PASCO SCHOOL DISTRICT NO. 1  
Board of Directors’ Regular Meeting  
Tuesday, September 27, 2016, 6:30 p.m.  
C. L. Booth Education Service Center, 1215 W. Lewis Street, Pasco, WA  99301  
A G E N D A  

STUDY SESSION – 4:30 PM  Superintendent’s Entry Plan and Evaluation Model  Mrs. Michelle Whitney  

1. CALL TO ORDER  Mr. Scott Lehrman  

2. FLAG SALUTE  Emerson Elementary Principal, Brooke Schuldheisz  

3. ROLL CALL  Steve Christensen  Sherry Lancon  Scott Lehrman  Amy Phillips  
                 Aaron Richardson  Misty Lace  Jesus Mendoza  Evan Naef  

4. SPECIAL RECOGNITION  

5. APPROVAL OF MINUTES  Regular Meeting of September 13, 2016  

6. AGENDA REVIEW  

7. AUDIENCE COMMENTS  

8. COMMUNICATIONS  

9. REPORTS/DISCUSSION  
   A. Curriculum Implementation and Review Process Update  Mr. Erich Bolz/Mrs. Suzanne Hall  
   B. Focus on Data: Pasco School District’s “Littlest Learners”  Mr. Erich Bolz  
   C. 2017 Bond Update  Mr. Randy Nunamaker  

10. ACTION ITEMS  

11. CONSENT AGENDA  
    A. Personnel  Ms. Robin Hay  
    B. Warrant Approval  Mr. Howard Roberts, Jr.  
    C. Portables 2016 Change Order No. 1  Mr. Randy Nunamaker/Mr. Kim Marsh  
    D. Stevens Site Improvements Change Order No. 1  Mr. Randy Nunamaker/Mr. Kim Marsh  
    E. Mark Twain Parking Improvements Change Order No. 1  Mr. Randy Nunamaker/Mr. Kim Marsh  
    F. 2016-2019 Contract with Public School Employees of Pasco (PSE)  Ms. Robin Hay/Ms. Toni Neidhold  
    G. Overnight Student Travel – Ochoa Middle School Natural Helpers to Camp Ghormley in Rimrock, WA  Ms. Suzanne Hall  
    H. Overnight Student Travel – McLoughlin Middle School Natural Helpers to Camp Ghormley in Rimrock, WA  Ms. Suzanne Hall  
    I. Overnight Student Travel – Stevens Middle School Natural Helpers to Camp Ghormley in Rimrock, WA  Ms. Suzanne Hall  

12. FUTURE AGENDA ITEMS  

13. EXECUTIVE SESSION RCW 42.30.110 (1)(i)  

14. ADJOURN
CALL TO ORDER
President Lehrman called the meeting to order at 6:30 p.m. followed by an opening statement on policy and procedure.

FLAG SALUTE
Mr. Lehrman introduced New Horizons High School Principal Seth Johnson who then introduced Future Farmers of America and leadership students Giselle Reyes, Itati Melendez, Erika Trinidad and Christian Luna. Mr. Johnson recognized them for improving the climate and culture at NHHS and also representing them in the community. He also introduced agriculture teacher Carol Travis, Irma Castillo and Rose Johnson. The students then led the flag salute.

PRESENT
Board of Directors
Scott Lehrman, President
Steve Christensen, Vice President
Sherry Lancon, Member
Amy Phillips, Member
Aaron Richardson, Member
Misty Lace, Student Representative
Evan Naef, Student Representative
Jesus Mendoza, Student Representative

Administrators
Michelle Whitney, Superintendent
Glenda Cloud, Deputy Superintendent
Sarah Thornton, Assistant Superintendent
Erich Bolz, Assistant Superintendent

Audience
Mark Rudeen
Susan Sparks
Kim Marsh
Shellie Hatch
Colt Nickel
Seth Johnson
Wendi Manthei
Waylon Duncan
Mary Gutierrez
Lee Delamora
Chad Haertling
Robin Hay
Bryan Meredith
Suzanne Heaston
Meghan Ehlis

Randy Nunamaker
Valerie Adams
Charlotte Stingley
Alma Duran
Lawrence Elfering
Jennifer Collins
Blanca Sabalza
Robb Wallace
Linda Williams
Carol Travis
Tyler Thompson
Adan Mendoza
Kathy Wright
LeAnn Nunamaker
Gary Fleming

Mark Garrett
Richard Jobs
Esmeralda M. Valencia
Kyle Ehlis
Rose Johnson
Angie Sessions
Luke Spilles
Kristi Docken
Irma Castillo
Emily Jordan
Barbara Pierce
John Wallwork
Katie Holimer
Howard Roberts, Jr.
Marie Feryn
SPECIAL RECOGNITION
Mr. Shane Edinger reported that for the 10th consecutive year Pasco has been awarded the Partnership District Award from National Network for Partnership Schools (NNPS). We celebrate this award and the six schools, and their Action Team for Partnerships chairs, featured in the NNPS publication *Promising Partnership Practices 2016*.

Established at Johns Hopkins University in 1996, the NNPS invites schools, districts, states, and organizations to join together and use research-based approaches to organize and sustain excellent programs of family and community involvement that will increase student success in school. PSD joined the NNPS in the spring of 2005. Operated by Special Programs and housed at Stevens Middle School, the Parent Engagement office provides information, support, training and technical assistance for each school’s Action Team for Partnerships.

Attendees from Franklin, Robinson and Twain elementary schools, Ochoa Middle School, and New Horizons and Chiawana high schools were recognized.

APPROVAL OF MINUTES
Ms. Lancon moved to approve the minutes of the regular meeting of August 23, 2016 as presented. Mr. Christensen seconded the motion; the motion carried.

AGENDA REVIEW
Mrs. Whitney stated that there would be an executive session based on RCW 412.30.110 (1)(i) and should take about 30 minutes.

AUDIENCE COMMENTS
Mr. Lehrman explained that questions and comments are welcome after each report pertaining to the topic covered at that time. He then opened the floor for comments on any other topics.

There were no audience comments at this time.

COMMUNICATIONS
Dr. Richardson congratulated the NNPS recognition recipients and shared his excitement for the start of another school year. He expressed his appreciation for the invitations to school startup activities and will attend as many as possible. He attended the Eisenhower vs. Pasco High School football game and will be visiting Livingston and Twain elementary schools to meet with teachers and staff.

Mrs. Phillips reported that it has been a great couple of weeks as she has been in and out of schools and met with nine or ten teachers between all of her children. She expressed her appreciation for our teachers, especially as we go about implementing a new curriculum. She has received a lot of positive feedback about the new curriculum. She was able to attend the Welcome Back rally and reported that it was amazing. You could feel a very positive energy and the standing ovation that Mrs. Whitney received was evidence of the culture change.

Ms. Lancon thanked Leslee Caul and the Public Affairs team for putting such a great Welcome Back Rally and expo together. They just need to provide Kleenex in the future. She also attended the first day of school for Freshman at Pasco and Chiawana high schools. It was great to see those kids so
excited, and the upper classman working with them (Link Crew) to make sure they all got to their first
classes. She went to Stevens Middle School's first day for 7th graders and witnessed the leadership
crew working with those new students as well. She thanked all the teachers for the hard work they do
preparing to have students back in school.

Mr. Naef attended the Welcome Back Rally and was impressed by the spirit the schools showed. It is
clear they love their schools and the district. It is super cool that student representatives were able
give a little speech to thank staff. He participated as a CREW team member welcoming freshman,
playing games and helping get them excited for school. He reported that the Class of 2020 has so
much potential. He expressed how different it feels to be a senior and he looks forward to finishing out
his senior year and will be working on scholarship applications.

Mr. Mendoza reported that he doesn't feel like top dog (as a senior), he still feels like a freshman
sometimes. He attended the rally and stated that he has never seen so many teachers all together at
once, “I was scared, but I got through it.” He saw one of his 5th grade teachers and expressed how
much he meant to him and how important he was in his life. He was a father figure to him. As a
student he listens to other students and does his best to keep them motivated. When someone says I
had a bad day, he tries to convey that it was not a bad day, just a bad hour and tomorrow will be
better. He is super excited that it is his senior year, but hopes it will not go by too fast.

Ms. Lace reported that she attended the rally which was amazing. She had never seen so many staff
members and adults so “peppy.” We are all children at heart, and that will never go away. She
expressed her gratitude for the opportunity to share this experience and show her appreciation to the
many teachers and staff who were present. Thank you. Pasco High School had a BBQ cook-off a
couple of Friday’s ago, with a taco truck and an inflatable house. They also just had a football game,
which they lost, but it was fun to go and support our school. She is excited about the many events
and opportunities to serve the district through volunteering and helping to plan upcoming events.
Pasco High School is trying some new things this year.

Mr. Christensen reported that he is very excited about the many changes we are seeing. This district
was good previously, and with new leadership comes change, and positive things are happening, based
on the responses to the rally and other things. He is hopeful that we can continue going in that
direction.

Mr. Christensen participated in a meeting in a meeting in Walla Walla with Representatives Nealey and
Walsh. Walsh will be in a new seat unopposed as the senator for the 16th district. He was able to talk
with them about our Pre-K ask. They were very supported of the scaled down version. We wanted to
get the request in early put it at the front of the que in order to get help with our early learning center.
Both Nealey and Walsh are committed to coming in October to see the center. He will be attending the
upcoming Legislative Assembly to let the legislators know what is important to us.

He, Amy Phillips and Superintendent Whitney met as a sub-committee with a goal of giving Mrs.
Whitney some guidance for a new superintendent evaluation. The meeting went well. He looks
forward to bringing something to the rest of the board very soon.

He attended the PHS football game. He looks forward to attending a CHS game in the near future.

Mr. Lehrman expressed his appreciation for the hard work and positive energy from all district staff.
He is in hopes that we can continue that through this school year. Students are our clients and we
need to serve them in the most positive way possible. We want all staff to have the tools they need to serve those students to the best of their ability, so if there is anything else we can do let us know. We value your continued feedback.

He reported that his kids are at Mark Twain Elementary and expressed his gratitude for the success of the upgrades made to the parking lot and drop off areas with student safety in mind. The changes were a big success. He shared his appreciation for all those who keep our students safe.

Mrs. Whitney invited everyone to another stakeholder opportunity at the end of the month. Mr. Erich Bolz will be taking the lead on two upcoming community forums to identify services for Pre-K students. These forums will be held at 5:00 PM September 28th for English speakers and September 29th for Spanish speakers. More information is posted on social media and they are also doing some outreach to make sure we have a wide variety of folks present.

Mrs. Whitney reported that she was happy to be back out at schools visiting with staff and students. The work that you do with our students is amazing. She has seen a large number of our schools already, and has reserved Monday, Wednesday and Thursday morning to visit the rest. She stated that it was incredible to see students learning and engaged within the first 15 to 20 minutes of school. The energy is high and there is a lot to celebrate already. She is very proud of the work that is being done and people are feeling good about this year’s startup. She also reported that she was overwhelmed by the reception she received from staff at the Welcome Back Rally and expressed her pride in being a part of this team.

REPORTS/DISCUSSION
School Opening Enrollment Report – Mrs. Glenda Cloud provided information about the opening of the 2016 – 17 school year and the number of students enrolled. Wednesday, September 7 was the first official state count date of the year. She thanked all of our staff for the work they have done to make the first week run so smoothly.

District-level staff met daily during the first two weeks of school to discuss enrollment in each school. Staff have been working with building principals and program directors to ensure students are appropriately placed according to program needs and contractual agreements. Mrs. Whitney acknowledged the work of Mrs. Cloud and Mrs. Lobos as they proactively tried some strategies that we have not used before to make difficult decisions around teachers and students. Mrs. Whitney also reached out to Kennewick and Richland superintendents for ideas that might also work for Pasco. One of our changes came from kindergarten teachers, and that was starting the kinders early so that staff could have some one on one time with them before other children started school. It proved to be a great benefit and had an impact on the start of school for other grades as well. Discussion followed.

Focus on Facilities: Bond Update and Long Term Facilities Planning Task Force – Mr. Randy Nunamaker reported that the district has launched a short term and long term strategy for examining and meeting the facility needs for Pasco School District.

