PASCO SCHOOL DISTRICT NO. 1
Board of Directors’ Regular Meeting
Tuesday, February 13, 2018
C. L. Booth Education Service Center, 1215 W. Lewis Street, Pasco, WA  99301
AGENDA

STUDY SESSION 4:30-6:00 p.m.
2017 Bond Process, Mr. Howard Roberts and Mr. Trevor Carlson

1. CALL TO ORDER Mr. Steve Christensen

2. FLAG SALUTE Longfellow Elementary Students; Principal Claudia Serrano

3. ROLL CALL Steve Christensen  Sherry Lancon  Scott Lehman  Amy Phillips
   Aaron Richardson  Christana Craig  Vanesa Quiroz  Izabel Stohel

4. SPECIAL RECOGNITION – School Counselors Mr. Shane Edinger

5. APPROVAL OF MINUTES Regular Meeting of January 23, 2018

6. AGENDA REVIEW

7. AUDIENCE COMMENTS

8. COMMUNICATIONS

9. REPORTS/DISCUSSION
   A. Long Term Facilities Management Planning Process Dr. Susana Reyes
   B. Data Byte – iPAL Mrs. Deb Thurston
   C. ESSA Accountability, Outrageous Outcomes, and Building Level Goal Setting Mrs. Carla Lobos and Mrs. Suzanne Hall

10. ACTION ITEMS

11. CONSENT AGENDA
   A. Personnel Mrs. Robin Hay
   B. Warrants Mr. Howard Roberts
   C. Port of Pasco Warehouse Lease Mr. Randy Nunamaker
   D. Overnight Student Travel – McLoughlin FCCLA Students to attend the Leadership Conference Competition Mrs. Suzanne Hall
   E. Out of State Overnight Student Travel – Chiawana High DECA students to attend the DECA International Career Development Leadership Conference Mrs. Suzanne Hall
F. Out of State Student Travel – Chiawana and Pasco High DECA to attend the Sports Business Night

G. Overnight Student Travel – Chiawana High DECA Students to attend the FCCLA State Leadership Conference

H. Overnight Student Travel – Chiawana High DECA Students to attend the DECA State Career Development Conference

I. Out of State Student Travel – Stevens Middle School STEM Day at Silverwood

12. FUTURE AGENDA ITEMS

13. EXECUTIVE SESSION – RCW 42.30.110 (1)(g) Personnel; (1)(i) Litigation

14. AJ DOURNMENT
**PASCO SCHOOL DISTRICT NO. 1**  
Agenda Item Summary

<table>
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<tr>
<th>AGENDA ITEM NO.: 04</th>
<th>BOARD MEETING DATE: February 13, 2018</th>
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<tr>
<td><strong>TOPIC:</strong> Special Appreciation – School Counselors</td>
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<td><strong>CABINET ADMINISTRATOR:</strong> Michelle Whitney</td>
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<tr>
<td><strong>PRESENTER:</strong> Shane Edinger</td>
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**X REPORT**
- [ ] 1ST READING
- [ ] DISCUSSION
- [x] 2ND READING
- [ ] ACTION REQUIRED

**OBJECTIVE:**
To recognize school counselors in honor of National School Counseling Week February 5 - 9, 2018.

**BACKGROUND:** (Pertinent past action/events)
Recognition of counselor representatives.
Invited counselors:
- Angelou: Keilani DeHaan
- Chess: Emma Mercado
- CHS: Ginaflor Hinnant
- CHS: Connie Wallace
- CHS: Mary Gutierrez
- CHS: Brian Thomas
- CHS: Norma Espindola
- CHS: Domingo Gonzales
- CHS: Tino Barrera
- CHS: Andre Wren
- Curie: Gabriela Perez
- Emerson: Sylvia Macias
- Franklin: Imelda Ramirez
- Frost: Andrea Lopez
- Gray: Joshua Hurst
- Livingston: Kelly Longsdorff
- Longfellow: Elizabeth Espindola
- Mac: Sarah Overturf
- Mac: Tim Haugen
- Mac: Diana Partida
- Markham: Kristy Piceno
- McClintock: Salina Castro
- McGee: Lindsey Mott
- New Horizons: Erica Smith (ROC)
- New Horizons: Emilia Jasen
- Ochoa: David Almaguer
- Ochoa: Claudia Serna-Stephenson
- PHS: Amanda Freeman
- PHS: Wade Barrow
- PHS: Cindy Sandoval
- PHS: Lisa Chiesa
- PHS: John Austin
- PHS: Rebecca McLaughlin
- PHS: Ericka Parrish
- Robinson: Laura Rudeen
- Stevens: Azalia Norwood
- Stevens: Tino Riojas
- Twain: Bernadette Flores
- Whittier: Carmen Gonzalez

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:**

**BUDGET CODE:**

**SUGGESTED MOTION:**

**NEXT STEPS:**
Pasco School District No. 1  
Board of Directors' January 23, 2018, 6:30 p.m. 
C. L. Booth Education Service Center, 1215 West Lewis Street, Pasco, WA 99301

MINUTES

STUDY SESSION – 4:30 p.m.  
School Report: Marie Curie  
Facilities Usage Policy  
Mrs. Valerie Aragon  
Mrs. Sarah Thornton

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

FLAG SALUTE
Mr. Christensen introduced Robinson Elementary Principal, Wendi Manthei who then introduced the following students that will lead the flag salute, Tobias Navarro, Anastasia Cloy, Moises Lopez, Jose Valencia, Bryan Trujillo, Jose Rojas, Alondra Piedra. Qualified for the state chess tournament in April. The students then led the flag salute, followed by introductions of family members who were present for the meeting.

