in writing and describe the specific acts, conditions, or circumstances alleged to violate anti-discrimination laws.

A complaint must be filed within one year of the occurrence giving rise to the complaint. The deadline will not be imposed if the complainant was prevented from filing a complaint because (1) the district specifically misrepresented that it had resolved the problem forming the basis of the complaint or (2) the district withheld information it was required to provide under chapter 392-190 WAC.

A complaint may be filed by mail, fax, email, or hand delivery to any district or school administrator or to the compliance officer.

Informal Complaint

A complainant may bring an informal (i.e., oral) complaint to the district. If that occurs, the compliance officer or their designee will schedule a meeting to discuss the informal complaint and how to resolve the complainant’s concerns. Using this informal process does not limit the complainant’s right to file a formal complaint. Further, as part of this informal process, the district will notify the complainant in writing about their right to file a formal complaint. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

Receiving a Formal Complaint

Any district or school administrator who receives a formal complaint will promptly notify the compliance officer. Once the compliance officer receives a complaint, they will do the following:

1. Provide the complainant with a copy of Policy 5010 and this procedure in a language they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.
2. Ensure that the district conducts a prompt and thorough investigation into the allegations in the complaint.

In lieu of investigating, the district and the complainant may agree to resolve the complaint. If the complaint is resolved, no further action is necessary.

Written Response to a Formal Complaint

After completing the investigation, the compliance officer or their designee will give the superintendent a full written report of the complaint and the investigation results.

The superintendent or their designee will issue a written response to the complainant within thirty calendar days after the district receives the formal complaint. The thirty-day timeline can be extended if agreed to by the complainant or if exceptional circumstances related to the complaint require an extension. If an extension is needed, the district will notify the complainant in writing of the reasons for the extension and the anticipated response date. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The written response must include a summary of the results of the investigation; a finding as to whether the district failed to comply with anti-discrimination laws; notice to the complainant of their right to appeal, including where and to whom the appeal must be filed; and, if the district failed to comply with anti-discrimination laws, the corrective measure deemed necessary to correct the noncompliance. Any corrective measures must be instituted as expeditiously as possible but no later than thirty calendar days after the written response is issued unless otherwise agreed to by the complainant. The written response will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The district will send a copy of the written response to the Office of the Superintendent of Public Instruction (OSPI) when it sends the response to the complainant.

Appeal to the Board

If a complainant disagrees with the superintendent's written response, they may appeal to the board. The appeal must be in writing and filed with the superintendent within ten calendar days of receiving the written response.

The board must issue a written appeal decision within thirty calendar days of receiving the appeal unless the complainant agrees otherwise. The board may schedule a meeting to hear from the complainant and district representatives before issuing its decision. If it doesn't schedule a meeting, the board will consider the investigation report, the written response, and any documentation the complainant submits before making its decision.

The appeal decision must include notice of the complainant's right to file a complaint with OSPI under WAC 392-190-075. The district will send a copy of the appeal decision to OSPI.

The appeal decision will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

Complaint to OSPI

If a complainant disagrees with the board's decision, or if the district fails to comply with this procedure, the complainant may file a complaint with OSPI.

A complaint must be received by OSPI on or before the twentieth calendar day following the date upon which the complainant received the board's decision unless OSPI grants an extension for good cause.

Complaints may be submitted by mail, fax, email, or hand delivery.

A complaint must be in writing and include the following:

1. A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws;
2. The name and contact information, including address, of the complainant;
3. The name and address of the district subject to the complaint;
4. A copy of the district's written response and appeal decision, if any, and
5. A proposed resolution of the complaint or relief requested.

Upon receipt of a complaint, OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the board.

Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with chapter 392-190 WAC or OSPI's guidelines and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and any documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action, including, but not limited to, referring the district to appropriate state or federal agencies empowered to order compliance.

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

Administrative Hearing

The complainant or the district may appeal OSPI's written decision by filing a written notice of appeal with OSPI within thirty calendar days of receiving the decision. OSPI will conduct a formal administrative hearing in accordance with the Administrative Procedures Act, chapter 34.05 RCW.

Mediation

The district may offer mediation at any time during the complaint procedure. The purpose of mediation is to offer the complainant and the district an opportunity to resolve disputes and reach an acceptable agreement concerning the complaint using an impartial mediator. The parties may agree to extend the complaint procedure deadlines to pursue mediation.

Mediation is voluntary, requires the agreement of both parties, and may be terminated by either party at any time.

The mediator must be impartial, may not be an employee of the district, and must not have a personal or professional conflict of interest. A person is not disqualified as a mediator solely because the district pays them to serve as a mediator.

If the parties resolve a dispute through mediation, they may execute a legally binding agreement that describes the resolution, states that all discussions that occurred during mediation will remain confidential and may not be used as evidence in any subsequent complaint or civil proceeding, and is signed by the complainant and the district's representative.

Recordkeeping

The compliance officer's office will maintain documentation for each complaint received (e.g., the complaint, notices, the investigation report, the written response, the appeal decision, documentation of corrective measures, etc.) for six years.