From January through July 2015, the Pasco Facilities Task Force met to study the issues relating to adequate educational facilities for Pasco students. In October 2015, members presented their findings and priorities to the board in the Pasco Facilities Task Force final report.

In November 2015, the board accepted the Pasco Facilities Task Force (PFTF) final report that identified the following priorities:
• Improvement to support services facilities
• Additional K-6 capacity (Elementary #16)
• Major safety and health improvements
• New middle school to serve central Pasco
• Additional K-6 capacity (Elementary #17)
• Security and energy improvements
• Acquisition of land for future school sites

From February 2016 through May 2016, the board held several study sessions and meetings regarding facilities planning. The board’s work included:
• Updating the district’s Capital Facilities Plan
• Studying the bond funding process
• Analyzing potential bond scenarios based on the PFTF recommendations and stakeholder suggestions
• Conducting a capacity analysis with updated enrollment and demographic projections

On May 24, 2016, the Board unanimously voted to support a bond including the following:
• Other projects: Support Services Facility, safety/health/security/energy, land purchase, design work
• Replace Stevens Middle School
• Elementary #16
• Brick and mortar classrooms at Curie STEM Elementary
• Brick and mortar classrooms at Chiawana High School
• Elementary #17: Local share of K-3 Class Size Reduction Grant, if awarded
• Transaction Fees

Discussion followed.

ACTION ITEMS
A Reading Foundation Proclamation – Mr. Lehrman introduced Suzanne Heaston from the Reading Foundation who explained that a group was formed which focused on the fact that parents are their child’s first and most important teacher, and that by reading 20 minutes per day together it would have a lasting impact on the student. Along with other services they provide materials to parents and are partnering with schools. In honor of its 20-year anniversary The Children’s Reading Foundation is requesting Pasco School Board proclaim the week of September 18, 2016 as The Children’s Reading Foundation’s Read with a Child Week.

Mr. Lehrman read the following proclamation:

WHEREAS, the citizens of Pasco stand resolutely committed to promoting literacy and early learning as the essential component for our youngest students’ success in school and life; and

WHEREAS, the Pasco School Board has placed significant focus and provided leadership in the area of family, school and community engagement in a child’s learning from birth through third grade; and

Board Meeting Minutes September 13, 2016
WHEREAS, “The Children’s Reading Foundation’s Read with a Child Week,” is a national celebration promoting daily reading with a child and early learning activities to nurture a child’s development.

THEREFORE BE IT RESOLVED, that the Pasco School Board calls on the citizens in the Pasco School District to read with a child for 20 minutes every day; but with renewed focus during the week of September 18, 2016.

AND BE IT FURTHER RESOLVED that this body wholeheartedly endorses “The Children’s Reading Foundation’s Read with a Child Week,” and supports our community’s focus on early learning programs and activities to help raise readers and prepare every child for academic success.

Mr. Christensen moved to proclaim September 18, 2016 as The Children's Reading Foundation's Read with a Child Week in the Pasco School District. Ms. Lancon seconded the motion; a roll call vote was taken as follows; the motion carried.

Mr. Christensen – Yes  Ms. Lancon – Yes
Mr. Lehrman – Yes  Mrs. Phillips – Yes
Dr. Richardson – Yes

Board Governance – Mrs. Whitney reported that the last major component to the Board Governance Model is the Results Policies. These policies define the outcomes for our direct clients (students) by clarifying the expected organizational outcomes. These policies provide a framework for decision making and focus.

Based on the existing District Strategic Improvement Plan which was developed through a collaborative process using:
- survey results from over 10,000 students, parents, and staff
- input from 201 parent, student, and staff focus groups
- and 160 summit participants

The school board worked with district staff and building principals to identify 5 outrageous outcomes for Pasco School District.

Results Policies:
- 100% of all 3rd graders will read on grade level in their language of instruction
- 100% of students will pass Algebra by the end of 9th grade
- 100% of students are engaged in extracurricular activities
- 100% of 9th graders will end the school year on track for graduation
- 100% of students graduate and have a career path

Discussion followed.

Mrs. Phillips moved to accept the Board Governance-Results Policies as presented. Ms. Lancon seconded the motion; a roll call vote was taken as follows; the motion carried.

Mr. Christensen – Yes  Ms. Lancon – Yes
Mr. Lehrman – Yes  Mrs. Phillips – Yes
Dr. Richardson – Yes
CONSENT AGENDA
Ms. Lancon moved to approve the Consent Agenda as presented. Dr. Richardson seconded the motion; a roll call vote was taken as follows; the motion carried.

Mr. Christensen – Yes  Ms. Lancon – Yes
Mr. Lehrman – Yes  Mrs. Phillips – Yes
Dr. Richardson – Yes

Approved Consent Agenda items include:

- Personnel-approval of routine personnel items as presented
- Warrants
  - **Warrant Date: August 19, 2016**
  - General Fund warrants numbered 248510-248573 in the amount of $521,214.99
  - Capital Projects Fund warrants numbered 248574-248581 in the amount of $3,151,053.32
  - Associated Student Body Fund warrants numbered 248582 in the amount of $432.40
  - **Warrant Date: August 25, 2016**
  - General Fund warrants numbered 248583-248711 in the amount of $1,248,410.82
  - Capital Projects Fund warrants numbered 248712-248714 in the amount of $2,244.62
  - Associated Student Body Fund warrants numbered 248715 in the amount of $2,188.72
  - **Warrant Date: August 31, 2016**
  - Payroll Fund warrants numbered 248716-248753 and 248833-248850 in the amount of $98,757.31
  - **Warrant Date: August 31, 2016**
  - General Fund warrants numbered 248754-248832 and 248851-248938 in the amount of $8,099,595.55
  - Capital Projects Fund warrants numbered 248939-248946 in the amount of $159,392.76
  - Associated Student Body Fund warrants numbered 248947-248952 in the amount of $24,045.00
- Annual Approval of Salary Schedules
- Minimum Basic Education Requirement Compliance Report
- Approval of Elementary School #16 Educational Specifications
- Pasco High School Phase III Project Change Order #2
- Correction of Resolution Number
- Overnight Student Travel – Pasco High School Marching Band and Color Guard to Puget Sound Festival of Bands in Everett, WA

FUTURE AGENDA ITEMS
Mrs. Whitney stated that the next board meeting is scheduled for September 23 and will include a study session on the superintendent’s entry plan which will articulate the work priority for the next 90, 120, 180 days and beyond. The regular meeting will include reports on curriculum implementation and review process and a focus on data report on Pasco School District’s “Littlest Learners.”

EXECUTIVE SESSION
The board went into executive session at 7:58 p.m. according to RCW 42.30.110(1)(i). The session is expected to take approximately 30 minutes and will include no action.
ADJOURNMENT
The Board of Directors adjourned at 8:30 p.m.

______________________________  ______________________________
President of the Board           Secretary of the Board

______________________________  ______________________________
President of the Board           Secretary of the Board
**AGENDA ITEM NO.: 9A**

**BOARD MEETING DATE:** September 27, 2016

**TOPIC:** Curriculum Implementation and Review Process Update

**CABINET ADMINISTRATOR:** Erich Bolz

**PRESENTER:** Erich Bolz, Suzanne Hall

**OBJECTIVE:** Provide an overview of the curriculum events during the summer, what is currently happening and the process to monitor and improve the successful implementation of the adopted materials.

**BACKGROUND: (Pertinent past action/events)**

The adopted core curriculum for English Language Arts and Mathematics was ordered, inventoried and dispersed to all grade level teachers. Teachers received training on the materials and a large group of teachers from both subject areas began the curriculum design work. The instructional coaches are providing valuable support in the implementation of the programs.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** $0.00

**BUDGET CODE:** 0

**SUGGESTED MOTION:** No motion requested.

**NEXT STEPS:**
Curriculum Update

September 27, 2016

Putting students first to make learning last a lifetime
Celebrating academics, diversity and innovation
May - June
Post Approval

• Ordered all K-12 English Language and Mathematics core materials
• Developed the procedures for delivery, reception and inventory at each site
• Planned teacher training for summer and fall
Journeys Flip Charts

• Interactive Instructional Flip Charts (Units 1&2)
• Interactive Instructional Flip Charts (Units 3&4)
• Interactive Instructional Flip Charts (Units 5&6)
July - August

• Conducted 12 days of Rigorous Curriculum Design (RCD) work
• Developed standards based units of study aligned across and between grade levels
• Aligned English Language proficient standards within the curriculum documents
• Established a cohort of K-12 coaches to support implementation
August - September

• Provided a full day training on the RCD process
• Delivered district wide training on core materials and introduction to the RCD
• Posted new curriculum guides on the webpage
• Created a curriculum help line
September

- All coaches participated in their first monthly meetings with consultants
- Elementary coaches developed a common training plan for the October 5th early release
- RCD teams met after hours to develop and refine units
Next Steps...

• Coaches will continue to provide systematic support to classroom teachers
• Staff will provide feedback on each RCD unit
• Principals will receive parallel training on curriculum materials and guides 3 times during the year
Mrs. Hernandez’s Class-Chess
Ms. Jager’s Class-Livingston
Thank You
**AGENDA ITEM NO. :** 9B  
**BOARD MEETING DATE:** September 27, 2016

**TOPIC:** Focus on Data: Pasco School District’s “Littlest Learners”

**CABINET ADMINISTRATOR:** Erich Bolz

**PRESENTER:** Erich Bolz, Kristi Docken

---

**OBJECTIVE:** To highlight the need for continued district involvement and commitment to children birth to nine in the community of Pasco.

**BACKGROUND:** (Pertinent past action/events)

The purpose is to provide a board report focused on telling Pasco’s story of College and Career Readiness with a clear voice. This report intends to create a foundational context for analysis of student’s achievement focused on action planning for results. It is part of the greater initiative to communicate a cohesive, spiraling, layered approach to understanding Pasco School District through data analysis.

---

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:**

**BUDGET CODE:**

**SUGGESTED MOTION:**

---

**NEXT STEPS:**
Focusing on Our Littlest Learners
Pasco School District
September 27, 2016

Putting students first to make learning last a lifetime
Celebrating academics, diversity and innovation
Why is Pre-K important?

• “Those who start ahead, stay ahead. Those who start behind tend to stay behind.” Dr. Robert Siegler

• At least 85% of our neuro-development occurs prior to age five with the lion’s share occurring in the first three years of a human life.
How ready are Pasco kids for Kindergarten?

WaKids – Fall 2015-2016

<table>
<thead>
<tr>
<th></th>
<th>Pasco School District # of Children Meeting/Exceeding</th>
<th>WA State % of Children Meeting/Exceeding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social-Emotional</td>
<td>38.7</td>
<td>40.8</td>
</tr>
<tr>
<td>Physical</td>
<td>38</td>
<td>40.9</td>
</tr>
<tr>
<td>Math</td>
<td>18.2</td>
<td>31.5</td>
</tr>
<tr>
<td>Cognitive</td>
<td>21.9</td>
<td>33.6</td>
</tr>
<tr>
<td>Literacy</td>
<td>34.6</td>
<td>*</td>
</tr>
<tr>
<td>Language</td>
<td>28.7</td>
<td>*</td>
</tr>
</tbody>
</table>
How does K-readiness predict the future of students?

Test scores from 8 million students based on NWEA data (2014)
How do we ensure more kids are ready at Kinder entry?
Next steps

• Pre-K Forum
• Development of an action plan
• Monitoring for results
Thank You
**AGENDA ITEM NO.: 9C**

**TOPIC:** 2017 Bond Update

**CABINET ADMINISTRATOR:** Glenda Cloud

**PRESENTER:** Randy Nunamaker

<table>
<thead>
<tr>
<th>REPORT</th>
<th>1ST READING</th>
<th>DISCUSSION</th>
<th>2ND READING</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
</table>

**OBJECTIVE:**

To update the board on bond projects.