PRESENT
Board of Directors:
Steve Christensen, President
Amy Phillips, Vice President
Scott Lehrman, Member
Sherry Lancon, Member
Aaron Richardson, Member
Christana Craig, Student Representative
Vanessa Quiroz, Student Representative
Izabel Stohel, Student Representative

Booth Administrators:
Michelle Whitney, Superintendent
Sarah Thornton, Assistant Superintendent
Erich Bolz, Assistant Superintendent
Susana Reyes, Assistant Superintendent
Susan Sparks, Director of Professional Learning
Alma Duran, Director of Special Programs
Toni Neidhold, Director of Employee Relations
Susanne Hall, Executive Director Teaching & Learning, Secondary
Robin Hay, Executive Director Employee Services

Audience
Wendi Manthei  
Barbara Pierce  
Victor Silva  
Nora Flores  
Brent Kubalek  
Valarie Aragon  
Abel Lopez  
Ines Capetillo  
Deidre Holmberg  
Claudia Serrano  
Ray Duranala  
Christy Grimm  
Kim Marsh  
Erin Kerr  
Ruvine Jimenez  
Diana Cissne  
Amanda Wilson  
Wendy Lechelt-Polster  
Aubrey Pratt  
Jennifer Collins  
Kathy Wright  
John Wallwork  
Kim Mahaffey  
Gerry Brazington  
J. Carmen Garcia  
Julio Blanco  
James Ford  
Angela Johnson  
Maria Lee  
Tasha Gonzalez  
Nathan Grimm

Board Meeting Minutes  January 23, 2018  1
SPECIAL RECOGNITION
To recognize the Board of Directors during National and Washington State School Board Recognition Month. President Steve Christensen, Vice President Amy Phillips, Scott Lehrman, Sherry Lancon, Aaron Richardson, Student Representative Christiana Craig, Student, Representative Vanessa Quiroz, and Student Representative Izabel Stohel. Books were selected by our school librarians and were donated to all our Pasco School Libraries in recognition of our outstanding Board of Directors. Dianna Cissne and Wendi Manthei, principals in the school district, shared their thankfulness for the Board’s important role in our district. On behalf of the district administrators and students, they provided a small token of appreciation.

APPROVAL OF MINUTES
Mr. Lehrman moved to approve the minutes of the regular board meeting of January 9, 2018 as presented. Mrs. Lancon seconded the motion; the motion carried.

AGENDA REVIEW
The board requests an Executive Session under RCW 42.30.110(1)(g)

AUDIENCE COMMENTS
There were no audience comments.

COMMUNICATIONS
Mr. Lehrman – Congratulations to the district and the Board on the appropriation monies for the Early Learning Center. Shared a memory of early learning, beginning conversations about remediation and that lobbying about educating the earliest learners. The district staff and administration have put in so much efforts, and the Board Members have put in many hours to make it happen.

Dr. Richardson – Attended the Coco café and was incredibly impressed with our high school talents.

Mrs. Lancon – Thanked the administrators and students for the special gifts tonight, really appreciated the hard work and effort to personalize them for each of the Board Members.

Miss Quiroz – Pasco High hosted their triple header this past week. Though they didn’t win, the event was fun and well attended.

Miss Stohel – Attended the Coco Café event and extended praise to all the students that participated.

Miss Craig – Chiawana’s finals week went well, a new semester has begun as of today. Mr. Riverhawk auditions are coming up as a fun event for the seniors to show school spirit.

Mrs. Phillips – Attended the triple header, there was valiant effort on both parts, the athletes all did so well. She also attended the Superintendent’s Student Advisory Council meeting in January, and was thrilled with the involvement with the students that attended and gave some great input. She had the opportunity to attend a local legislative conference recently.
where LAP funding was discussed, and it was great that Pasco School District was represented and continuing to build relationships with lawmakers.

Mr. Christensen - Legislative session has begun, it is moving quite rapidly. The Capital budget has been approved for last year, and we do not anticipate any changes for this year. Legislative Conference this coming weekend. ESD Board workshop was this past week. Was in Olympia last week as part of his role with the WASSDA Board of Directors. Lastly, he was able to participate in a Boy Scout Eagle project. Jaxon Cazier, and Landon Salsbury and Mr. Palmer working on the citizenship merit badge.

Superintendent Whitney - Shared an extraordinary example of how our PSD staff go above and beyond in their work: Mr. Brazington hosts a cooking club on Fridays where the students dress up and cook and share a meal together and they make enough for them to bring extra food home to their families. She reminded the audience of a few upcoming events within the district: Winter graduation at Chiawana will be held on January 26th at Chiawana High at 2pm; New Horizons Winter Graduation will be on February 7th at 7pm at New Horizons CBC location. Franklin VIP Day will be on February 8, 2018. Also, a reminder that childcare is available 6:30 - 8:30p for Board Meeting attendees.