Resources

District Contact
Christi Clinkingbeard
Human Resources Dept.
216 North G St.
Aberdeen, WA 98520
360.538.2000

State Contacts
Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360.725.6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360.753.6770

Office for Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206.607.1600



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

January 20, 2026

Aberdeen School District
Attention: Courtney Sandstrom
216 North G St.
Aberdeen, WA 98520

Dear Courtney Sandstrom:

Enclosed for your review is the Site Rental Agreement for the Department of Ecology's ambient air monitoring equipment located at Harbor High School in Aberdeen, Washington.

Please sign and date the agreement and return it to my attention. Once signed at Ecology, a fully executed agreement will be returned to you for your records.

Also enclosed is an invoice voucher for payment. Please sign the invoice voucher and return it with the signed agreement.

The Department of Ecology sincerely appreciates the cooperation of the Aberdeen School District in allowing us to place air monitoring equipment on school district property. Your assistance makes a real contribution to clean air in Washington.

If you have any questions, you can reach me at (360) 790-6538 or by email at jill.schulte@ecy.wa.gov.

Sincerely,

Jill Schulte
Air Monitoring Coordinator

Enclosures

DELEGATED STATE RENTAL AGREEMENT
BETWEEN
STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

ABERDEEN SCHOOL DISTRICT
216 NORTH G STREET
ABERDEEN, WA 98520

Contact Name/Telephone Number: Courtney Sandstrom
(360) 538-2010

Tax ID Number: 91-6001546

1. This RENTAL AGREEMENT is made and entered into between the Aberdeen School District, whose address is 216 North G Street, Aberdeen, Washington for its heirs, executors, administrators, successors, and assigns, hereinafter called the Landlord, and the State of Washington, Department of Ecology, hereinafter called the Tenant, acting under a delegation of authority from the Department of Enterprise Services (DES), in accordance with RCW.43.82.010.

WHEREAS, the Tenant has the responsibility to monitor ambient air conditions and as part of this activity must maintain ambient air monitoring stations; and

WHEREAS, the Tenant wishes to lease site, shelter and utility services for air monitoring equipment; and

THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

2. The Landlord has offered to furnish to the Tenant, a suitable site with utility services located at the following street address: 359 North Division, Aberdeen, Washington. The air monitoring equipment is located on/in: Harbor High School.

TERM

3. This Rental Agreement, which cannot exceed one (1) year, shall be effective from March 1, 2026 through February 28, 2027.
- 3A. Landlord shall provide access and undisturbed use of the premises, including equipment and instruments for the period March 1, 2026 through February 28, 2027 between the hours of 8:00 am to 5:00 pm.

RENTAL RATE

4. The Tenant shall pay rent to the Landlord for the premises at the following rate: \$50.00 per month, payable in one installment. The Tenant will pay each installment when due,

upon receipt from Landlord of completed State of Washington invoice voucher. The completed invoice voucher must be received prior to the end date of this Rental Agreement. The authority of the Tenant to enter into this agreement is contingent upon the appropriation of funds.

- 4A. Any and all payments provided for herein when made to the Landlord by the Tenant shall release the Tenant from any obligation therefore to any other party or assignee.

EXPENSES

5. During the term of this Rental Agreement, Landlord shall pay all real estate taxes, all property assessments, insurance, storm water, and utility services together with maintenance and repair as described below:

MAINTENANCE AND REPAIR

6. The Landlord shall maintain the premises in good repair and tenable condition during the continuance of this Rental Agreement, except in case of damage arising from the negligence of the Tenant's clients, agents or employees. For the purposes of maintenance and repair, the Landlord reserves the right at reasonable times to enter and inspect the premises and to do any necessary maintenance and repairs to the premises.

TERMINATION

7. This Rental Agreement may be terminated by either party giving written notice not less than thirty (30) days prior to the effective date of termination. Tenant shall be reimbursed for any unearned rent that has been paid.
- 7A. Upon expiration or termination of this agreement, the Tenant shall restore the site to at least the same condition the site was in immediately prior to the installation of shelter and/or air monitoring equipment, reasonable wear and tear excepted.

NOTICES

8. Written notices will be sent by certified mail to the address listed below unless a different address shall be designated in writing and delivered to the other party.

LANDLORD: Aberdeen School District
 216 North G Street
 Aberdeen, WA 98520

TENANT: Department of Ecology
 Air Quality Program
 P.O. Box 47600
 Olympia, WA 98504-7600

DISASTER

9. In the event the rented premises are destroyed or injured by fire, earthquake, or other casualty so as to render the premises unfit for occupancy, the Tenant may terminate this Rental Agreement and shall be reimbursed for any unearned rent that has been paid.

NO GUARANTEES

10. It is understood that no guarantees, express or implied, representations, promises or statements have been made by the Tenant unless endorsed herein in writing.

HAZARDOUS SUBSTANCES

11. Landlord shall indemnify and hold harmless the Tenant with respect to any and all damages, costs, attorney fees, and penalties arising from the presence of hazardous substance, toxic waste or other toxic substance on the premises, except for such substances as may be placed on the premises by Tenant.

DAMAGES

12. Each party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.

BINDING AUTHORITY

13. It is understood that this Rental Agreement shall not be binding upon the State of Washington, Department of Ecology, unless signed by the Tenant's Director or his/her designee.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names.