**BACKGROUND: (Pertinent past action/events)**

The district reviewed the 2017 Bond Projects at the September 13, 2016 board meeting. Since that time the district has received the new Franklin County property assessment and how the change may impact the 2017 Bond estimated tax rate. The district will also provide information on the Chiawana and Curie classroom additions that are projects on the 2017 Bond.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:**

**BUDGET CODE:**

**SUGGESTED MOTION:**

**NEXT STEPS:**
2017 Bond Update

Putting students first to make learning last a lifetime
Celebrating academics, diversity and innovation
2017 Bond Update

September 13, 2016

- Reviewed Bond projects
- Discussed goals and approach for long term facilities planning
- Presented the projected increase of assessed property values
# 2017 BOND Projects

(With new 2017 AV estimate)

<table>
<thead>
<tr>
<th>Project</th>
<th>% State Match</th>
<th>Eligibility SF Used</th>
<th>Estimated District Cost</th>
<th>Estimated State Match</th>
<th>Estimated Total Cost</th>
<th>Estimated Project Duration</th>
<th>Total Per Pupil Cost</th>
<th>District Per Pupil Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ES #16 Front Funded 72K SF</td>
<td>100%</td>
<td>72,000 SF</td>
<td>$14.4M</td>
<td>$14.4M</td>
<td>$28.8M</td>
<td>NOW</td>
<td>Aug. 2018</td>
<td>$36,000</td>
</tr>
<tr>
<td>SF Capacity 800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$18,000</td>
</tr>
<tr>
<td>Stevens MS</td>
<td>100 % NIL</td>
<td>92,000 SF</td>
<td>$23M</td>
<td>$19M</td>
<td>$42M</td>
<td>May 2017</td>
<td>Aug. 2020</td>
<td>$42,000</td>
</tr>
<tr>
<td>92K SF Capacity 800-1000</td>
<td></td>
<td>NIL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$23,000</td>
</tr>
<tr>
<td>Curie Classrooms</td>
<td>100%</td>
<td>6000 SF</td>
<td>$1.6M</td>
<td>$1M</td>
<td>$2.6M</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>CHS Classrooms</td>
<td>100%</td>
<td>30,000 SF</td>
<td>$10M</td>
<td>$5.2M</td>
<td>$15.2M</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Other Projects</td>
<td>0</td>
<td>0</td>
<td>$14.4M</td>
<td>$14.4M</td>
<td></td>
<td>Nov. 2017</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>K-3 Class Size Grant District</td>
<td></td>
<td></td>
<td>$10 M</td>
<td>$21 M</td>
<td>$31 M</td>
<td>TBD</td>
<td>TBD</td>
<td>$38,750</td>
</tr>
<tr>
<td>Share SF Capacity 800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$12,500</td>
</tr>
<tr>
<td>Transaction Fees</td>
<td></td>
<td></td>
<td>$.3M</td>
<td>$0</td>
<td>$.3M</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td></td>
<td></td>
<td><strong>$73.7 M Bond</strong></td>
<td><strong>$60.6M</strong></td>
<td><strong>$134.3M</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Eligibility Left**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8</td>
<td>68,000 New/506,403 NIL</td>
</tr>
<tr>
<td>9-12</td>
<td>39,492 New</td>
</tr>
</tbody>
</table>

**Estimated Tax Rate .35**

**State Project Support: 45%**

Meets Pasco Facilities Task Force Recommendation
2017 Bond Update

• Chiawana and Curie brick and mortar classrooms
  – Bond Option 11A
    • Additional 24 classrooms at Chiawana
    • Additional 4 classrooms at Curie

• Rationale for 24 classrooms
  – Approximately 16-18 teachers “on carts”
  – Plus additional classrooms for growth

• Options for brick and mortar classrooms
2017 Bond Update
Discussion
## Order of Magnitude Calculation

<table>
<thead>
<tr>
<th>School</th>
<th>Brick and Mortar Classrooms</th>
<th>Portables Classrooms</th>
<th>Enrollment September 7, 2016</th>
<th>Students Per Brick and Mortar</th>
</tr>
</thead>
<tbody>
<tr>
<td>McClintock STEM</td>
<td>32</td>
<td>0</td>
<td>712</td>
<td>22.3</td>
</tr>
<tr>
<td>Franklin STEM</td>
<td>33</td>
<td>6</td>
<td>762</td>
<td>23.1</td>
</tr>
<tr>
<td>Chess</td>
<td>24</td>
<td>9</td>
<td>560</td>
<td>23.3</td>
</tr>
<tr>
<td>Curie STEM</td>
<td>34</td>
<td>0</td>
<td>810</td>
<td>23.8</td>
</tr>
<tr>
<td>Longfellow</td>
<td>19</td>
<td>4</td>
<td>455</td>
<td>23.9</td>
</tr>
<tr>
<td>Captain Gray STEM</td>
<td>23</td>
<td>10</td>
<td>564</td>
<td>24.5</td>
</tr>
<tr>
<td>Whittier</td>
<td>23</td>
<td>12</td>
<td>589</td>
<td>25.6</td>
</tr>
<tr>
<td>Robinson</td>
<td>30</td>
<td>12</td>
<td>770</td>
<td>25.7</td>
</tr>
<tr>
<td>Frost</td>
<td>23</td>
<td>7</td>
<td>640</td>
<td>27.8</td>
</tr>
<tr>
<td>Emerson</td>
<td>23</td>
<td>7</td>
<td>641</td>
<td>27.9</td>
</tr>
<tr>
<td>Markham</td>
<td>14</td>
<td>10</td>
<td>398</td>
<td>28.4</td>
</tr>
<tr>
<td>Angelou</td>
<td>30</td>
<td>12</td>
<td>874</td>
<td>29.1</td>
</tr>
<tr>
<td>McGee</td>
<td>20</td>
<td>16</td>
<td>639</td>
<td>32.0</td>
</tr>
<tr>
<td>Twain</td>
<td>24</td>
<td>15</td>
<td>774</td>
<td>32.3</td>
</tr>
<tr>
<td>Livingston</td>
<td>20</td>
<td>17</td>
<td>818</td>
<td>40.9</td>
</tr>
<tr>
<td>McLoughlin</td>
<td>47</td>
<td>34</td>
<td>1,237</td>
<td>26.3</td>
</tr>
<tr>
<td>Stevens</td>
<td>46</td>
<td>16</td>
<td>690</td>
<td>15.0</td>
</tr>
<tr>
<td>Ochoa</td>
<td>41</td>
<td>14</td>
<td>698</td>
<td>17.0</td>
</tr>
<tr>
<td>Pasco High School</td>
<td>86</td>
<td>25</td>
<td>2,127</td>
<td>24.7</td>
</tr>
<tr>
<td>Chiawana High School</td>
<td>116</td>
<td>0</td>
<td>2,587</td>
<td>22.3</td>
</tr>
</tbody>
</table>
AGENDA ITEM NO.: 11A  
BOARD MEETING DATE: September 27, 2016

TOPIC:  Personnel Actions

CABINET ADMINISTRATOR:  Glenda Cloud
PRESENTER:  Glenda Cloud/Robin Hay

☐ REPORT
☐ 1ST READING
☐ DISCUSSION
☐ 2ND READING
☒ ACTION REQUIRED

OBJECTIVE:  Board approval of personnel actions as presented in the packet.

BACKGROUND:  (Pertinent past action/events)

POSSIBLE ALTERNATIVES:

PROJECTED COSTS:  
BUDGET CODE:  

SUGGESTED MOTION:  I move to approve the personnel actions as presented in the packet.

NEXT STEPS:
Request Board approval of the following personnel actions. All salary amounts are based on the negotiated agreement between the Pasco School District and the Pasco Association of Educators.

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ACTION TAKEN</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altshuler, Dustin</td>
<td>Robotics/CAD</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Baie, Chanda</td>
<td>Marketing</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Chiawana</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Blake, Elizabeth</td>
<td>Nurse</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>District</td>
<td>(noncontinuing contract)</td>
<td></td>
</tr>
<tr>
<td>Blanco, Jaime</td>
<td>Assistant Coach</td>
<td>Hired</td>
<td>9/14/16</td>
</tr>
<tr>
<td></td>
<td>Boys’ Soccer</td>
<td>(coaching contract)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ochoa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brubaker, Stephanie</td>
<td>5th Grade</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>McClintock</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Casqueiro, Sarah</td>
<td>SLP</td>
<td>Leave of absence</td>
<td>10/11/16–10/14/16</td>
</tr>
<tr>
<td></td>
<td>Booth</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chiesa, Lisa</td>
<td>Counselor</td>
<td>Leave of absence</td>
<td>11/8/16 – 1/20/17</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crim, Rudell</td>
<td>Specialist Teacher</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Robinson</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Curiel, Eddy</td>
<td>Welding/Metals</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td>(continuing contract)</td>
<td></td>
</tr>
<tr>
<td>Franks, Duane</td>
<td>Psychologist</td>
<td>Leave of absence</td>
<td>9/20/16 – 9/23/16</td>
</tr>
<tr>
<td></td>
<td>McLoughlin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilman, Kelsey</td>
<td>Social Studies</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Hatfield, Diana</td>
<td>Special Education</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Longfellow</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Heitstuman, Michael</td>
<td>Agriculture Ed</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Hernandez, Jasmine</td>
<td>6th Grade</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>McClintock</td>
<td>(provisional contract)</td>
<td></td>
</tr>
<tr>
<td>Hockaday, Tyler</td>
<td>English</td>
<td>Leave of absence</td>
<td>11/21/16–12/20/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jackson, Katrina</td>
<td>Early Childhood Ed</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td>(noncontinuing contract)</td>
<td></td>
</tr>
<tr>
<td>Jones, Felicia</td>
<td>Assistant Coach</td>
<td>Hired</td>
<td>9/18/16</td>
</tr>
<tr>
<td></td>
<td>Volleyball</td>
<td>(coaching contract)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stevens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department/Contract</td>
<td>Location Groningen</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Longsdorff, Kelly</td>
<td>Counselor</td>
<td>Livingston</td>
<td>Leave of absence</td>
</tr>
<tr>
<td>Marti, Judit</td>
<td>Kindergarten Coach</td>
<td>Chess</td>
<td>Hired (provisional contract)</td>
</tr>
<tr>
<td>Maser, Kimberly</td>
<td>Special Education</td>
<td>Franklin</td>
<td>Hired (provisional contract)</td>
</tr>
<tr>
<td>McLaughlin, Jill</td>
<td>Special Education</td>
<td>Whittier</td>
<td>Resigned</td>
</tr>
<tr>
<td>Meinecke, Kayla</td>
<td>Assistant Coach</td>
<td>Athletic Club McLoughlin</td>
<td>Hired (coaching contract)</td>
</tr>
<tr>
<td>Morrison-Smith, Ron</td>
<td>Special Education</td>
<td>Livingston</td>
<td>Leave of absence</td>
</tr>
<tr>
<td>Pickel, Kathleen</td>
<td>Math/Science</td>
<td>Ochoa</td>
<td>Hired (provisional contract)</td>
</tr>
<tr>
<td>Sappington, James</td>
<td>Assistant Coach</td>
<td>Soccer McLoughlin</td>
<td>Hired (coaching contract)</td>
</tr>
<tr>
<td>Streetman, Angela</td>
<td>Assistant Coach</td>
<td>Dance Pasco High</td>
<td>Hired (coaching contract)</td>
</tr>
<tr>
<td>Templeton, Kristine</td>
<td>Special Education</td>
<td>Longfellow</td>
<td>Hired (provisional contract)</td>
</tr>
<tr>
<td>Ulrich, Casie</td>
<td>Head Coach</td>
<td>Athletic Trainer Pasco High</td>
<td>Hired (coaching contract)</td>
</tr>
<tr>
<td>Whitemarsh, Bruce</td>
<td>Health/PE</td>
<td>Curie</td>
<td>Hired (noncontinuing contract)</td>
</tr>
</tbody>
</table>
Request Board approval of the following personnel actions:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>ACTION TAKEN</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bercier, Rebecca</td>
<td>Secretary to Assistant Director</td>
<td>Hired</td>
<td>9/21/16</td>
</tr>
<tr>
<td></td>
<td>Special Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beswick, Elaine</td>
<td>Sign Language Interpreter</td>
<td>Resigned</td>
<td>6/21/16</td>
</tr>
<tr>
<td></td>
<td>Special Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carrillo, Darlene</td>
<td>Paraeducator, Temporary</td>
<td>Hired</td>
<td>9/15/16</td>
</tr>
<tr>
<td></td>
<td>Twain</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cuevas, Natalija</td>
<td>Paraeducator</td>
<td>Hired</td>
<td>8/31/16</td>
</tr>
<tr>
<td></td>
<td>Robinson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Davis, Greg</td>
<td>Paraeducator</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>New Horizons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Escalera, Socrates</td>
<td>Paraeducator, Special Services</td>
<td>Resigned to</td>
<td>9/16/16</td>
</tr>
<tr>
<td></td>
<td>Chiawana</td>
<td>Cert Position</td>
<td></td>
</tr>
<tr>
<td>Fetter, Sherilyn</td>
<td>Paraeducator</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Special Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Angelou</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gallegos, Ashli</td>
<td>Paraeducator</td>
<td>Resigned</td>
<td>9/30/16</td>
</tr>
<tr>
<td></td>
<td>Special Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Longfellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Greger, Martha J.</td>
<td>1st Helper</td>
<td>Retired</td>
<td>9/13/16</td>
</tr>
<tr>
<td></td>
<td>Nutrition Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haven, Anthony</td>
<td>Paraeducator</td>
<td>Resigned</td>
<td>9/28/16</td>
</tr>
<tr>
<td></td>
<td>Stevens</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hernandez, Carolina</td>
<td>Secretary to Assistant Principal</td>
<td>Hired</td>
<td>9/12/16</td>
</tr>
<tr>
<td></td>
<td>Ochoa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jenkins, Cheryl</td>
<td>Paraeducator</td>
<td>Hired</td>
<td>9/15/16</td>
</tr>
<tr>
<td></td>
<td>Frost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logston, Tanya</td>
<td>Paraeducator, Special Services</td>
<td>Hired</td>
<td>9/12/16</td>
</tr>
<tr>
<td></td>
<td>Livingston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lopez, Kristina</td>
<td>Assessment Specialist</td>
<td>Hired</td>
<td>9/9/16</td>
</tr>
<tr>
<td></td>
<td>Pasco High</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mercer, Cassandra</td>
<td>Autism Preschool Tutor</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td></td>
<td>Gray</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richardson, Laurice</td>
<td>Paraeducator</td>
<td>Hired</td>
<td>9/12/16</td>
</tr>
<tr>
<td></td>
<td>Livingston</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robles, Liliana</td>
<td>Paraeducator, Special Services</td>
<td>Hired</td>
<td>9/12/16</td>
</tr>
<tr>
<td></td>
<td>Angelou</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Status</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------------------------------------------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>Rojas, Victoria</td>
<td>Paraeducator, Curie</td>
<td>Hired</td>
<td>9/9/16</td>
</tr>
<tr>
<td>Rose, Daniel</td>
<td>Paraeducator, Special Services, Stevens</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td>Rush, Cori</td>
<td>Paraeducator, Special Services, McLoughlin</td>
<td>Hired</td>
<td>9/14/16</td>
</tr>
<tr>
<td>Segura, Daniela</td>
<td>Clerk II, Employee Services</td>
<td>Hired</td>
<td>9/14/16</td>
</tr>
<tr>
<td>Torres, Fernando</td>
<td>Security Specialist, Chiawana</td>
<td>Resigned</td>
<td>9/28/16</td>
</tr>
<tr>
<td>Trevino, Yessenia</td>
<td>Paraeducator, Special Services, Gray</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
<tr>
<td>Varela, Alyssa</td>
<td>Library Clerk, Pasco High</td>
<td>Hired</td>
<td>9/16/16</td>
</tr>
<tr>
<td>Wren, Aaric</td>
<td>Paraeducator, Career &amp; College Readiness</td>
<td>Hired</td>
<td>8/30/16</td>
</tr>
</tbody>
</table>
## Agenda Item Summary