REPORTS/DISCUSSION

ESSA Accountability and the Outrageous Outcomes- Mrs. Whitney, introduced Mr. Mark Garrett, Director of Technology.
This presentation is focused on the alignment of the Outrageous Outcome benchmarking approach with the ESSA accountability requirements. The Board received a report from Dr. Dennis Maguire OSPI Leadership Coach regarding Washington State ESSA Accountability framework. In effort to establish a seamless benchmarking system for Pasco School District’s Outrageous Outcomes, the applicable data from the ESSA Accountability Framework has been integrated into our approach.

Board discussion followed.

Audience Comments: There were no audience comments.

Bond Project Update – Dr. Susana Reyes
This presentation is to provide an overview and update the board of current bond projects.

The district engaged MGT of America to analyze district facilities and develop a long-term facilities master plan. MGT has also gathered and analyzed information from the community and facilitated the work of the Community Builders group to advise the board on the next bond. On June 6, 2017 the Community Builders’ recommendation for a bond election in November 2017 was presented to the board.

The board held a retreat on June 20, 2017 to analyze information received from MGT of America, the Community Builders, and district staff related to a November 2017 bond. District staff were asked to further analyze and attempt to reduce project costs for the board’s priorities. The board was presented with updated project cost information for two elementary schools, two middle schools, and other projects with an estimated total of $99.5 million on
June 27, 2017. The board provided direction to prepare a resolution for a November 2017 bond. The resolution was presented and approved at the regular board meeting on July 27, 2017.

The bond was on the November 2017 ballot and was approved by Pasco voters with 60.07%.

Opened discussion for nominating a Board Representative to serve on the district steering committee. Sherry Lancon will serve as the steering committee representative.

Board discussion followed.

Audience Comment: Mr. Nathan Grimm commended district staff for putting this presentation together, and is thankful for the school Board representatives willing to serve on the committees.

Data Byte – Ms. Carla Lobos
This presentation provided the board with updated information associated data specific to student involvement in extracurricular activities. Outrageous Outcome at grades K-3.

The board’s governance model identifies Results Policies which define the outcomes for our direct clients (students) by clarifying the expected organizational outcomes. These policies provide a framework for decision making and focus.

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

Board discussion followed.

Audience Comments: There were no audience comments.

ACTION ITEMS
There were no action items presented at this Board Meeting.

CONSENT AGENDA
Approved Consent Agenda items include:
• Personnel – approval of routine personnel items as presented.
• Warrants
  • Warrant Date: January 5, 2018
  General Fund warrants numbered 263670-263806 in the amount of $642,987.80
  Capital Projects Fund warrants numbered 263807-263815 in the amount of $589,840.13
Associated Student Body Fund warrants numbered 263816-263826 in the amount of $6,569.68

- **Warrant Date: January 31, 2018**
  Payroll Fund warrants numbered 263827-263842 and 264026 in the amount of $8,578.90

- **Warrant Date: January 11, 2018**
  General Fund warrants numbered 263843-264003 in the amount of $1,157,705.18
  Capital Projects Fund warrants numbered 264004-264015 in the amount of $282,385.00
  Associated Student Body Fund warrants numbered 264016-264024 in the amount of $12,570.78
  Transportation Vehicle Fund warrant numbered 264025 in the amount of $116,180.94

- District Policy Revisions: Deletions—6110, 6120, 6122; New—1620 Board Superintendent Relationship, 1630 Evaluation of the Superintendent
- District Policy Revisions: New—4222-Senior Citizens’ Gold Card
- Overnight Student Travel – Pasco High, Future Farmers of America to the 212/360 Leadership Conference
- Overnight Student Travel – Chiawana and Pasco High Speech and Debate Teams to attend the Honorable Thomas Foley Memorial Speech and Debate Competition
- Overnight Student Travel – Pasco High School Distributive Education Clubs of America to DECA State Career Development Conference
- Overnight Student Travel – Pasco High School Wind Ensemble to the Washington State Music Education Annual Conference Performance

Mrs. Sherry Lancon moved to approve the Consent Agenda as presented. Mrs. Amy Phillips Lehrman seconded the motion. A roll call vote was taken as follows; the motion carried.

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

**FUTURE AGENDA ITEMS**

Mrs. Whitney stated that the next Board meeting is scheduled for February 13, 2018.

**EXECUTIVE SESSION**

Executive Session RCW 42.30.110(1)(g) Personnel – Superintendent Evaluation will be requesting no action.

**ADJOURNMENT**
The Board of Directors adjourned at 9:35 p.m.
AGENDA ITEM NO. : 9A

BOARD MEETING DATE: February 13, 2018

TOPIC: Long-Term Facilities Management Planning Process Update

CABINET ADMINISTRATOR: Dr. Susana Reyes

PRESENTER: Dr. Susana Reyes

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

OBJECTIVE:
To provide an overview and update the board on the work of the Community Builders Group and the recommended structure of the ongoing work related to the long-term facilities management planning process.