LANDLORD
ABERDEEN SCHOOL DISTRICT

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

HERE



APPROVED AS TO FORM:
By: APPROVAL ON FILE
Assistant Attorney General



Online Help

This document is a protected form for use online. Use the Tab key to advance from text field to text field. Shift-Tab will go to prior text field. Date fields are formatted to return m/d/yyyy format. Calculations will automatically occur as you fill in the number fields, with the total at the bottom. The form can be printed blank and filled in by hand as needed. After completion and appropriate signatures, forward to the Fiscal Office for payment.

(Rev. 1/91) **INVOICE VOUCHER**
(new online version 12/01)

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.
4610		

AGENCY NAME
Ecology
VENDOR OR CLAIMANT (Warrant is to be payable to)
Aberdeen School District Attention: Courtney Sandstrom 216 North "G" Street Aberdeen, Washington 98520

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
(SIGN IN INK)

(TITLE) (DATE)



FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to I.R.S.) 91-6001546	RECEIVED BY	DATE RECEIVED
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DATE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	FOR AGENCY USE
3/1/2026-	Site Rental Agreement - Harbor HS	12		\$50	\$600.00	
2/28/2027						

PREPARED BY	TELEPHONE NUMBER	DATE	AGENCY APPROVAL	DATE
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DOC DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE	USE TAX	UBI NUMBER
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REF DOC SUF	TRANS CODE	M C D	FUND	MASTER INDEX			SUB SUB OBJECT	ORG INDEX	ALLOC	BUDGET UNIT	DISE TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
				APPN INDEX	PROGRAM INDEX	SUB OBJ										

ACCOUNTING APPROVAL FOR PAYMENT	DATE	WARRANT TOTAL	WARRANT NUMBER
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FACILITY USE AGREEMENT

THIS FACILITY USE AGREEMENT is by and between YMCA of Grays Harbor ("YMCA") and Aberdeen School District ("Licensee"). YMCA and Licensee agree as follows:

1. RIGHT TO USE PREMISES. YMCA is the owner of real estate and buildings, more commonly known as Camp Bishop, located at 1476 W. Lost Lake Road; Shelton, Washington 98584, and more fully described as:

SW1/4 OF GOV LOT 2 AND W 1/2 OF GOV LOT 5 DOR # 03485 001

Situate in the County of Mason, State of Washington.

YMCA hereby gives Licensee a right to use Camp Bishop herein described above.

2. AGREEMENT TERMS. The term of this Agreement shall be for 5 Nights, beginning May 10, 2026 and ending May 15, 2026. YMCA shall have the right to terminate this Agreement for any material breach of the Agreement.

Approximate Number of Attendees: 150

Maximum Number of Expected Attendees _____

3. USE FEE. Licensee agrees to pay as a minimum use fee for the premises the sum of \$850.00 (per day). The payment of this sum shall allow Licensee the non-exclusive use of the premises herein. YMCA shall pay for any utilities, janitorial services, and the up-keep of the premises. Any and all use of supplies on the premises, long distance charges, and any and all other expenses not related to the up-keep of the building and the paying of the utilities for the building shall be the sole responsibility of Licensee. Schedule A, attached hereto and incorporated by this reference, sets for the Use Fees.

Total Expected Fee: \$9,700.00, additional fees may be incurred per Schedule A.

4. LIST OF FURNISHINGS PROVIDED IN USE AGREEMENT. YMCA has certain furnishings on the premises which are listed in Schedule A, attached hereto and incorporated herein by this reference. Said furnishings are the property of YMCA, but are there for the use of Licensee during the life of this use agreement.

5. ALCOHOL USE AGREEMENT. Licensee may possess and use alcohol on Camp Bishop premise if they have obtained a legal banquet permit from Mason County the State of Washington. Proof of the permit must be submitted to the camp director at least (14) days prior to use of the camp.

6. USE OF PREMISES. Premises shall be used by Licensee for Outdoor School purposes and for no other purpose without the prior written consent of YMCA. It is hereby understood that this Agreement is a non-exclusive use agreement. Licensee shall not knowingly use or permit the premises or any part thereof to be used for any purpose in violation of any federal, state, or local statute, ordinance, rule, or regulation. Licensee shall, together with all other persons entering and/or occupying the premises at Licensee's request or with YMCA's

permission, shall abide by, keep, and observe all reasonable rules and regulations which YMCA may make from time to time for the management, safety, care, and cleanliness of the building, and the preservation of good order therein, as well as the convenience of other occupants of the building.

7. ADVERTISING. Licensee shall not in any manner display any signs, notice, picture, or poster, or any advertising matter whatsoever which shall be visible outside the property without obtaining YMCA's written consent. Licensee shall be prohibited from representing in advertising material that it is in any way affiliated with YMCA.

8. UTILITIES AND OTHER SERVICES FURNISHED BY YMCA. YMCA shall, at its expense and during normal business hours, furnish electric current for normal lighting and medical use, common restroom facilities with hot and cold running water, heating, janitorial and cleaning services, routine maintenance, and building security services. Normal business hours will be 7:00 a.m. to 7:00 p.m., Monday through Friday.

9. TAXES. YMCA shall pay any real property taxes and assessments payable on the property.

10. ALTERATIONS AND IMPROVEMENTS. Licensee shall not make any alterations, additions, or improvements in or to the premises, except for installation of business communications and diagnostic or therapeutic equipment as set forth in Paragraph 6 hereto.