### Agenda Item No.: 11B  
**Board Meeting Date:** September 27, 2016

**Topic:** Approval of Warrants

**Cabinet Administrator:** Howard Roberts, Jr.

**Presenter:** Howard Roberts, Jr.

<table>
<thead>
<tr>
<th>Action</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Objective:</strong></td>
<td>Obtain board approval of accounts payable warrants for 2015-2016 and 2016-2017 General, Capital Project, Associated Student Body, and Transportation Vehicle funds.</td>
</tr>
<tr>
<td><strong>Background:</strong> (Pertinent past action/events)</td>
<td>All district warrants are subject to board approval. Policy 7322 allows the district to issue accounts payable warrants in advance of board approval. In the event any claim is disapproved, the auditing officer and superintendent will cause the claim to be recognized as a receivable and pursue collection until the funds are collected or until the board approves the claim.</td>
</tr>
<tr>
<td><strong>Possible Alternatives:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Projected Costs:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Budget Code:</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Suggested Motion:</strong></td>
<td>I move the following District payments be approved:</td>
</tr>
<tr>
<td><strong>Warrant Date: September 7, 2016</strong></td>
<td>Payroll Fund warrants numbered 248953 in the amount of $1,886.62</td>
</tr>
</tbody>
</table>
| **Warrant Date: September 8, 2016** | General Fund warrants numbered 248954-249099 in the amount of $526,198.45  
Capital Projects Fund warrant numbered 249100 in the amount of $584,480.16  
Associated Student Body Fund warrants numbered 249101-249103 in the amount of $10,108.04 |
| **Warrant Date: September 9, 2016** | General Fund warrants numbered 249104-249171 in the amount of $26,979.78  
Capital Projects Fund warrant numbered 249172 in the amount of $37,688.36  
Associated Student Body Fund warrants numbered 249173-249184 in the amount of $12,187.09  
Transportation Vehicle Fund warrants numbered 249185 in the amount of $606,723.27 |
| **Warrant Date: September 13, 2016** | General Fund warrants numbered 249186 and 249189 in the amount of $94,288.92  
Capital Projects Fund warrants numbered 249187 in the amount of $431.63  
Associated Student Body Fund warrant numbered 249188 in the amount of $3,990.55 |
| **Warrant Date: September 15, 2016** | General Fund warrants numbered 249190-249250 in the amount of $737,045.36  
Associated Student Body Fund warrant numbered 249251-249253 in the amount of $7,025.03 |
| **Next Steps:** | |
AGENDA ITEM NO. : 11C
BOARD MEETING DATE: September 27, 2016

TOPIC: Portables 2016 Change Order No. 1

CABINET ADMINISTRATOR: Glenda Cloud
PRESENTER: Randy Nunamaker/Kim Marsh

REPORT
1ST READING
DISCUSSION
2ND READING
ACTION REQUIRED

OBJECTIVE:
To obtain board approval for Change Order No. 1 with Ray Poland and Sons Construction for the Portables 2016 Project.

BACKGROUND: (Pertinent past action/events)
Change Order No. 1 consists of five (5) construction change directives (CCD’s).

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-total</td>
<td>$12,740.78</td>
</tr>
<tr>
<td>State and Local Tax</td>
<td>$1,095.70</td>
</tr>
<tr>
<td>Total</td>
<td>$13,836.48</td>
</tr>
</tbody>
</table>

One was owner directed.
COP #1 Added an additional domestic water valve to isolate the new portables from the domestic service in the main building.

Three were code driven.
COP # 2 Per City of Pasco create additional access to accommodate an 8” water shut off valve.
COP # 4 Per PUD enlarge the fence enclosure around the PUD disconnects and transformer.
COP # 5a Per City of Pasco add tie rods and thrust blocks to fire line at Maya Angelou.

One was for unforeseen conditions.
COP #3 In installing a new fire line for Livingston Elementary, objects encountered underground had to be removed, and in some instances the fire line re-routed.

Change Order No. 1 represents a 5.7% increase in the total construction cost.

POSSIBLE ALTERNATIVES:

PROJECTED COSTS: $13,836.48 (Including state and local tax)  BUDGET CODE: Capital Projects

SUGGESTED MOTION:
I move to approve Change Order No. 1 with Ray Poland and Sons Construction for Portables 2016 in the amount of $13,836.48 which includes state and local sales tax.

NEXT STEPS:
Change Order

PROJECT (Name and address):
Pasco School District - Portables 2016
Pasco, WA 99301

TO CONTRACTOR (Name and address):
Ray Poland & Sons
503 W. Columbia Drive
Kennewick, WA 99336

ARCHITECT'S PROJECT NUMBER: 1610
CONTRACT DATE: May 2, 2016
CONTRACT FOR: Overall Construction

CHANGE ORDER NUMBER: 001
DATE: September 17, 2016

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See Attachment "A"

The original Contract Sum was $226,285.00
The net change by previously authorized Change Orders $0.00
The Contract Sum prior to this Change Order was $226,285.00
The Contract Sum will be increased by this Change Order in the amount of $12,740.78
The new Contract Sum including this Change Order will be $239,025.78

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CKJT Architects, PLLC
ARCHITECT (Firm name)
128 Vista Way
Kennewick, WA 99336

Ray Poland & Sons, Inc.
CONTRACTOR (Firm name)
503 W. Columbia Drive
Kennewick, WA 99336

Pasco School District No. 1
OWNER (Firm name)
1215 Lewis Street
Pasco, WA 99301

BY (Signature)
Terrance D. Casey
Typed name
09.17.2016
DATE

BY (Signature)
Bryan Knapik
Typed name
9.19.16
DATE
Attachment “A”
Change Order Number 1 (One)
PSD Portables 2016
September 17, 2016

CHANGE ORDER #1 ITEM AMOUNT
COP #1 - Dated 06/07/2016 – added shut-off valve. ADD $ 523.18
COP #2 - Dated 06/09/2016 – extended access for 8” shut-off valve. ADD $ 853.52
COP #3 - Dated 07/26/2016 – added work for uncovered conditions. ADD $ 4,432.13
COP #4 - Dated 07/27/2016 – larger fenced enclosure. ADD $ 1,744.59
COP #5a - Dated 08/19/2016 – added work at vault per city of Pasco. ADD $ 5187.36
TOTAL COST ADD $ 12740.78
AGENDA ITEM NO. : 11D  BOARD MEETING DATE: September 27, 2016

TOPIC: Stevens Site Improvements Change Order No. 1

CABINET ADMINISTRATOR: Glenda Cloud

PRESENTER: Randy Nunamaker/ Kim Marsh

☐ REPORT  ☐ 1ST READING  ☐ DISCUSSION  ☐ 2ND READING  ☒ ACTION REQUIRED

OBJECTIVE: To obtain board approval for Change Order No. 1 with Ray Poland and Sons for the Stevens Site Improvement Project.

BACKGROUND: (Pertinent past action/events)

Change Order No. 1 consists of nine (9) construction change directives (CCD’s).

<table>
<thead>
<tr>
<th>Sub-Total</th>
<th>$9,561.53</th>
</tr>
</thead>
<tbody>
<tr>
<td>State and Local Taxes</td>
<td>$822.29</td>
</tr>
<tr>
<td>Total</td>
<td>$10,383.82</td>
</tr>
</tbody>
</table>

Three were code driven.
- COP #1 Catch basin type revised to meet new City requirement.
- COP #3 Move neighbors fence to accommodate ADA requirement to widen sidewalk.
- COP #4 Move neighbors fence to accommodate ADA requirement to widen sidewalk.

Four were Owners Directives
- COP #2 Provide additional conduit for Charter Communications.
- COP #6 Delete removal of utility vault. (Credit)
- COP #7 Contractor inadvertently did not include conduit cost in COP#2. District honored the error.
- COP #8 Add chain link fence around pole guy wire to prevent injuries.

Two were unforeseen conditions.
- COP #5 Replace existing deteriorated cast iron irrigation pipe with PVC pipe.
- COP #8 Remove existing irrigation line conflicting with electrical lines.

Change Order No.1 represents .0086 of 1% in the total construction cost.

POSSIBLE ALTERNATIVES:

PROJECTED COSTS: $10,383.82 (including state and local taxes)  BUDGET CODE: Capital Projects

SUGGESTED MOTION:
I move to approve Change Order No. 1 with Ray Poland and Sons Construction for the Stevens Site Improvement Project in the amount of $10,383.82 which includes state and local taxes.