BACKGROUND: (Pertinent past action/events):
The Community Builders Group was established to assist with the development of a long-term facilities master plan for Board consideration. The district engaged MGT of America to analyze district facilities and develop a long-term facilities master plan. MGT gathered and analyzed information from the community and facilitated the work of the Community Builders Group. To this end, the group’s work has consisted of analyzing, reviewing, and considering information and data and formulating initial long-term facilities master plan recommendations.

The Community Builders Group first met on March 15, 2017. After the February 2017 Bond, which did not pass, MGT and the Community Builders Group focused their efforts on developing a bond proposal for Board consideration for the November 2017 election.

The Community Builders Group has reconvened and will continue its work to contribute and inform the development of the long-term facilities master plan for Board consideration.

POSSIBLE ALTERNATIVES:

PROJECTED COSTS: BUDGET CODE:

SUGGESTED MOTION:

NEXT STEPS:
Putting students first to make learning last a lifetime
Celebrating academics, diversity and innovation
Background

Second in a series of board study sessions and/or reports. The following represents a timeline of follow up meetings:

- February 27, 2018
  - Study Session-Capital Facilities Plan
  - Study Session-School Capacity Framework and Data
- March 13, 2018
  - Action-Capital Facilities Plan approval
Operational Expectations: Facilities

Goal
Improve learning and achievement for each student and employee by ensuring operations, facilities planning and resources for a safe, effective and nurturing learning environment

Strategy/Action
Through the development of a long-term plan that establishes priorities for construction, renovation and/or replacement and maintenance projects
Community Builders Group

Purpose
Inform and contribute to the development of the District long-term facilities master plan

The Community Builders Group reconvened on December 7, 2017 and January 25, 2018
Recommended Structure

Considered and provided the following suggestions:

• Board representative liaison
• Third-party facilitator
• Technical team comprised of PSD staff, a Community Builders Group liaison and subject matter experts
  • Purpose: meet more frequently to review data and prepare analysis for Community Builders Group review and consideration.
THANK YOU
# AGENDA ITEM NO.: 9B

## BOARD MEETING DATE: February 13, 2018

### TOPIC: Data Byte: iPal

### CABINET ADMINISTRATOR: Mrs. Michelle Whitney

### PRESENTER: Mrs. Deb Thurston

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

### OBJECTIVE:
To share data around the enrollment and grade progress of iPAL students of Pasco School District. This alignment is with the Outrageous Outcomes of our district.

### BACKGROUND: (Pertinent past action/events):
Internet Pasco Academy of Learning (iPAL) has been in existence since January 2013 and was created to offer an online option of education to our Pasco students in grades 9-12. In 2016, the board approved the expansion of iPAL to a K-12 program and moved to a large portable on the McLoughlin campus.

iPAL has a full time K-8 teacher and a full time 9-12 teacher on site, and the lab is open 8:00 am – 5:00 pm 5 days a week. iPAL also utilizes highly qualified subject area high school teachers to lead the secondary work. Student can self-refer into the iPAL program through their school counselor.

### POSSIBLE ALTERNATIVES:

### PROJECTED COSTS:  

### BUDGET CODE:  

### SUGGESTED MOTION:

### NEXT STEPS:
Data Byte: iPAL Online

February 13, 2018
Enrollment Over Time

iPAL Enrollment K-12

- 2013-14 SY (Full Year 1)
- 2016-17 FY (Last Completed Year)
- 2017-18 Current SY (In Progress)
### iPal Enrollment Data K-12

#### 2013-14, 2016-2017, 2017-2018

<table>
<thead>
<tr>
<th>Month</th>
<th>2013-14</th>
<th>2016-2017</th>
<th>2017-2018</th>
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<tbody>
<tr>
<td>September</td>
<td>54</td>
<td>61</td>
<td>78</td>
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<tr>
<td>October</td>
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<td>May</td>
<td>75</td>
<td>150</td>
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<tr>
<td>June</td>
<td>71</td>
<td>147</td>
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</table>

- 30% increase in 2017-18 from the prior year
- 60% increase since 2013-14
Grades Earned

Summer High School Grades Earned

<table>
<thead>
<tr>
<th>Grade</th>
<th>Summer 2015-2016</th>
<th>Summer 2016-2017</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>23</td>
<td>35</td>
</tr>
<tr>
<td>B</td>
<td>13</td>
<td>21</td>
</tr>
<tr>
<td>C</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>40 Total Students</td>
<td>63 Total Students</td>
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**PASCO SCHOOL DISTRICT NO. 1**

**Agenda Item Summary**

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<td><strong>TOPIC:</strong> ESSA Accountability, Outrageous Outcomes and Building Level Goal Setting</td>
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<td><strong>CABINET ADMINISTRATOR:</strong> Michelle Whitney</td>
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<tr>
<td><strong>PRESENTER:</strong> Carla Lobos</td>
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- [ ] REPORT
- [ ] 1ST READING
- [ ] DISCUSSION
- [ ] 2ND READING
- [ ] ACTION REQUIRED

**OBJECTIVE:**
The objective is to provide an overview of how ESSA, Outrageous outcomes and building level goal setting tie together. This will build upon the presentation Mark Garrett provided at the last board meeting.