11. MAINTENANCE AND REPAIR. YMCA shall, at its own expense, maintain and keep in good repair the foundation, exterior walls, roof, and other structural portions of all the buildings and all common areas, and shall maintain the electrical, plumbing, heating, and ventilating equipment in the building. At the expiration of term herein, Licensee shall surrender the premises in good conditions, normal wear and tear and damage by fire or other casualty excepted. YMCA shall have access to the premises during normal business hours to perform any requested maintenance on the building, foundation, exterior walls, roof, and other structural areas. If access to the premises is requested, YMCA shall use its best effort not to disturb Licensee and the services it provides to its guests or patrons.

12. BEHAVIOR COMPLIANCE. Licensee and any and all guests shall comply with all Rental Policies attached as Schedule B. Licensee shall be responsible for ensuring and maintaining compliance. YMCA reserves the absolute right to evict licensee or any of its guests for non-compliance. Licensee will not be entitled to refund of any fees or costs paid to YMCA as part of this agreement.

13. ASSIGNMENT. Licensee shall not assign or transfer this Agreement or any interest hereunder, or permit any assignment hereof by operation of law, or allow the use of the premises or any portion thereof, or permit the use or occupancy of said premises by other than Licensee, without the prior written consent of YMCA.

14. LIABILITY FOR INJURY OR DAMAGE. YMCA shall not be liable to Licensee or to any other persons for any injury to or death of persons or for loss or damage to property, including but not limited to Licensee's motorized watercraft, occurring in the premises from any cause whatsoever except to the extent caused by YMCA's negligence or intentional misconduct.

Licensee shall indemnify and hold harmless YMCA for any loss, damage, liability, and expense (including reasonable attorney fees), relating to any actual or alleged injury to or death

of any person or loss or damage to property cause by or resulting from Licensee's use of the premises, except to the extent caused by YMCA's negligence or intentional misconduct.

15. INSURANCE. Licensee shall, at Licensee's expense, maintain comprehensive general liability insurance with an insurance company satisfactory to YMCA with minimum limits of \$1 million per accident for property damage and \$1 million per person and \$2,000,000 Aggregate limit, to indemnify both YMCA and Licensee with respect to the items which Licensee has herein agreed to indemnify and hold YMCA harmless. Licensee shall furnish YMCA with a copy of said policy or policies or other acceptable evidence that says insurance is in effect. YMCA shall maintain fire and catastrophic insurance covering the building in the amount no less than the full replacement value of the building, and shall maintain general liability coverage in an amount being reasonable by YMCA. YMCA shall furnish Licensee with a copy upon request of said policy or policies or other acceptable evidence that said insurance is effect. If alcohol will be present at a function, the renter must obtain a permit from the Washington State Liquor Control Board online at <http://liq.wa.gov/licensing/banquet-permits>. A Copy of the permit must be provide to the YMCA of Grays Harbor a minimum of (14) days prior to the event and a copy must be posted in the building where alcohol will be consumed. A certificate of insurance for comprehensive liability with a minimum amount of \$1 million per occurrence, naming the YMCA of Grays Harbor as an additional insured, is required a minimum of (2) weeks before the scheduled event.

16. LIENS AND ENCUMBRANCES. Licensee shall keep the premises free and clear from any liens and encumbrances including, without limitation, mechanics' and material man's liens, arising or growing out of the use and occupancy of the premises by Licensee. Licensee shall not be liable for liens and encumbrances resulting from or relating to work performed by or on behalf of YMCA.

17. FIRE AND OTHER CASUALTY. If all or any portion of the premises is damaged or destroyed by fire, wind, flood, earthquake, or such other cause so that in the reasonable opinion of YMCA or Licensee, the premises cannot be used for the purpose set forth herein, either party may upon written notice to the other party terminate this Agreement effective upon the date of such damage or destruction. If this Agreement is not so terminated, it shall remain in full force and effect, with a pro rata reduction in use fees until YMCA has completed the repairs and the premises can be used for its intended purposes. All insurance proceeds payable as a result of any damage or destruction will be the sole property of YMCA. Nothing in this section will prevent Licensee from obtaining its own insurance to cover personal property items in the premises.

18. INSPECTION. YMCA may retain a key to the premises and YMCA shall have the right to inspect the premises at all reasonable times and to enter the same whenever reasonably necessary to exercise any right or privilege of the YMCA under this Agreement.

19. WAIVER OF SUBROGATION. Licensee and YMCA hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance policies, including any extended coverage and endorsements thereto.

20. DEFAULT AND INSOLVENCY. If Licensee fails to keep or perform any of the covenants or conditions of this Agreement within thirty (30) days after written notice of default (or fails to commence cure of said default within thirty (30) days and fails in good faith to prosecute cure of correction said default until completion) or if the agreement shall be attached or levied on under execution, or if a receiver shall be appointed for Licensee's property or any part thereof, or

a petition of bankruptcy shall be filed by or against Licensee, or if Licensee shall be declared insolvent according to law, or if an assignment of Licensee's property shall be made for the benefit of creditors, or otherwise, then, in any of said events, YMCA may, at YMCA's option, at once terminate this Agreement, and upon termination of the Agreement, at the option of YMCA, or at the expiration of termination of this Agreement by its term, Licensee shall at once surrender possession of the premises to YMCA and remove all of Licensee's effects there from and, if such possessions are not to be immediately surrendered, YMCA may enter into and upon the premises and repossess them and expel Licensee or those claiming under Licensee and remove the effects of any of them, and lock the premises without being deemed guilty in any manner of trespass and without prejudice to any of the remedies which might be used in any such event. Licensee expressly waives service of any notice of intention so to terminate its agreement or to retake the premises and hereby waives service of any demand of payment or rent or possession and of any and every other notice of demand prescribed by any law of the State of Washington and hereby waives any claim for damages by reason of such possession. No right or remedy herein conferred upon or reserved to YMCA is intended to be exclusive of any other right or remedy given hereunder for now or hereafter existing at law or in equity or statute.