NEXT STEPS:
Change Order

PROJECT (Name and address):
1608 Stevens MS
Site Improvement, Phase 2
1120 N. 22nd Avenue
Pasco, WA 99301

TO CONTRACTOR (Name and address):
Ray Poland & Sons
503 W. Columbia Drive
Kennewick, WA 99336

ARCHITECT'S PROJECT NUMBER: 1608

CHANGE ORDER NUMBER: 001
DATE: September 7, 2016

CONTRACT DATE: June 6, 2016
CONTRACT FOR: Overall Construction

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attachment "A"

The original Contract Sum was $467,775.00
The net change by previously authorized Change Orders $0.00
The Contract Sum prior to this Change Order was $467,775.00
The Contract Sum will be increased by this Change Order in the amount of $9,561.53
The new Contract Sum including this Change Order will be $477,336.53

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is September 16, 2016.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CKJT Architects, pllc
ARCHITECT (Firm name)
128 Vista Way
Kennewick, WA 99336

Ray Poland & Sons, Inc.
CONTRACTOR (Firm name)
503 W. Columbia Drive
Kennewick, WA 99336

Pasco School District No. 1
OWNER (Firm name)
1215 Lewis Street
Pasco, WA 99301

MICHAEL A. MARLEY
BY (Signature)
Michael A. Marley
(Typed name)
DATE 9/7/16

BRYAN KNAPIK
BY (Signature)
(Typed name)
DATE 9-8-16

(2036464857)
AGENDA ITEM NO. : 11E
BOARD MEETING DATE: September 27, 2016

TOPIC:  Mark Twain Parking Improvements Change Order No. 1

CABINET ADMINISTRATOR:  Glenda Cloud
PRESENTER:  Randy Nunamaker/ Kim Marsh

- REPORT
- 1ST READING
- DISCUSSION
- 2ND READING
- ACTION REQUIRED

OBJECTIVE:  To obtain board approval for Change Order No. 1 with Granite Construction for the Mark Twain Parking Improvement Project.

BACKGROUND:  (Pertinent past action/events)
Change Order No. 1 consists of eight (8) construction change directives (CCD’s).

- Sub-total $17,663.01
- State and Local Tax $1,519.02
- Total $19,182.03

Five were owner directed.
- COP #1 Information request only (no cost change).
- COP #5 Remove existing trees and install new trees.
- COP #6 Remove existing fence and gate and replace with new.
- COP #7 Revise plantings from 3 to 2 gallon size. (credit)
- COP #8 Install additional signage.

One was unforeseen.
- COP #2 Replace missing light pole top caps.

Two were engineering changes.
- COP #3 Remove existing catch basins.
- COP #4 Remove 3” off top of drywell #2 and reinstall.

Change Order No 1 represents a 2.3% increase in the total construction cost.

POSSIBLE ALTERNATIVES:

PROJECTED COSTS:  $19,182.03 (includes state and local taxes)  BUDGET CODE:  Capital Projects

SUGGESTED MOTION:
I move to approve Change Order No. 1 with Granite Construction for the Mark Twain Parking Improvement Project in the amount of $19,182.03 which includes state and local tax.

NEXT STEPS:
Change Order

PROJECT (Name and address):
Mark Twain Elementary
Parking Renovations
1801 N. Road 40
Pasco, WA 99301

DATE: September 9, 2016

TO CONTRACTOR (Name and address):
Granite Construction Company
7131 North Railroad Avenue
Pasco, WA 99301

ARCHITECT: ☐
ARCHITECT’S PROJECT NUMBER: 1609
ARCHITECT’S PROJECT NUMBER: 001
CONTRACT FOR: Overall Construction

ARCHITECT: ☐
ARCHITECT: ☐
ARCHITECT: ☐
OTHER: ☐
OTHER: ☐
OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attachment "A"

The original Contract Sum was $662,170.00
The net change by previously authorized Change Orders $0.00
The Contract Sum prior to this Change Order was $662,170.00
The Contract Sum will be increased by this Change Order in the amount of $17,663.01
The new Contract Sum including this Change Order will be $679,833.01

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is August 30, 2016.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

CKJT Architects, pllc
ARCHITECT (Firm name)
128 Vista Way
Kennewick, WA 99336

ADDRESS
Michael Marley
(Typed name)

DATE 9/8/16

Granite Construction Company
CONTRACTOR (Firm name)
7131 North Railroad Avenue
Pasco, WA 99301

ADDRESS
Cory Bell
(Typed name)

DATE

Pasco School District No. 1
OWNER (Firm name)
1215 Lewis Street
Pasco, WA 99301

ADDRESS

BY (Signature)

BY (Signature)

BY (Signature)

(Typed name)

(Typed name)

(Typed name)
## Agenda Item Summary

**AGENDA ITEM NO.:** 11F  
**BOARD MEETING DATE:** September 13, 2016

### TOPIC:
2016-2019 Contract with Public School Employees of Pasco

### CABINET ADMINISTRATOR:
Robin Hay

### PRESENTER:
Toni Neidhold

### OBJECTIVE:
To obtain approval of the 2016-2019 contract with the Public School Employees of Pasco.

### BACKGROUND:
This summer, the district participated in negotiations with PSE for a three-year successor bargaining agreement. PSE represents district secretaries and clerks, paraeducators, nutrition services and specialists. The current agreement expired on August 31, 2016. PSE fully ratified the agreement on September 8, 2016. We are recommending that the board approve the agreement as presented.

### POSSIBLE ALTERNATIVES:

### PROJECTED COSTS: | BUDGET CODE:

### SUGGESTED MOTION:
I move to approve the 2016-2019 contract with PSE as presented.

### NEXT STEPS:
NA
PUBLIC SCHOOL EMPLOYEES
SECRETARIES, NUTRITION SERVICE, PARAEDUCATORS, AND SPECIALISTS

SEPTEMBER 1, 2016 - AUGUST 31, 2019

Public School Employees of Washington/SEIU Local 1948
P.O. Box 798
Auburn, Washington 98071-0798
1-866-820-5652
Section 1.5.
If a position is posted and filled as a temporary position, the position will be reposted and filled as a regular position if it continues into the next school year. This shall not apply to BEA funded (cross walk, duty, and time-out/student supervision) positions, or to any leave replacement positions; provided however, that the district will make every effort to include this time in the employee’s contracted time within fourteen (14) workdays from the first day of school. The temporary time may be renewed the following year based on District need, but discontinuation of temporary time does not constitute a reduction in force. If temporary time is added to an employee’s contracted time after insurance pooling, and that time would increase the employee’s insurance allocation, it will be applied retroactively to the beginning date of the additional time including bus attendant route change time. Cut-off to add time will be December 31.

Section 1.6.
Temporary assignments shall not exceed one school year, or a portion thereof if the position begins after the start of the school year, except in the case of a leave of absence replacement. Temporary assignments and leave of absence replacements shall be compensated in accordance with Schedule A and shall have full rights to the collective bargaining agreement (CBA) provisions. Should an employee in a temporary position be hired as a regular employee into a similar position, all time spent as a temporary employee shall be counted toward the completion of their probationary period. Temporary employees shall be evaluated subject to the same provisions under Section 11.1.

Section 3.3.
Each employee shall be allowed to see material placed in his/her personnel file. Requests to view the file shall be made during normal working hours at the District Human Resources Office. Inspection of the personnel file shall be in the presence of the District Human Resources Director or designee. Derogatory material contained in the file may be removed upon written request eighteen (18) months after its placement in the file. Derogatory material shall be removed upon written request three (3) years after its placement in the file, unless the material relates to serious misconduct or conduct of a repetitive nature. Derogatory material as herein referenced shall include reprimands and letters of warning. Evaluative material shall not be removed.

Section 3.6.
Neither the District, nor the Association, shall discriminate against any employee subject to this Agreement on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information with respect to an individual without danger to the health or safety of the physically disabled person or others.

Section 4.4. Labor Management Meetings.
The PSE Labor Management Committee shall consist of all members of the Chapter’s Executive Board per unit and or unit representatives who shall meet with a representative from Human Resources and appropriate district personnel as determined by the district on a regular basis to discuss matters on a mutually created agenda. Joint unit Labor Management Committee meetings shall occur if requested. Labor Management Committee meetings shall take place monthly.

Section 5.7.
As part of new employee orientation the District will provide each PSE member with a copy of the PSE
New Member Packet. PSE will provide all materials, copies and will have the sole responsibility in ensuring materials are available and up to date.

Section 6.2.
In the event an employee is assigned to a shift less than the full-time work shift as previously defined in this Article, the employee shall be given a fifteen (15) minute rest period for each four (4) continuous hours of work. Shifts of four (4) continuous hours or more may schedule a thirty (30) minute uninterrupted unpaid lunch period as near the middle of the shift as is practicable. The immediate supervisor shall determine the designated lunch period. Employees may waive their meal period if he supervisor is in agreement.

Section 6.4.
Each employee shall be assigned to a definite and regular work shift and workweek, which shall not be changed without prior notice to the employee of ten (10) workdays, except in case of emergency. The ten (10) day notice period may be waived by the employee. Employees may request an extension of up to ten (10) additional days by submitting a request in writing to Employee services.

Section 6.10. Bus Attendant Assignments.
A. Bus Attendants hired in regular (not temporary or substitute) positions by the first day of the school year will be eligible to bid for an assigned route according to the procedures outlined in this section.

B. A date for Bus Attendant bidding will be established within two (2) to four (4) workdays after the bus drivers’ bidding date.

C. The District will determine the routes available for bidding, and a location and starting time for the bidding process. During the bidding process, bid sheets will be posted that include the requirements of the assignment, work hours, and route number. The names of the assigned drivers will not be posted, however may be obtained verbally from the Supervisor or designee during bidding.

D. An eligible Bus Attendant who is on a medical leave of absence approved by Human Resources on the day of the bid will be allowed to bid only if the duration of the leave is scheduled (as approved) to end sixty (60) days or less from the date of the bid. If the leave is scheduled to end more than ninety (90) days from the date of the bid, or if the leave is of an unknown duration, the employee will bid last.

E. A Bus Attendant must be able to perform the essential functions of the route for which they are bidding on the day of the bid. If the District has information that a Bus Attendant has physical restrictions that would prevent him or her from being able to perform the essential functions of a particular route, the Supervisor or designee and the Bus Attendant will engage in an interactive process during the bid to assign the Bus Attendant to a mutually acceptable route.

F. After the bid is complete, the Supervisor or designee will conduct a re-orientation and/or re-training for all Bus Attendants to become familiar with their route.

G. If a regular Bus Attendant does not select a route, or if there are no routes available, the attendant will be allowed to either apply for any open Paraeducator position for which he or she is qualified,
or will be placed on the substitute Bus Attendant list. Unless the Bus Attendant is hired into a Paraeducator position, he or she will be on layoff status according to the terms of the collective bargaining agreement.

H. If the District eliminates a Bus Attendants’ assigned route during the school year, the affected Bus Attendant will be allowed to replace the most junior Bus Attendant or will be allowed to apply for any open Paraeducator position for which he or she is qualified. If the most junior Bus Attendant is replaced, he or she will be allowed to either apply for any open Paraeducator position for which he or she is qualified, or will be placed on the substitute Bus Attendant list. Unless the Bus Attendant is hired into a Paraeducator position, he or she will be on layoff status according to the terms of the collective bargaining agreement.