**BACKGROUND:** (Pertinent past action/events)
The new data dashboard will provide board members with a deep analysis of how we are progressing towards our Outrageous Outcome. Currently, schools are accountable for making gains that support both the Outrageous outcomes and federal and state accountability measures. We use a system of data analysis and inquiry that is applied at the various levels (district, building, classroom, student) to make data based decisions that positively impact student learning.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:**

**BUDGET CODE:**

**SUGGESTED MOTION:** No motion requested

**NEXT STEPS:**
Outrageous Outcomes: Growth and Monitoring Framework
Bringing it ALL Together

Putting students first to make learning last a lifetime
Celebrating academics, diversity and innovation
Aligning Outrageous Outcome with Targets/Stretch Targets with SMART goals

The Outrageous Outcomes inspire us to think big and remind us to focus on the big picture.

Targets/Stretch Targets identify specific growth benchmarks

SMART goals — goals that are Specific, Measurable, Achievable, Realistic, and Time bound — help us form a concrete plan of action in order to make the target/stretch targets a reality
Outrageous Outcomes

- Data based decision making
- Progress monitoring
- Multi-level prevention system
- Screening and assessment

System and school improvement
ESSA

Professional Learning communities
District

• Outrageous Outcomes

Building

• School Improvement Planning

Grade Level

• Professional Learning Community

Student

• Student Goal Setting
• Data Walls
Building Level

• Each building will receive the target/stretch target for support of the appropriate Outrageous Outcome
  – Leadership teams break their school data down into manageable parts
    • ELL
    • Grade Level
    • Special Education
    • Free and Reduced Lunch
School Improvement Process

- Aligns with state and federal guidelines (ESSA)
- Data based decision making
- Monitor growth and challenges at various grade levels
- Aligns school resources to support activities outlined in the plan
Grade Level

• Break data down into standards
  – Standards broken down into specific skills and concepts
  – Monitor through common formative assessments
  – Provide opportunities for re-teaching or intervention
Student Level

- Goal setting
- Data walls
District Supports

• Professional Learning Communities
  – Dr. Luis Cruz
    • Maximizing PLC
    • Leadership support for principals and leadership teams

• Continued support through PCG
  – Essential standards
  – High yield instructional strategies
  – Assessments
District Supports

• Instructional Coaches
  – Supporting implementation of curriculum and Pasco Curriculum Guide (PCG)
  – Supporting PLC process

• Professional Development
  – Variety of PD opportunities for staff
    • Language is Power (ELL)
    • Highly Capable
AGENDA ITEM NO.: 11A
BOARD MEETING DATE: February 13, 2018