If YMCA fails to keep or perform any of the covenants or conditions of this Agreement within thirty (30) days after written notice of default from Licensee, (or fails to commence cure of said default within (30) days and fails in good faith to prosecute cure or correction of such default until completion) Licensee may, at Licensee's option, either terminate this Agreement, or Licensee may proceed to cure such default and shall deduct any costs incurred by Licensee from future use payments under the terms of this Agreement.

21. DAMAGES. On default, YMCA may exercise any and all remedies herein provided or otherwise provided by law, and shall be entitled to reasonable attorney fees and costs incurred in collecting any amounts due hereunder from Licensee. Without limiting the other rights or remedies hereunder, YMCA may terminate this Agreement and take possession of the premises. YMCA's rights and remedies hereunder are cumulative in nature, and pursuit of a particular remedy by YMCA shall not be deemed an election of remedies or a waiver of any other remedies available hereunder or otherwise provided by law.

22. SUCCESSORS AND ASSIGNS. Subject to the restrictions on assignment provided herein, all the terms, conditions, covenants and agreements of this Agreement shall extend to and be binding upon YMCA, Licensee, and their respective successors and assigns and upon any person, firm or corporation coming into ownership or possession of any interest in the premises by operation of law or otherwise, and shall be construed as covenants running with the land.

23. AUTHORITY. If either YMCA or Licensee is a corporation or partnership, each individual executing this Agreement on behalf of said corporation or partnership represents and warrants that he is duly authorized to execute and deliver this Agreement on behalf of said corporation or partnership and that this Agreement is binding upon said corporation or partnership.

24. ENTIRE AGREEMENT. This Agreement contains the entire agreement of YMCA and Licensee. There are not promises, terms, conditions, or obligations other than those contained herein; and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written between the parties hereto. This Agreement may be modified only by a written agreement executed by both YMCA and Licensee.

25. ACTION OR SUIT. If any suit or action is instituted by either party for the enforcement of any covenant contained in this Agreement, the prevailing party shall recover all

costs and attorney's fees as the court may judge reasonable to be allowed in such suit or action. Venue at the option of YMCA shall be in the superior court in Grays Harbor County, Washington.

26. NOTICES. Any notice shall be sufficient if in writing and deposited in the United States mail whether registered or certified, postage prepaid, or personally delivered to the addresses listed below:

YMCA of Grays Harbor
2500 Simpson Avenue
Hoquiam, WA 98550

User Group Contact

User Group

Street Address

City, State Zip Code

Notices so mailed out will be deemed to have been given forty-eight (48) hours after the deposit of such notice in any United States Post Office mailbox. The above addresses may be changed in the manner provided in this paragraph for giving notice.

EXECUTED this ____ day of _____, 202__.

YMCA of Grays Harbor

By: _____

Its: _____

Date: _____

(Group Name)

Signature

By: _____

Its: _____

FEE SCHEDULE 2026

Facility Reservation Deposit	\$850.00 / \$925.00*
Day Use	
Base Rate- (First 50 People) Includes Lodge & Dining Hall/ Kitchen	\$575.00 / \$625.00 per Day*
Additional Guest	\$11.50 / \$12.50 per Day, per Guest*
Overnight Use	
Base Rate- (First 50 people) Includes Lodge & Dining Hall/ Kitchen	\$850.00 / \$925.00 per Night*
Additional Guest	\$17.00 / \$18.50 per Night*
10 Rental Cabins- (14 People per Cabin) Includes Bathhouses	\$58.00 / \$63.00 per Cabin, per Night*
Staff House- (Sleeps 5) 2 Bedrooms, Kitchen, Living Rm, Bathroom	\$260.00 / \$285.00 per Night*
Cleaning Fees	
Cleaning Fee	\$850.00**
Additional Cleaning	\$30.00 per Hour
Optional Fees	
Non-Motorized Boat Deposit (Refundable Deposit if No Damage)	\$100.00
Daily Non-Motorized Boat Usage	\$100.00 per Day
Red Cross Certified Lifeguard (4 Hour Minimum)	\$140.00
Additional Lifeguard (After 4 Hour Minimum)	\$30.00 per Hour
Certified Challenge Course Facilitator (3 Hours, 12 People)	\$150.00
Certified Challenge Course Facilitator (3 Hours, 24 People)	\$275.00
Archery Equipment Deposit (Refundable Deposit if No Damage)	\$100.00
Archery Program Facilitator (3 Hours, 12 People)	\$150.00
Archery Program Facilitator (3 Hours, 24 People)	\$275.00
Pet Fee (Non-Refundable)	\$50.00 per Cabin \$250.00 Max. per Rental

*Non-Profits/ Schools/ Religious Organizations pay lower rate.