I. The Bid Committee shall consist of two (2) bus attendants and one (1) steward. All committee members shall be elected by the membership for a minimum of two years. Each elected committee member shall be allowed to continue year to year. For the purpose of ensuring that the CBA and guidelines are followed the Association and the District shall each provide a representative to observe and make any process decisions that may become necessary. No Decisions shall be made without the mutual agreement of the committee members.

   a. The Bid Process:
      All dates designated shall be posted on bid announcement sheets.
      1. After the first two weeks of the new school year all route corrections will be submitted to the transportation office.
      2. At the close of business on the designated day, all routes will be compiled by the Bid Committee and set up for viewing.
      Two days prior to bid day, routes will be available for viewing during office hours, 5:30 A.M. – 5:30 P.M. Removal or changes to routes posted shall not be permitted once they are posted unless the change is to increase associated hours. The District shall notify the bid committee prior to adding time to any posted route. Proxy letters for those unable to be in attendance on bid day must be turned in to the bid committee not later than the day prior to the actual bid day. The only exception will be “emergencies” approved by the committee. The proxy letter must have the employees signature.

   b. Bid Day
      1. All bid committee representatives shall be present after a.m. routes prior to the start of the bid process.
      2. The most senior attendant will start the bid process and each attendant will have up to ten (10) minutes to select their routes. (A.M. P.M., Midday)
      3. Attendants are allowed one person of their choice to assist in the bid room. All bidding will stop with the attendance leave for their p.m. routes.
      4. The bid committee will announce let individuals know when it is time to stop.
      5. Bidding will commence upon the return of all committee members and the return on the next attendant eligible to bid.
      6. If it is an attendants’ time to bid and they are not present, the bid timer will be set for ten (10) minutes. After the ten minutes has been exhausted the attendant will be considered a now who and their name will be dropped to the bottom of the seniority bid day list.

   c. Process/Bid Rules Overview
1. Attendants enter the bid room by seniority and ten (10) minutes will be set on a timer.
2. No Attendant is allowed to select more than forty (40) hours.
3. Each Attendant may select one (1) A.M.; (1) P.M. and one (1) midday or ASA if available and desired.
4. Upon leaving the bid room the Attendant will be required to sign the bottom of the bid sheet. After the Attendant has signed their bid sheet no changes will be permitted. At the time of signature, the Attendants’ selection is considered complete.
5. The Attendant then delivers the bid sheet to the dispatch office to inform office staff of their route selection. The attendant will then take the bid sheet to the secretary’s office to finalize the paperwork. If the secretary finds a timing error (over 40 hours), bidding will be stopped and the bid committee will be made aware of the problem and they shall determine how to proceed.

Section 6.10.2.
Bus attendants shall be compensated each day for their total contract time. This includes all set route times for which they are assigned and twenty (20) minutes per day of flex time if the assignment includes only an A.M. and P.M. If an assignment includes a midday run the total contact time shall include thirty (30) minutes per day of flex time. Total time cannot equal more than forty (40) hours per week. The flex time will minimize the need to formally process extra hours for bus attendants. Bus attendants shall be paid for any time worked beyond their total contract time.

Section 6.11. Bus Attendant Summer Work
Bus attendant summer work shall be awarded as a whole package assignment based on the seniority provisions of the Collective Bargaining Agreement. An employee must be able to work the duration of the assignment they select and are awarded. An employee may not accept assignments that overlap with other awarded assignments.

Section 7.2. Flex Time.
Employees who work hours in excess of their normally scheduled day not exceeding forty (40) hours in a work week, may request to receive flex time as long as the flex time is taken in the same week the additional hours are worked. Flex time shall be computed at the rate of one (1) hour’s flex time for each one (1) hour worked. All flex time must be pre-approved by the immediate supervisor. The decision to accept flex time in lieu of payment is the employee’s decision. No employee shall be compelled to take flex time in lieu of compensation.

Section 8.1. Holidays.
Employees shall receive the following paid holidays that fall within their work year:

1. New Year’s Day
2. Day preceding or following New Year’s Day
3. Martin Luther King, Jr. Day
4. Presidents’ Day
5. Memorial Day
6. Labor Day
7. Veterans’ Day
8. Thanksgiving Day
9. Native American Heritage Day (Day after Thanksgiving)
10. Christmas Day
11. Day preceding or following Christmas Day
12. 4th of July if contracted as part of the normal work year
Section 8.2.1.
Annual vacation with pay shall accrue to secretarial employees and 2,080 hour aides as described on the flowing chart:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>13</td>
</tr>
<tr>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>9</td>
<td>16</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td>11</td>
<td>18</td>
</tr>
<tr>
<td>12</td>
<td>19</td>
</tr>
<tr>
<td>13-20</td>
<td>20</td>
</tr>
<tr>
<td>21+</td>
<td>22</td>
</tr>
</tbody>
</table>

Section 9.1.1.2 Attendance Incentive Program – Sick/Emergency Leave
For employees who do not use any sick/emergency leave during the year, one additional persona leave day will be earned and cashed out at the end of the year at one hundred percent (100%). Any cash-outs will be processed automatically.

Section 9.1.4. Physician’s Statement
If an employee is absent for a period of five (5) consecutive days or more due to illness or injury, if an employee is absent and has no accrued sick leave, if an employee has requested and been denied other leave for the same days as the employee takes emergency or sick leave, if an employee is on an attendance improvement plan, or if the supervisor in consultation with an Employee Services administrator has reason to believe an employee’s ability to perform the essential functions of the job are impaired, a physician’s certificate attesting to the illness or injury and to the employee’s fitness to perform his/her duties may be required at the discretion of the District.

Section 9.2. Bereavement Leave.

Section 9.2.1.
Bereavement leave not to exceed five (5) workdays will be allowed with pay for each death in the immediate family. “Immediate” family means the mother, mother-in-law, father, father-in-law, stepmother or stepfather, spouse, son, daughter, stepson or stepdaughter, son-in-law, daughter-in-law,
grandparent, grandchild, brother or sister of the employee, sister-in-law or brother-in-law of the employee or his/her spouse, or any relative living in the immediate household of the employee. A total of two (2) additional days per year will be allowed with pay for persons not listed above. Bereavement leave is noncumulative and is not deducted from sick leave.

**Section 9.3. Maternity/Adoption Leave.**
An employee requesting maternity/adoption of foster care leave shall give written notice to the District at least thirty (30) days prior to the commencement of such leave. The written request for maternity leave should include a statement as to the expected date of return to employment, and within thirty (30) days after childbirth the employee shall inform the District of the specific day on which she will return to work. Sixty (60) calendar days after childbirth shall be reasonable time to be allowed for maternity leave, unless the employee’s physician recommends time beyond sixty (60) days through a written statement, at which time maternity leave extension may be granted. Sick leave shall be granted under the sick leave provision contained herein. An employee returning from maternity leave shall be placed in her former position, or in a similar position in the District.

**Section 9.6. Judicial Leave.**
In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named as a co-defendant with the District, such employee shall receive a normal day’s pay for each day of required presence in court. On any day that an employee is released from jury duty or as a witness by the court and one half or more of the employee’s scheduled workday remains, the employee shall inform the supervisor/designee and report to work if requested to do so. In the event that an employee is a party in a court action, such employee may request to utilize emergency leave or request a leave of absence in writing from Employee Services.

**Section 9.7. Personal Leave.**
Three (3) days of personal leave will be granted to employees each year.

Personal leave is allocated in advance during the month of September. It is noncumulative. Personal leave may be used to extend a holiday or during the first and last week of school unless to do so would disrupt District programs. Authorization by the supervisor to use personal leave during these periods of time must be obtained in advance. Unearned personal leave days taken during the year will be deducted if the employee terminates during the year. New employees must work ninety (90) days to earn each day of personal leave.

The employee must submit a written request to his/her supervisor(s) two (2) days prior to taking said leave. In situations when advance notice cannot be given, the principal or supervisor shall be notified as soon as possible. Personal leave will be granted on a first come first served basis. No more than two (2) non-Nutrition Services employees per work site may take personal leave on any given day, unless approved by a building administrator.

For Nutrition Services Employees:
No more than a unit-wide maximum of six (6) persons (to include no more than three (3) cashiers) may take personal leave on any given day. All leave requests up to the limits provided above shall be approved without question provided the employee has adequate personal leave accruals available to use on the requested date. The Nutrition Services office will keep a published personal day calendar accessible to all employees that clearly indicates the position and number of approved leaves per day. Upon request, the
name of the employee and the date the request was received in the Nutrition Services office will be made available to the chapter president or other authorized PSE representative.

Personal leave days granted but not taken during the year may be cashed out at the end of the year through established district procedure. Requests for cash out must be submitted on the appropriate form to the payroll office during the month of June. The cash out rate for personal leave shall be fifty percent (50%).

If any employee cashes out personal leave in those last two (2) years prior to retirement, they will be required to reimburse the district to avoid a retirement system penalty.

An absence affidavit is to be filed with the employee’s supervisor on the day following the leave and sent to payroll.

**Attendance Incentive Program – Personal Leave:** For all employees who do not use any personal leave during the year, personal leave being cashed out will be cashed out at one hundred percent (100%). Any cash-outs will be processed automatically in August. Employees that 260 day employees must fill out the appropriate documentation and submit to payroll for personal leave cash-out.

**Personal Leave Bank:** Employees may elect to bank two (2) personal leave days to carry over into the next school year. No fewer than two (2) days may be banked. Accumulation of personal leave is limited to five (5) days total (6 for those who qualify for incentive leave) in a given year. Banked days shall have no cash-value and must be used no later than April 30 of the year into which they are carried-over (unless otherwise approved by the employee’s supervisor prior to April 30). Personal leave banking will only be made available to employees who have completed two (2) years of employment with the district. Banked days may not be used during WASL, or during the first week of school.

Applications to bank personal leave will be accepted between the first and last workdays in March. Requests will be granted on a first-come, first-served basis, up to a limit of fifty (50) employees each year. Employees who wish to bank personal leave must fill out the district application form each year. (Banked days will equate to the number of work hours at the time they were earned. (i.e. if an employee banks one day earned at six hours and moves into a seven hour job the following year, the banked day will carry-over as six (6) hours, and the employee will be allowed to take one hour without pay with the banked six hours to take a full workday off.)

**Section 9.10. Faith and Conscience Leave**
Employees are entitled to two (2) unpaid days of leave per calendar year for reasons of faith or conscience, or an organized activity conducted under the auspices of a religious denomination, church or religious organization. This leave must be taken in whole-day increments. If an employee prefers to take the two (2) unpaid days of leave on specific days, the employer must allow the employee to do so unless the employee’s absence would impose an undue hardship on the employer or the presence of the employee is necessary to maintain public safety.

**Section 16.1.**
The District shall contribute the state insurance allotment per month for each full-time equivalent employee in the bargaining unit and a prorated amount of the same for all regular part-time employees who work at least four (4) hours per day (720 hours minimum hours worked per year) to a pool entitled to select insurance options from the approved options. The percentage of full-time equivalence for insurance
purposes will be determined by projecting the expected work year for an employee and finding the percentage that the projection is of a full-time 1,440 hour position.

After each employee has made his/her selection of benefits under the program provided herein, remaining funds in the pool, if any exist, shall be available for distribution to cover employees requested coverages. The Health Care Authority contribution will be deducted from the pool before it is allocated. The amounts of pooled funds will be distributed by equal shares beginning with the smallest amount requested and continuing the allocation at the next higher level requested and thereafter repeating this function until all pooled funds are exhausted. For each year of this agreement, the District shall add one hundred thousand dollars ($100,000) to the insurance pool annually.

Section 18.3.4.
Training for auto injectors shall be provided at the beginning of each school year. Employees without a nursing license will not be required to perform non-auto injections.

Section 18.4. Annual Training.
The District shall offer an additional sixteen (16) paid hours of District directed training relevant to employees classifications per year.

Section 18.5.
Testing for internal candidates will be standardized based on position description and required skills and abilities.

Section 21.3.
This Agreement may be reopened and modified at any time during its term upon mutual consent of the parties in writing; provided, however, that the Agreement shall be reopened as necessary to consider the impact of any legislation enacted following execution of this Agreement which may arguably affect the terms and conditions herein or create authority to alter personnel practices in public employment. Insurance shall be negotiated annually by law. Wages shall be adjusted as follows for all classifications on Schedule A’s on September 1st of the second and third years of the agreement as follows: September 1, 2017 1.75% or the percentage of COLA whichever is higher; September 1, 2018 1.75% or the percentage of COLA whichever is higher.
SCHEDULE A
PASCO SCHOOL DISTRICT
SEPTEMBER 1, 2016 - AUGUST 31, 2017

NUTRITION SERVICES

<table>
<thead>
<tr>
<th>Classification</th>
<th>Years 1-4</th>
<th>Years 5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Manager</td>
<td>$15.72</td>
<td>$16.18</td>
</tr>
<tr>
<td>Assistant Unit Manager</td>
<td>$14.43</td>
<td>$14.65</td>
</tr>
<tr>
<td>First Helper</td>
<td>$14.20</td>
<td>$14.43</td>
</tr>
<tr>
<td>Helper/Cashier</td>
<td>$13.04</td>
<td>$13.38</td>
</tr>
<tr>
<td>Substitute (Exhibit Only)</td>
<td>$9.85</td>
<td></td>
</tr>
</tbody>
</table>

Unit Manager/Cashier – Trainer will be paid fifty ($0.50) cents per hour above the regular rate while training.