TOPIC: Personnel Actions

CABINET ADMINISTRATOR: Robin Hay

PRESENTER: Robin Hay

☐ REPORT
☐ 1ST READING
☐ DISCUSSION
☐ 2ND READING
X 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>Battershell-Doran, Kathryn</td>
<td>Special Education McClintock</td>
<td>Leave of absence</td>
<td>2/9/18 - 3/8/18</td>
</tr>
<tr>
<td>Beal, Stacey</td>
<td>Math Pasco High</td>
<td>Leave of absence</td>
<td>5/16/18 – 6/11/18</td>
</tr>
<tr>
<td>Blake, Elizabeth</td>
<td>Nurse Longfellow</td>
<td>Hired (provisional contract)</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Carrasco, Marisela</td>
<td>Kindergarten Whittier</td>
<td>Leave of absence</td>
<td>2/12/18 – 2/23/18</td>
</tr>
<tr>
<td>Ehlis, Meghan</td>
<td>1st Grade McClintock</td>
<td>Leave of absence</td>
<td>1/29/18 – 2/16/18</td>
</tr>
<tr>
<td>Fuquay, Morgan</td>
<td>Special Education McLoughlin</td>
<td>Leave of absence</td>
<td>8/28/18 – 11/21/18</td>
</tr>
<tr>
<td>Gruver, Sherry</td>
<td>Business Ed Chiawana</td>
<td>Leave of absence</td>
<td>1/30/18 - 4/27/18</td>
</tr>
<tr>
<td>Hoeft, Brandon</td>
<td>Science McLoughlin</td>
<td>Leave of absence</td>
<td>3/29/18 – 1/21/19</td>
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<tr>
<td>Kauer, Keith</td>
<td>Head Coach Track McLoughlin</td>
<td>Hired (coaching contract)</td>
<td>3/7/18</td>
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<tr>
<td>Keddison, Rachel</td>
<td>SLP Booth</td>
<td>Leave of absence</td>
<td>5/14/18 – 6/13/18</td>
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<tr>
<td>Larsen, Matt</td>
<td>Assistant Coach Softball Stevens</td>
<td>Hired (coaching contract)</td>
<td>3/5/18</td>
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<tr>
<td>Marsh, Kim</td>
<td>Director of Capital Projects Booth</td>
<td>Retired</td>
<td>7/1/18</td>
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<tr>
<td>Middleton Katherine</td>
<td>Special Education Franklin</td>
<td>Retired</td>
<td>7/1/18</td>
</tr>
<tr>
<td>Morrison-Smith, Ron</td>
<td>Special Education Livingston</td>
<td>Leave of absence Extension</td>
<td>1/30/18 – 6/13/18</td>
</tr>
<tr>
<td>Partida, Diana</td>
<td>Counselor McLoughlin</td>
<td>Leave of absence Extension</td>
<td>2/1/18 – 3/2/18</td>
</tr>
<tr>
<td>Potter, Stuart</td>
<td>Special Education Chess/TBD</td>
<td>Hired (provisional contract)</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Rivera, Gabrielle</td>
<td>Special Education Stevens</td>
<td>Hired (provisional contract)</td>
<td>2/1/18</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>ACTION TAKEN</td>
<td>EFFECTIVE DATE</td>
</tr>
<tr>
<td>-------------------</td>
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</tr>
<tr>
<td>Roberts, Howard</td>
<td>Executive Director&lt;br&gt;Fiscal Services Booth</td>
<td>Retired&lt;br&gt;Revision of effective date</td>
<td>3/31/18</td>
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<tr>
<td>Rosenbaum, Charles</td>
<td>Assistant Coach&lt;br&gt;Softball PHS</td>
<td>Hired (coaching contract)</td>
<td>2/26/18</td>
</tr>
<tr>
<td>Said, Monta</td>
<td>Music Markham</td>
<td>Hired .6 FTE (leave replacement contract)</td>
<td>1/26/18</td>
</tr>
<tr>
<td>Sullivan, Tim</td>
<td>Director of Student Life Booth</td>
<td>Resigned</td>
<td>2/13/18</td>
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<tr>
<td>Torrence, Brian</td>
<td>Facilitator&lt;br&gt;Pasco High</td>
<td>Leave of absence</td>
<td>2/5/18 – 2/16/18</td>
</tr>
<tr>
<td>Torres, Marcela</td>
<td>1st Grade&lt;br&gt;Frost</td>
<td>Hired (provisional contract)</td>
<td>12/7/17</td>
</tr>
<tr>
<td>Urrutia-Mendoza, Lidia</td>
<td>Social Studies&lt;br&gt;Pasco High</td>
<td>Leave of absence Extension</td>
<td>1/29/18 – 2/9/18</td>
</tr>
<tr>
<td>Valencia Mendoza, Fabian</td>
<td>English – ELD&lt;br&gt;Pasco High</td>
<td>Hired (provisional contract)</td>
<td>2/7/18</td>
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<tr>
<td>Willoughby, Rebecca</td>
<td>Health/PE&lt;br&gt;Emerson</td>
<td>Leave of absence</td>
<td>2/1/18 – 2/20/18</td>
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<tr>
<td>Wright-Jackson, Leon</td>
<td>Head Coach&lt;br&gt;Football&lt;br&gt;Pasco High</td>
<td>Hired (coaching contract)</td>
<td>8/15/18</td>
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<tr>
<td>Wylie, Teresa</td>
<td>Librarian&lt;br&gt;McLoughlin</td>
<td>Leave of absence</td>
<td>1/8/18 – 6/13/18</td>
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</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>
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</thead>
<tbody>
<tr>
<td>Barnard, Anita</td>
<td>Nurse Ochoa</td>
<td>Hired</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Bettis, Kirk</td>
<td>Driver Transportation</td>
<td>Hired</td>
<td>2/1/18</td>
</tr>
<tr>
<td>Burnett, Tammy</td>
<td>Paraeducator, Special Services Livingston</td>
<td>Hired, Temporary</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Contreras, Iatziry</td>
<td>Paraeducator Emerson</td>
<td>Hired, Temporary</td>
<td>1/19/18</td>
</tr>
<tr>
<td>Duran, Brittanee</td>
<td>Paraeducator, Special Services Frost</td>
<td>Hired</td>
<td>1/16/18</td>
</tr>
<tr>
<td>Garcia Rodriguez, Maria</td>
<td>Paraeducator, Bilingual Whittier</td>
<td>Hired</td>
<td>1/29/18</td>
</tr>
<tr>
<td>Garcia, Patricia</td>
<td>Paraeducator, Special Services Stevens</td>
<td>Resigned</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Larsen, Maria</td>
<td>Nutrition Services Helper Franklin</td>
<td>Hired</td>
<td>2/5/18</td>
</tr>
<tr>
<td>McGraw-Wright, Kaylee</td>
<td>Library Clerk Angelou</td>
<td>Hired</td>
<td>1/16/18</td>
</tr>
<tr>
<td>Moroyoqui, Denise</td>
<td>Nutrition Services Helper Pasco High</td>
<td>Hired</td>
<td>1/23/18</td>
</tr>
<tr>
<td>Nelson, Shirley</td>
<td>Accounting Technician Transportation</td>
<td>Retired</td>
<td>2/28/18</td>
</tr>
<tr>
<td>Overton, Faith</td>
<td>Paraeducator, Special Services Early Learning Center</td>
<td>Hired</td>
<td>1/29/18</td>
</tr>
<tr>
<td>Pillado Espinosa, Daina</td>
<td>Paraeducator, Bilingual Gray</td>
<td>Hired</td>
<td>1/26/18</td>
</tr>
<tr>
<td>Torres, Jonay</td>
<td>Paraeducator, Hall Monitor Stevens</td>
<td>Hired</td>
<td>1/29/18</td>
</tr>
<tr>
<td>Valencia Mendoza, Fabian</td>
<td>Behavior Intervention Tutor Pasco High</td>
<td>Resigned to Accept Certificated Position</td>
<td>1/19/18</td>
</tr>
<tr>
<td>Vergara, Fabiana</td>
<td>Paraeducator, Bilingual Gray</td>
<td>Resigned to Accept Certificated Position</td>
<td>1/23/18</td>
</tr>
</tbody>
</table>
# Agenda Item Summary

**AGENDA ITEM NO.**  11B  
**BOARD MEETING DATE:** February 13, 2018  
**TOPIC:** Approval of Warrants  

**CABINET ADMINISTRATOR:** Howard Roberts, Jr.  
**PRESENTER:** Howard Roberts, Jr.  

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

**OBJECTIVE:**  
Obtain board approval of accounts payable warrants for 2017-2018 General, Capital Projects, Associated Student Body, and Transportation Vehicle funds.