Off Season Rentals: (October 1st- April 30th) 15% off Daily/ Nightly Rental Price (holiday's excluded).

Includes Lodge & Dining Hall only, no cabins or bathhouses and limited waterfront use.

**Cleaning Fee: A partial credit up to \$250.00 may be applied to the final bill based on facility cleanliness after rental group leaves camp, as determined by facility staff.

Rental Cabins: Must rent all five cabins in one area before utilizing the other area.

Lifeguards: Required for any aquatic activities. The swim area is divided into zones depending on what play structures are available. One lifeguard per zone up to 25 swimmers. Example: If you have 10 swimmers in Zone 1, 5 swimmers in Zone 2, 8 swimmers in Zone 3 (Trampoline), 3 swimmers in Zone 4 (Aqua-glide), 4 lifeguards are required.

SCHEDULE B: 2026 RENTAL POLICIES

General

Renters are responsible for providing their own:

- Programs, equipment, food, kitchen staff, and appropriate supervision for youth and event attendees.
- First Aid supplies, including ice packs and bandages.
- 911 emergency services will respond to all emergencies. Renters shall provide all first aid, medical, and emergency transportation. Emergency must be reported to onsite staff immediately.

Check-In and Check-Out

- Check-in is available starting at 3:00 PM. Guests arriving prior to this time will not be permitted to enter the property. We kindly ask that you plan your arrival accordingly to ensure a smooth check-in experience.
- Check-out time is 11:00 AM. To allow us to properly prepare the property for incoming guests, we request that you vacate the premises by this time. Any guests remaining on the property after 11:00 AM will be charged a late fee of \$100 per hour.
- If you require an early check-in or late check-out, you may request this in advance, subject to availability. Early check-in or late check-out can be arranged with the Camp Facilities Director at a rate of \$100 per hour. Please contact us prior to your arrival or departure to confirm availability and to secure the arrangement.

Facility Cleaning

Renters are responsible for the cleaning of all facilities used and their immediate surrounding areas. This includes all cabins, meeting spaces, bath houses, kitchen, dining hall, grounds, trails, and activity areas.

A \$850.00 cleaning fee will be added to the rental fee. Minimum cleaning requirements for all rentals are outlined in the Retreat & Rental Handbook. A partial credit towards your final bill may be given, based on facility cleanliness at check out. Additional cleaning by staff will be charged at a rate of \$30 per hour. Please see Retreat & Rental Handbook for details regarding minimum required cleaning and staff cleaning options.

Parking & Road

- Speed limits must be obeyed both within property gates and on adjacent travelling street W Lost Lake Rd.
- The posted speed limit within camp gates is 5 MPH and the posted speed limit on Lost Lake Rd is 20 MPH (15 MPH on hill at fork)
- Anyone not following posted speed limits within camp may be asked to remove their vehicle from the premises.
- Parking is only allowed in the designated parking lot. This parking lot is located on the left-hand side of the main camp road just past our dumpsters. (Refer to map in Retreat & Rental Handbook)
- No parking will be allowed in front of any camp buildings (i.e. Lodge, kitchen, dining hall, cabins, etc.). This is for fire safety.
 - Exceptions: There is single car parking in the following areas: Davis Dining Hall (across road, next to pump house), Lower Staff Cabin (on gravel), Upper Staff Cabin (south slope).
 - No parking on basketball courts or grass area in Valley.
 - Handicap accommodations can and will be made on a case by case basis with the onsite staff.
 - If deliveries or hauling equipment requires drop off at or near camp buildings, please see onsite staff for approval and assistance.
- Camp main entrance gate will be locked nightly at 10:00 pm PST and reopen the following morning at 8:00 am PST. No vehicles may enter camp between those hours.
 - If you require a late entry or exit prior accommodations must be made with onsite staff.

- In case of emergency services, entry or exit, please contact onsite staff immediately by phone, (360)581-2330.
- Any late arrivals may park outside the gate and enter on foot providing they check in with camp host/responsible party. Car must be moved to the parking lot promptly once gate reopened. Parking in unauthorized areas outside of main gate is at vehicle owners own risk and subject to county removal and fines.
- Renters are responsible for their vehicles and guest vehicles; YMCA of Grays Harbor is not liable for any damages or theft of vehicles or personal possessions.
- No barricades or cones shall be moved without direct permission from the onsite staff.
- Failure to comply with parking rules and regulations may result in vehicle removal, rental termination and eviction, or refusal to offer rental in the future depending on severity of infraction.

Waterfront

Use of non-motorized boats, paddles, and PFDs requires a security deposit in addition to facility deposit. Please see Schedule A for cost.

Initial for use of non-motorized boats: _____ Initial for NO use of boats: _____

- All boaters, regardless of boat ownership, must comply with Washington State Boater Laws.
- Boats may only be used during daylight hours.
- YMCA Boats are restricted to the north half of Lost Lake, visible from camp.
- All motorized boats are asked to obey the lake courtesy rules, including but not limited to navigating counter-clockwise around the lake
- Lifejackets must be worn by all boaters age 17 and under.
- A lifejacket must be in the boat for boaters ages 18 and over, in accordance with Washington State Boating Laws.
- In addition, Washington State Law requires all boats (including paddle boats, kayaks, and Stand Up Paddle Boards) to carry/wear the following:
 - Coast Guard Approved life jacket
 - Sounding device, such as a horn, whistle, or bell
 - White navigation light, such as a beacon or flashlight
- A maximum of three(3) user owned motorized boats and watercrafts may be docked at camp in designated docking areas, outside of swimming areas.
- Trailered and motorized boats must launch from WDFW Boat Launch.