The District shall incorporate the Washington School Nutrition Association’s educational credit program for Nutrition Service employees.

In buildings where total average daily participation at lunch and breakfast is six hundred fifty (650) or higher based on the March average from the previous school year, the Helper with the longest hours will receive the First Helper rate of pay. First Helper will step up in the absence of the AUM. If the total average daily participation at lunch and breakfast is less than six hundred fifty (650) based on the March average, the position will revert back to a Helper position the following year.

All Nutrition Service employees assigned to Edwin Markham School shall be paid mileage from Building 210 provided they live more than seven (7) driving miles from the school.

The District shall reimburse all employees for their health card once every three (3) years.

Longevity: After completing the 10th and 15th year of service employees shall be paid 1.5% above scale.
District Nutrition Service employees have demonstrated professionalism by attending programs to increase their knowledge to keep current in child nutrition programs and the Nutrition Service Industry.

Therefore, the Pasco School District Nutrition Service will fund the following Educational Credits Program. Official documentation of credits for the previous year must be submitted prior to the first day of school each year to receive payment for credits in the following school year. Failure to retain certification will result in the loss of incentive compensation.

Level I Certification: An employee who completes eight (8) hours of the Core Course in Nutrition OR 1 college credit in nutrition and eight (8) hours of Food Safety & Sanitation qualifies for a twenty-five cent ($0.25) per hour educational increment. This increment will continue for the duration of their employment with Nutrition Services, providing the employee continues credits to provide documentation that they have maintained their certification annually.

**CEUs must be categorized by Key Topic Area based on the USDA Professional Standards.**

Level II Certification: An employee who accumulates at least eighty-six (86) approved continuing educational credits as outlined on the USDA Professional Standards will receive an eighty cent ($0.80) per hour educational increments. Certification must be maintained to keep the eighty cents ($0.80) educational increment.

The District shall pay the SNA membership and renewal fee for all employees.

“Paid time” includes the hourly base rate only, and does not include travel time or expenses.

**Continuing Education Events:**
1) SNA Live Webinars
2) USDA Training Programs
3) SNA Approved Core Courses
4) SNA Conferences & Meetings
5) SNA Webinars On-Demand (SNA Members)
6) SNA Professional Development Articles (PDAs)
7) Institute of Child Nutrition (ICN)
8) Academy of Nutrition and Dietetics (AND)
9) Association of Nutrition and Foodservice Professionals
10) Association of Nutrition and Foodservice Professionals
11) School Districts (back to school workshops and trainings), plus Nutrition Services department provided classes.
SCHEDULE A
PASCO SCHOOL DISTRICT
SEPTEMBER 1, 2016 - AUGUST 31, 2017

PARAEDUCATORS / HEALTH ROOM ASSISTANTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Entry</th>
<th>Years 1-4</th>
<th>Beginning of the 5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paraeducator</td>
<td>Step 1</td>
<td>Step 2</td>
<td>Step 3</td>
</tr>
<tr>
<td></td>
<td>$13.94</td>
<td>$14.32</td>
<td>$15.34</td>
</tr>
<tr>
<td>Health Room Assistant</td>
<td>$14.94</td>
<td>$15.34</td>
<td>$16.44</td>
</tr>
</tbody>
</table>

1. Substitutes will be paid on the first year step year of the salary schedule.

2. Summer school Paraeducators will be paid at Step 1 of the salary schedule.

3. All employees under this salary schedule who attend District required classes, programs, meetings, etc. will be compensated for the time spent at these meetings at the employee’s hourly rate.

4. When the regular teacher in a bilingual classroom is absent, and the substitute is not dual-lingual, the Paraeducator assigned to that classroom will be offered the option of acting as tutor for the purpose of translating during the regular teacher’s absence. While serving in that capacity, the Paraeducator will be compensated at the current Tutor rate.

5. Paraeducators in Secondary Life Skills, Secondary Adaptive Life Skills, Elementary Life Skills and Elementary Adaptive Life Skills classrooms shall receive an additional $1.00 per hour stipend for all of the hours assigned to the classrooms stated above. The parties have agreed that a $.25 per hour stipend will be paid when designated special student health or hygiene support for students is needed. The parties will meet and negotiate the application of the stipend before February 15, 2015.

6. Assignments requiring the Paraeducator to perform tube feeding, catheterization, diapering, toileting, or personal hygiene will be included on the job posting, and the assigned employee will receive appropriate related training.

7. After completing the 10th and 15th year of employment the employee shall be paid 1.5% above scale.

8. Educational Credit Enhancements
   a. Associates Degree $0.25 per hour
   b. Bachelors Degree $0.50 per hour

9. The District and the association will create a committee to mutually develop and recommend a district Paraeducator training program.

10. Bus attendants designated by the Supervisor to deliver training shall receive an additional $.50 per hour for the time spent in designated training and related activities.

09/12/16
SCHEDULE A
PASCO SCHOOL DISTRICT
SEPTEMBER 1, 2016 - AUGUST 31, 2017

SECRETARIES/CLERKS

<table>
<thead>
<tr>
<th>Level</th>
<th>Entry</th>
<th>Years 1-4</th>
<th>Year 5+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>13.54</td>
<td>16.04</td>
<td>16.75</td>
</tr>
<tr>
<td>Level II</td>
<td>14.34</td>
<td>16.90</td>
<td>17.33</td>
</tr>
<tr>
<td>Level III</td>
<td>15.32</td>
<td>18.00</td>
<td>18.60</td>
</tr>
<tr>
<td>Level IV</td>
<td>15.85</td>
<td>18.90</td>
<td>19.33</td>
</tr>
</tbody>
</table>

*Entry level will be during probation period. If this would result in a decrease in salary, the employee will remain at the current rate during the 6-month probation period. (6 months = 120 workdays, excluding summer months non-work time.) When an employee moves from a position of a lower level on this salary schedule to a position at a higher level on this schedule, the employee will be placed on the same step held prior to the change in position.

1. Substitute Secretaries will be paid at Level I, Entry Step.

2. Salaries for temporary secretaries who will work for more than twenty (20) days in an assignment to replace an employee on leave of absence will be placed on the salary schedule at the probationary rate for the level they are replacing.

3. Ten-month secretaries are to be paid for eleven (11) holidays, plus ten (10) vacation days, plus any accrued vacation days after the fifth (5th) year of employment, in twelve (12) equal monthly payments.

4. All employees under this salary schedule who attend District required classes, programs, meetings, etc. will be compensated for the time spent at these meetings at the employee’s hourly rate.

5. An employee whose position is reclassified per section 15.6 will move laterally on the salary schedule into the same step of the higher level.

6. Longevity: After completing the 10th and 15th year of service employees shall be paid 1.5% above scale.

7. Educational Credit Enhancements:
   a. Associates Degree $.25 per hour
   b. Bachelor’s Degree $.50 per hour
<table>
<thead>
<tr>
<th>Position</th>
<th>Years 1-5</th>
<th>Years 6-10</th>
<th>Years 11+</th>
<th>Years&gt;15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Achievement Specialist</td>
<td>17.56</td>
<td>18.09</td>
<td>18.36</td>
<td>18.64</td>
</tr>
<tr>
<td>Student Achievement Specialist - Bachelor's Degree</td>
<td>18.06</td>
<td>18.59</td>
<td>18.86</td>
<td>19.14</td>
</tr>
<tr>
<td>Security Specialist</td>
<td>17.56</td>
<td>18.09</td>
<td>18.36</td>
<td>18.64</td>
</tr>
<tr>
<td>Security Specialist - Bachelor's Degree</td>
<td>18.06</td>
<td>18.59</td>
<td>18.86</td>
<td>19.14</td>
</tr>
<tr>
<td>Home Visitor</td>
<td>17.56</td>
<td>18.09</td>
<td>18.36</td>
<td>18.64</td>
</tr>
<tr>
<td>Home Visitor - Bachelor's Degree</td>
<td>18.06</td>
<td>18.59</td>
<td>18.86</td>
<td>19.14</td>
</tr>
<tr>
<td>Tutor</td>
<td>18.09</td>
<td>18.63</td>
<td>18.91</td>
<td>19.19</td>
</tr>
<tr>
<td>Tutor - Bachelor's Degree</td>
<td>18.87</td>
<td>19.44</td>
<td>19.73</td>
<td>20.03</td>
</tr>
<tr>
<td>Guidance Specialist</td>
<td>18.87</td>
<td>19.44</td>
<td>19.73</td>
<td>20.03</td>
</tr>
<tr>
<td>Guidance Specialist - Bachelor's Degree</td>
<td>19.60</td>
<td>20.19</td>
<td>20.49</td>
<td>20.80</td>
</tr>
<tr>
<td>Educational Signer/Interpreter*</td>
<td>17.56</td>
<td>18.09</td>
<td>18.36</td>
<td>18.64</td>
</tr>
<tr>
<td>AA or higher from Interpreter Program</td>
<td>20.52</td>
<td>21.14</td>
<td>21.45</td>
<td>21.77</td>
</tr>
<tr>
<td>EIPA 3.5+</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Certification</td>
<td>26.54</td>
<td>27.34</td>
<td>27.75</td>
<td>28.17</td>
</tr>
<tr>
<td>Assessment Specialist</td>
<td>19.12</td>
<td>19.69</td>
<td>19.98</td>
<td>20.28</td>
</tr>
<tr>
<td>Assessment Specialist - Bachelor's Degree</td>
<td>19.62</td>
<td>20.19</td>
<td>20.49</td>
<td>20.78</td>
</tr>
<tr>
<td>Secondary Intervention &amp; Prevention Specialist**</td>
<td>19.12</td>
<td>19.69</td>
<td>19.98</td>
<td>20.28</td>
</tr>
<tr>
<td>Bachelor's Degree or CPP</td>
<td>20.52</td>
<td>21.14</td>
<td>21.45</td>
<td>21.77</td>
</tr>
<tr>
<td>Bilingual Translator</td>
<td>26.54</td>
<td>27.27</td>
<td>27.69</td>
<td>28.11</td>
</tr>
<tr>
<td>Nurse</td>
<td>26.54</td>
<td>27.27</td>
<td>27.69</td>
<td>28.11</td>
</tr>
<tr>
<td>Cert Occupational Therapy Asst (COTA)</td>
<td>26.54</td>
<td>27.27</td>
<td>27.69</td>
<td>28.11</td>
</tr>
<tr>
<td>Cert Physical Therapy Asst (CPTA)</td>
<td>26.54</td>
<td>27.27</td>
<td>27.69</td>
<td>28.11</td>
</tr>
</tbody>
</table>
Continuing educational events must foster professional growth and must be approved in advance by the Nutrition Services Supervisors.

**Employees already receiving increments prior to the adoption of this contract shall be grandfathered in to the increment they receive based on prior contract language.**
# Agenda Item Summary

**AGENDA ITEM NO.**: 11G  
**BOARD MEETING DATE**: September 13, 2016

**TOPIC**: Overnight Student Travel – Ochoa Middle School Natural Helpers to Camp Ghormley in Rimrock, WA

**CABINET ADMINISTRATOR**: Erich Bolz  
**PRESENTER**: Suzanne Hall

- [ ] REPORT  
- [ ] 1ST READING  
- [ ] DISCUSSION  
- [ ] 2ND READING  
- [x] ACTION REQUIRED

**OBJECTIVE**: To secure board approval for overnight student travel.

### BACKGROUND: (Pertinent past action/events)
Claudia Serna-Stephenson, Ochoa Middle School Natural Helpers Advisor, is seeking permission for overnight travel for selected students to attend the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, October 19 - 21, 2016.

There will be 32 students going on this overnight trip.

### POSSIBLE ALTERNATIVES:

<table>
<thead>
<tr>
<th>PROJECTED COSTS</th>
<th>BUDGET CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,150.00 Entire Event</td>
<td>Natural Helper Budget and Fundraisers through ASB Funds</td>
</tr>
</tbody>
</table>

### SUGGESTED MOTION:
I move to approve overnight travel for Ochoa Middle School students involved in the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, October 19 - 21, 2016 be approved as presented.