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

**POSSIBLE ALTERNATIVES:** N/A  
**PROJECTED COSTS:** N/A  
**BUDGET CODE:** N/A  

**SUGGESTED MOTION:** I move the following District payments be approved:

**Warrant Date: January 18, 2018**  
General Fund warrants numbered 264027-264127 in the amount of $1,109,716.71  
Capital Projects Fund warrants numbered 264128-264137 in the amount of $403,639.67  
Associated Student Body Fund warrants numbered 264138-264148 in the amount of $12,380.57

**Warrant Date: January 25, 2018**  
General Fund warrants numbered 264149-264340 in the amount of $893,589.03  
Capital Projects Fund warrants numbered 264341-264349 in the amount of $49,960.60  
Associated Student Body Fund warrants numbered 264350-264365 in the amount of $30,623.59

**Warrant Date: January 31, 2018**  
Payroll Fund warrants numbered 264366-264404 in the amount of $77,267.39

**Warrant Date: January 31, 2018**  
General Fund warrants numbered 264405-264485 in the amount of $7,563,790.36

**Warrant Date: February 1, 2018**  
General Fund warrants numbered 264486-264619 in the amount of $417,557.52  
Capital Projects Fund warrants numbered 264620-264628 in the amount of $33,831.62  
Associated Student Body Fund warrants numbered 264629-264644 in the amount of $77,280.86

**NEXT STEPS:**
# Agenda Item Summary

**AGENDA ITEM NO.**: 11C  
**BOARD MEETING DATE**: February 13, 2018

**TOPIC**: Port of Pasco Warehouse Lease

**CABINET ADMINISTRATOR**: Susana Reyes  
**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 lease Port of Pasco warehouse space at 3408 Swallow Avenue for up to five months to support the District Information Systems Department in receiving, set up and delivery of four thousand seven hundred electronic devices.

**BACKGROUND**: (Pertinent past action/events)  
Information Systems is in need of temporary warehouse space in order to receive new devices and reallocate existing devices. The district ordered four thousand seven hundred student laptops in order to meet the following student to device ratio goals: one device per student in grades 3-6 and one device per two students in grades K-2. In addition, Information Systems will also be shuffling devices throughout the district; reallocating compact devices with longer battery life to the secondary level where devices receive much heavier use throughout the school day. In all, Information Systems will handle twelve thousand devices over the course of this project. The district does not have space to accommodate this project, so outside facilities are sought.

**POSSIBLE ALTERNATIVES**: None

**PROJECTED COSTS**: Estimated $29,000.00  
**BUDGET CODE**: 0286

**SUGGESTED MOTION**:  
I move to approve the Port of Pasco Warehouse Lease at 3408 Swallow Avenue, Pasco Washington, 99301.

**NEXT STEPS**: 
LEASE

THIS LEASE AGREEMENT made this 13th day of February, 2018, by and between the PORT OF PASCO, a municipal corporation organized and existing under the laws of the State of Washington, hereinafter referred to as "PORT" and Pasco School District #1, a Washington Corporation, hereinafter referred to as "Lessee".

WITNESSETH: THAT THE PARTIES DO HEREBY MUTUALLY AGREE AS FOLLOWS:

ARTICLE 1 • LEASED PREMISES

The Port hereby leases to the Lessee and the Lessee hereby hires from the Port the following described Premises situated in Franklin County, State of Washington:

15,000 square feet in Building #85, located at 3408 Swallow Avenue, Pasco WA 99301 and 5,500 square feet located in the adjacent fenced yard as shown on Exhibit A

hereinafter called the "PREMISES".

ARTICLE 2 • TERM

The term of this lease ("Lease Term") shall be on a month-to-month basis commencing January 15, 2018 with either party having the right to terminate at the end of any monthly period by giving twenty (20) days advance written notice. Provided, whether or not this lease is signed by both parties or not, this Lease shall not become effective until the Lessee has provided the Port with the Bond or other security required by Article 5 and the proof of insurance as required by Article 16 of this Lease. Upon execution of this Lease by both parties; and compliance by Lessee of the provisions described above, the Lease will be in effect, and shall commence on the commencement date stated above in this Article 2.