While lifeguards are required for all hours of use during waterfront use hours (See Rental Handbook for waterfront use hours.) We do understand the difficulty of staffing for all hours of potential use, especially for small group rentals. Because of the increased risk for large group rentals of 50 or more, no exception can be made on waterfront lifeguard rentals, and we require that YMCA lifeguards be scheduled based off Schedule A for large group rentals for ALL hours of potential use. For small group rentals of 50 or less, the option to waive the lifeguard requirement is available. When choosing this option sole responsibility for any injury or damage done during swimming and water activities is at the risk of the renter.

Small Group Rentals (50 participants or less), ONLY Initial for use of waterfront without lifeguards: _____

- Small group rentals choosing not to rent YMCA approved, American Red Cross certified lifeguards may do so at their own risk. Choosing not to rent lifeguard are solely responsible for any injury or damage done during swimming and water activities.

All Groups Utilizing Waterfront Initial for use of waterfront: _____

- There is no diving in any portion of Camp Bishop waterfront, except where designated. The lake depth changes weekly and areas that may be deep enough for diving likely won't be later in the summer.
- Swimming is restricted to marked/roped areas of the waterfront.
- One lifeguard may supervise up to 25 bathers at a time.
- Additional restrictions due to swim area or toy use may require additional guards.
- Additional guards are required for the following activities:
 - Large Trampoline
 - Aquaglide Obstacle Course
- Use of waterfront outside of these policies is at users own risk and will result in termination of rental.

Alcohol, Tobacco, and Drug Use

Initial: _____

- The use of tobacco or marijuana products (e-cig, smoking, chew, edibles, oils, vape, etc.) is NOT PERMITTED on or in any Camp Bishop Property or Facility. Designated smoking area can be found outside property gate. NO EXCEPTIONS.
- Consumption of alcohol permitted in non-glass containers in the dining hall, dining adjacent picnic area, and fire pit area.
 - Alcohol not permitted in sleeping facilities or activity areas. All local, state, and federal laws with regards to consumption must be followed. Additional fees or permits may be required.
- A Washington State Banquet Permit is required for any group to consume alcohol on property.
 - [Order your banquet permit online here](#)
 - A copy must be sent to the YMCA 14 days prior to event.
- Firearms or concealed weapons of any kind may not be used or carried on YMCA property regardless of permits.

Animals

- Non-service animals (including social/emotional and comfort animals) are not allowed inside Davis Dining Hall, Bishop Lodge, Cheney STEAM Yurt, or bath houses. YMCA asks that pet waste is cleaned up immediately by pet owner.
- Dogs may be allowed inside of designated cabins with a \$50 per cabin non-refundable deposit. A maximum of \$250 per weekend rental applies.
- Animals shown to be aggressive or non-compliant with staying outdoors will be asked to be kenneled or removed from the property.
- Services animals, as defined by RCW 49.60.040 are exempt from animal guidelines, accept where allowed under the law.

Food Service

For use with the commercial kitchen in the dining hall it is required that you have a food handler's certificate posted in the kitchen area to help reduce the possibilities of food borne illnesses.

- All dishes and cooking items have been washed and sanitized before your use, but it is highly recommended to re-wash all items before use to make sure your party is safe.

Additional Information

Initial: _____

- Facility Use Agreement will be issued to the rental group after a deposit is paid
- Rental groups must return a signed copy of the Facility Use Agreement within 30 days of the contract issuance.
- Rental group needs to provide the YMCA with a Certificate of Insurance, naming the YMCA of Grays Harbor as an additional insured. Proof must be supplied within 14 days of event date.
- The YMCA of Grays Harbor or YMCA Camp Bishop staff reserve the right to evict non-compliant renters. The right is also reserved to refuse refund and additional rental agreements.
- All local, State, and Federal laws must be obeyed.
- Rental groups will have three (3) months after their stay to reserve the same dates for the following year. A new deposit will be required for each new reservation.

Schedule C: High-Risk Activity Appendix

Some activities, including but not limited to the following, are categorized by The YMCA of Grays Harbor as high-risk activities. As a consumer, we ask that you complete the section below to affirm your understanding that participating in these activities is high risk. By affirming your understanding, you are accepting the risk if you or any consumers choose to participate in these activities during the length of your stay. This is acceptance that you do not hold the YMCA of Grays Harbor liable for any and all risk.

The YMCA of Grays Harbor requires certified staff for safe participation in these high-risk activities. If you decline to have certified staff present you must confirm below. If you decline to have certified staff present for facilitation and oversight of these activities, it is your responsibility as a consumer to limit participation in these activities and ensure the safety of other consumers present during your stay.