### NEXT STEPS:
# PASCO SCHOOL DISTRICT NO. 1
## Trips with Students

<table>
<thead>
<tr>
<th>Name of School, Group and Advisor:</th>
<th>Purpose of Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellen Ochoa Middle School</td>
<td>Natural Helpers Camp (31 students &amp; 5 adults)</td>
</tr>
<tr>
<td>Natural Helpers, Claudia Serna-Stephenson</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 19 – 21, 2016</td>
<td>Ghormley Meadows Camp 640 Lost Lake RD, Rimrock, WA 98937</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasco School District Bus Transportation</td>
<td>(Must have one chaperone for every 15 students)</td>
</tr>
<tr>
<td></td>
<td>Claudia Serna-Stephenson, Maria Montez, Dale Rodgers, David Almaguer, Delores Ortiz</td>
</tr>
</tbody>
</table>

### Cost Detail:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$ 900.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$2250.00</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3150.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Name, Location and Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ghormley Meadows Camp</td>
</tr>
<tr>
<td>640 Lost Lake RD.</td>
</tr>
<tr>
<td>Rimrock, WA 98937</td>
</tr>
<tr>
<td>509-672-4312, 509-672-4311</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Phone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Serna-Stephenson 509-851-9772</td>
</tr>
</tbody>
</table>

### Budget Responsibility (club, students, fund-raisers, etc.)

Natural Helper District Budget & Fundraised through ASB funds.

### ITINERARY: (include time and location of departures/arrivals, location of events, beginning and ending times of events, etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/16</td>
<td>12:30 p.m.</td>
<td>Students and staff depart Ellen Ochoa Middle School</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m.</td>
<td>Arrive at Ghormley Meadows Camp</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. to 5:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. to 6:00 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td>10/20/16</td>
<td>8:00 a.m. to 8:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. to 11:30 a.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m. to 12:00 p.m.</td>
<td>Students and staff eat lunch</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. to 5:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. to 6:00 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td>10/21/16</td>
<td>8:00 a.m. to 8:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. to 11:30 a.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m. to 12:00 p.m.</td>
<td>Students and staff eat lunch</td>
</tr>
<tr>
<td></td>
<td>12:30 p.m.</td>
<td>Depart Ghormley Meadows Camp</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m.</td>
<td>Arrive at Ellen Ochoa Middle School</td>
</tr>
</tbody>
</table>

### Students attending (see attached Vehicle Departure Form/Student Roster)

We are required to carry student emergency contact information on the trip.

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Serna-Stephenson 09/01/16</td>
<td>Jackie Ramirez 09/01/16</td>
</tr>
</tbody>
</table>

Name/Date

Revised 3-9-06
AGENDA ITEM NO.: 11H
BOARD MEETING DATE: September 27, 2016

TOPIC: Overnight Student Travel – McLoughlin Middle School Natural Helpers to Camp Ghormley in Rimrock, WA

CABINET ADMINISTRATOR: Suzanne Hall
PRESENTER: Suzanne Hall

- REPORT
- 1ST READING
- DISCUSSION
- 2ND READING
- ACTION REQUIRED

OBJECTIVE: To secure board approval for overnight student travel.

BACKGROUND: (Pertinent past action/events)
Amy Rodriguez, McLoughlin Middle School Natural Helpers Advisor, is seeking permission for overnight travel for selected students to attend the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, November 2-4, 2016.

Student names to be submitted to District Office by 10/18/2016 after student and staff input.

POSSIBLE ALTERNATIVES:

PROJECTED COSTS: $4,000.00 Entire Event
BUDGET CODE: Natural Helper Budget and Fundraisers through ASB Funds

SUGGESTED MOTION: I move to approve overnight travel for McLoughlin Middle School students involved in the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, November 2-4, 2016 be approved as presented.

NEXT STEPS:
**PASCO SCHOOL DISTRICT NO. 1**  
Trips with Students

<table>
<thead>
<tr>
<th>Name of School, Group and Advisor:</th>
<th>Purpose of Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>McLoughlin Middle School, Natural Helpers, Amy Rodriguez</td>
<td>Natural Helpers Camp</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2-4, 2016</td>
<td>Ghormley Meadows Camp 640 Lost Lake Rd., Rimrock, WA 98937</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>District School Bus</td>
<td>(Must have one chaperone for every 15 students)</td>
</tr>
<tr>
<td></td>
<td>Amy Rodriguez, Sarah Overturf, Kayla Meinecke, Corey Heitschmidt, David Haug, Gary Kendall &amp; Molly Monarch</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Detail:</th>
<th>Hotel Name, Location and Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Ghormley Meadows Camp</td>
</tr>
<tr>
<td>Lodging (meals included)</td>
<td>640 Lost Lake Rd. Rimrock, WA 98937</td>
</tr>
<tr>
<td>Registration</td>
<td>509-672-4312, 509-672-4311</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td>Emergency Contact Phone Number(s)</td>
</tr>
<tr>
<td><strong>entire event</strong></td>
<td>509-672-4311 Camp Ghormley or 509-947-6669 Amy Rodriguez</td>
</tr>
<tr>
<td><strong>per student</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Responsibility (club, students, fund-raisers, etc.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Helper District Budget &amp; Fundraised through ASB funds.</td>
<td></td>
</tr>
</tbody>
</table>

**ITINERARY:**  
(include time and location of departures/arrivals, location of events, beginning and ending times of events, etc.)  

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/02/16</td>
<td>12:00 p.m.</td>
<td>Students and staff depart McLoughlin Middle School</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m.</td>
<td>Arrive at Ghormley Meadows Camp</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m.</td>
<td>Students settle into camp and training begins</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:30 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>10:00 p.m.</td>
<td>Lights out</td>
</tr>
<tr>
<td>11/03/16</td>
<td>7:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>12:30 p.m.</td>
<td>Students and staff eat lunch</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. to 3:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>3:30 p.m. to 5:30 p.m.</td>
<td>Students will complete school work</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:30 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>10:00 p.m.</td>
<td>Lights out</td>
</tr>
<tr>
<td>11/04/16</td>
<td>7:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. to 10:30 a.m.</td>
<td>Training and closing procedures continue</td>
</tr>
<tr>
<td></td>
<td>10:30 a.m.</td>
<td>Depart Ghormley Meadows Camp-stop McDonalds, Prosser, WA for lunch</td>
</tr>
<tr>
<td></td>
<td>2:15 p.m.</td>
<td>Arrive at McLoughlin Middle School</td>
</tr>
</tbody>
</table>

**Students attending (see attached Vehicle Departure Form/Student Roster)**  
We are required to carry student emergency contact information on the trip.

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Rodriguez</td>
<td>Dominique Dennis</td>
</tr>
<tr>
<td>09/9/16</td>
<td>09/9/16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name/Date</th>
<th>Name/Date</th>
</tr>
</thead>
</table>

Revised 3-9-06
**TOPIC:** Overnight Student Travel – Stevens Middle School Natural Helpers to Camp Ghormley in Rimrock, WA

**CABINET ADMINISTRATOR:** Suzanne Hall

**PRESENTER:** Suzanne Hall

**OBJECTIVE:** To secure board approval for overnight Student Travel

**BACKGROUND:** (Pertinent past action/events)
Azalia Norwood and Faustino Riojas, Stevens Middle School Natural Helpers Co-Advisors, are seeking permission for overnight travel for selected students to attend the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, November 7 – 9, 2016.

There will be 20 Students going on this overnight trip.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** $2667.60

**BUDGET CODE:** Natural Helpers Budget and Fundraisers through ASB Funds

**SUGGESTED MOTION:** I move to approve overnight travel for Stevens Middle School students involved in the Natural Helpers retreat at Camp Ghormley in Rimrock, WA, November 7 – 9, 2016 be approved as presented.

**NEXT STEPS:**
**Name of School, Group and Advisor:**
Stevens Middle School, Natural Helpers, Azalia Norwood & Faustino Riojas

**Purpose of Trip:**
Natural Helpers Camp (20 students & 4 adults)

**Date of Trip:**
November 7 – 9, 2016

**Location of Event (include venue):**
Ghormley Meadows Camp
640 Lost Lake RD., Rimrock, WA 98937

**Method of Transportation:**
District School Bus

**Staff Chaperoning and Parent Volunteers**
(Azalia Norwood, Faustino Riojas, Michelle Simon & Colt Nickel)

**Purpose of Trip:**
Natural Helpers Camp (20 students & 4 adults)

**Method of Transportation:**
District School Bus

<table>
<thead>
<tr>
<th>Cost Detail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>900.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>1767.60</td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
</tr>
</tbody>
</table>

**Total cost**

<table>
<thead>
<tr>
<th>Entire Event</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2667.60</td>
<td></td>
</tr>
</tbody>
</table>

**Hotel Name, Location and Phone Number**

Ghormley Meadows Camp
640 Lost Lake RD.
Rimrock, WA 98937
509-672-4312, 509-672-4311

**Emergency Contact Phone Number(s)**

Azalia Norwood 509-947-0993, Faustino Riojas 509-987-3202

**Budget Responsibility (club, students, fund-raisers, etc.)**

Natural Helper District Budget & Fundraised through ASB funds

**ITINERARY:** (include time and location of departures/arrivals, location of events, beginning and ending times of events, etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/07/16</td>
<td>12:15 p.m.</td>
<td>Students and staff depart Stevens Middle School</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m.</td>
<td>Arrive at Ghormley Meadows Camp</td>
</tr>
<tr>
<td></td>
<td>3:00 p.m. to 5:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. to 6:00 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td>11/08/16</td>
<td>8:00 a.m. to 8:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. to 11:30 a.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m. to 12:00 p.m.</td>
<td>Students and staff eat lunch</td>
</tr>
<tr>
<td></td>
<td>12:00 p.m. to 5:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m. to 6:00 p.m.</td>
<td>Students and staff eat dinner</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. to 9:30 p.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td>11/09/16</td>
<td>8:00 a.m. to 8:30 a.m.</td>
<td>Students and staff eat breakfast</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m. to 11:15 a.m.</td>
<td>Training and activities</td>
</tr>
<tr>
<td></td>
<td>11:30 a.m.</td>
<td>Depart Ghormley Meadows Camp</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m.</td>
<td>Eat at McDonald’s in Prosser, WA</td>
</tr>
<tr>
<td></td>
<td>2:22 p.m.</td>
<td>Arrive at Stevens Middle School</td>
</tr>
</tbody>
</table>

**Submitted by:**
Azalia Norwood 09/21/16

**Approved by:**
Charlotte Stingley 09/14/16

We are required to carry student emergency contact information on the trip.

---

Revised 3-9-06
<table>
<thead>
<tr>
<th>Study/Executive Sessions</th>
<th>Staff</th>
<th>Reports/Discussions/ Updates</th>
<th>Staff</th>
<th>Action Items</th>
<th>Staff</th>
<th>Consent Agenda</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Technology Plan</td>
<td>MG</td>
<td>Resolution: 2017 Bond Support</td>
<td>HR</td>
<td>Approval of Elementary School #16 Schematic Design</td>
<td>RN/KM</td>
</tr>
<tr>
<td>10/25/2016</td>
<td>SC</td>
<td>Focus on Data: All Day Kindergarten</td>
<td>EB/KD</td>
<td>Resolution: Acceptance of Mark Twain Parking Project</td>
<td>RN/KM</td>
<td>School Improvement Plans</td>
<td>EB/CL/SH/ GC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum Implementation and Review Update</td>
<td>EB/SH</td>
<td>Resolution: Acceptance of Portables 2016 Project</td>
<td>RN/KM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Resolution: Acceptance of Stevens Site Improvement Project</td>
<td>RN/KM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/8/2016</td>
<td></td>
<td>Focus on Data: Adverse Childhood Experiences (ACES)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/22/2016</td>
<td>GC</td>
<td>WSSDA Conference Student Report</td>
<td>Students</td>
<td>Appointment of Pro/Con Committees for Voters Guide</td>
<td>HR</td>
<td>Approval of Elementary School #16 Value Engineering</td>
<td>RN/KM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Curriculum Implementation and Review Update</td>
<td>EB/SH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/13/2016</td>
<td></td>
<td>Focus on Data: Positive Behavioral Intervention and Supports (PBIS)</td>
<td>EB/</td>
<td></td>
<td></td>
<td>School Improvement Plans 2016-17</td>
<td>GC</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Board Reorganization-Officers, Leg Rep, WIAA</td>
<td>SL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/27/16</td>
<td></td>
<td>No meeting - Holidays</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>