Waterfront/Open Swimming

- YMCA Staff – Certified Lifeguards
- Non-YMCA Staff – Certified Lifeguards
 - o Their current lifeguard certification must be approved by the Senior Director of Aquatics & Safety at the YMCA of Grays Harbor one month prior to arrival and their certification must be current during the time of your stay.
- No lifeguards needed
 - o I understand that by selecting that no lifeguards are needed for our stay we are accepting all risk for oversight and potential use of this activity.

Non-Motorized Boat Use

- YMCA Staff – Certified Lifeguards
- Non-YMCA Staff – Certified Lifeguards
 - o Their current lifeguard certification must be approved by the Senior Director of Aquatics & Safety at the YMCA of Grays Harbor one month prior to arrival and their certification must be current during the time of your stay.
- No lifeguards needed
 - o I understand that by selecting that no lifeguards are needed for our stay we are accepting all risk for oversight and potential use of this activity.

User-Owned Motorized Boat Use

- YMCA Staff – Certified Lifeguards
- Non-YMCA Staff – Certified Lifeguards
 - o Their current lifeguard certification must be approved by the Senior Director of Aquatics & Safety at the YMCA of Grays Harbor one month prior to arrival and their certification must be current during the time of your stay.
- No lifeguards needed
 - o I understand that by selecting that no lifeguards are needed for our stay we are accepting all risk for oversight and potential use of this activity.

Low-Ropes Challenge Course

- YMCA Staff – Certified Challenge Course Facilitator
- Non-YMCA Staff – Certified Challenge Course Facilitator
 - o Their current certification must be approved by the Director of Camp Bishop, OR Director of Camp Facilities at the YMCA of Grays Harbor one month prior to arrival and their certification must be current during the time of your stay.
- No Challenge Course Facilitator Needed

- Archery Program – Trained Facilitator Required
 - YMCA Staff – Trained Archery Facilitator
 - Non-YMCA Staff – Trained Archery Facilitator
 - Their current training/experience must be approved by the Director of Camp Bishop, OR Director of Camp Facilities at the YMCA of Grays Harbor one month prior to arrival.

Qty	Description	Manufacturer	Model #	Color or Detail	(New, Good,	Administrator	Building	list	Notes
1	Case of 24 damaged library books					Meers	MJH	12/12/25	Box has list of books attached to it.
1	Camera #3154750 - Lens US19239172/2717356	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3281793 - Lens US6225969/2439410	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3154413 - Lens 2437838/US6226903	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3145659 - Lens US6226886/2439716	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3154316 - Lens US7043798/2439423	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3765414 - Lens US233255/2736028	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3153798 - Lens US6226608/2439872	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3540311 - Lens US6186765/2439719	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3164979 - Lens US7088093/2439328	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3165147 - Lens US6206245/2439710	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3154336 - Lens US6226785/2437829	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3154364 - Lens US7044182/2439855	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3145926 - Lens US6206243/2439598	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3155239 - Lens US6226788/2439547	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3138156 - Lens US6185973/2437969	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3165366 - Lens US6225370/2439712	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
1	Camera #3153555 - Lens US6226929/2439869	Nikon	D40	Black	Damaged	Green	AHS	1/7/26	
4	Weeded and Deleted books - list available on request	N/A	N/A	Brown boxes	Old and outdat	Villareal	AJWest	1/8/2026	
1	Snappett Books	N/A	N/A	Brown boxes	Outdated/unus	Villareal	AJWest	1/8/2026	
1	Executive office chair			Brown	Poor	Sandstrom	Stewart warehouse	1/16/2026	
30	Biology:The Dynamics of Life	McGraw Hill/Glenc	ISBN 0-07-8299	Textbooks	Poor condition	Roiko	AHS	1/20/2026	
5	Lord of the Flies	Berkley Publishing Group		Class novel	Poor (water da	Roiko	AHS	1/20/2026	
1	Of Mice and Men	Penguin Books		Class novel	Poor (water da	Roiko	AHS	1/20/2026	
1	Animal Farm	Signet Classics		Class novel	Poor (water da	Roiko	AHS	1/20/2026	
1	Brave New World	Harper Perennial		Class novel	Poor	Roiko	AHS	1/20/2026	
1	Wings of Fire	Scholastic			Poor (water da	Roiko	AHS	1/20/2026	
1	Long Way Down	Atheneum			Fair - duplicate	Roiko	AHS	1/20/2026	

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Kenneth Erickson	Aberdeen High School	Teacher	08/25/26

Certificated Substitute Hires:

Kallie Distler
Kris Gienger
Bailey Lundy
Natalie Tillery

Certificated Substitute Resignation:

Arthur Hoover, effective January 26, 2026

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Vanessa Lambert	AJ West Elementary	Food Service Worker	TBD

EXTRA-CURRICULAR HIRES: We recommend the Board approve the following extra-curricular hires:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Amy Grannemann	Aberdeen High School	Assistant Girls' Golf Coach .5 FTE	03/02/26
Gienelle Harless	Aberdeen High School	Assistant Girls' Golf Coach .5 FTE	03/02/26

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jacob Prater	Aberdeen High School	Assistant Football Coach	12/01/25

Classified Substitute Hires:

Dennis Bradley
Aaron Clifford
Angel Howard
Norman Marsh
Oliver Stanton
Rylie Stephenson
Mariah Stewart
Jessika Timentwa
Nicole Tucker-Jardot
Britton Turner