ARTICLE 3 • RENT

Lessee agrees to pay as rental for the leased Premises the sum of FIVE THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS ($5,250.00) per month. Lessee shall pay all leasehold taxes due and owing on all taxable rent consistent with RCW Chapter 82.29A relating to leasehold excise tax, and any subsequent revision and amendments thereto. Taxable rent includes contract rent which is the amount of consideration due as payment for a leasehold interest, including the total of cash payments made to the Port, or to any other party for the benefit of the Port according to the requirements of the Lease agreement, including, but not limited to: any payments paid by a sublessee; expenditures for the protection of the Port's interest when required by the terms of the Lease or agreement; and expenditures for improvements to the property to the extent that such improvements become the property of the Port. The rent for each month shall be paid to the Port in advance on or before the first day of each and every month of the Lease Term and shall be payable at such place as the Port may hereafter designate.

Lessee acknowledges that late payment by Lessee to Port of Rent or other sums due hereunder will cause Port to incur costs not contemplated by this Lease, the exact amount of which would be extremely difficult and impractical to ascertain. Those costs include, but are not limited to, processing expenses, accounting expenses, and legal fees. Therefore, in the event Lessee fails to pay any installment of Rent or any other sum due hereunder within thirty (30) days after that amount is due, Lessee shall pay to Port, as Additional Rent, a $100.00 late charge. Waiver of the late charge with respect to any installment or sum will not be deemed to constitute a waiver with respect to any subsequent late charge, which may accrue. In the event any amount so due is delinquent for a period in excess of thirty (30) days, Lessee shall pay Port an additional late charge, computed at the rate of 1½% per month upon the total amount so overdue and for each day following its due date that the payment is delinquent. Lessee shall pay Port a standard charge for each returned check based upon the amount banks are then charging. Lessee shall also pay the sum of $100.00 for the service of any notice associated with a default of any kind by Lessee to reimburse Port for the cost of the preparation and service of such notice.

ARTICLE 4 • RENT INCREASE

On January 1 each year that this month-to-month tenancy continues, the amount of monthly rent payable by Lessee to Port shall increase. Any increased rental to be paid by the Lessee and charged by the Port shall be determined as outlined in this section as the rental for each succeeding twelve (12) month period commencing with the month of January of each year. The nearest quarterly consumer price index (hereinafter called the Index) to January 1st of the year of the commencement of this lease, or January 1 of each year of any succeeding year of this lease, shall be the base Index and it shall be based on the data of the Seattle,
Washington Index for all items of the Bureau of Labor Statistics of the United States Department of Labor all Western Small Cities. The quarterly Index issued nearest in point of time to January 1 of the new year shall be the current Index. The current Index number shall be divided by the base Index number. From the quotient thereof, there shall be subtracted the integer 1, and any resulting positive number shall be deemed to be the percentage of increase in the cost of rent for the succeeding twelve (12) month period. The rent being paid in the current rent period shall be multiplied by the percentage increase to establish the rent increase which shall be added to the current rent to establish the new rental for the next succeeding twelve (12) month period. Provided further that any increase shall be limited and shall be no more than percent 5% over the rental determined at the previous year determination.

**ARTICLE 5 • BOND**

The Lessee shall, upon the execution of this lease and agreement, file and maintain with the Port a good and sufficient corporate surety bond or bonds or such other security as to the Port may be acceptable in accordance with the requirements of the laws of the State of Washington, the form and terms of which bond or other security shall be subject to the approval of the Port, in the sum equal to two (2) month’s rent (including leasehold tax and fees). At this time, the required deposit is TEN THOUSAND FIVE HUNDRED DOLLARS ($10,500), (depending on extensions or renewals this sum may increase or decrease), conditioned upon the full performance by Lessee of all the terms and conditions of this lease agreement and the payment by Lessee of the rentals and of all other amounts herein provided for the full term hereof.

**ARTICLE 6 • USE OF PREMISES**

Lessee shall use the Premises for school district operations and warehouse space and shall not use them for any other purpose without the written consent of the Port.

**ARTICLE 7 • UTILITIES**

The Lessee shall be liable for and shall pay, throughout the term of this lease, all charges for all utility services furnished to the Premises, including but not limited to electricity, gas, water and garbage disposal. The Lessee shall make application directly to Public Utility District #1 of Franklin County for its own electric service and, if the Lessee is required to have its own electric meter and meter loops, then it shall apply to said utility district for said meter and to any qualified electric contractor for a meter base and meter loop, all at the expense of the Lessee. In the event a water meter is necessary, it also shall be paid for and installed at the expense of the Lessee; otherwise, water and sewer service will be billed monthly by the Port on the basis of the Port’s prorate schedule. Port reserves the right to adjust, from time-to-time, its charges for water and sewer service. Any Lessee not having a water meter and having a water type air conditioner on the Premises shall equip and maintain said air conditioner with a fully operating recirculating water pump system.

**ARTICLE 8 • ACCEPTANCE OF PREMISES**

Lessee accepts the Premises in their present condition. Port makes no representations or warranties to Lessee regarding the Premises, including the structural condition of the Premises and the condition of all mechanical, electrical, and other systems on the Premises. Lessee shall be responsible for performing any work necessary to bring the Premises into condition satisfactory to Lessee. By signing this Lease, Lessee acknowledges that it has had adequate opportunity to investigate the Premises, acknowledges responsibility for making any corrections, alterations and repairs to the Premises (other than the Port’s Work), and acknowledges that the time needed to completed any such items shall not delay the Commencement Date of the lease.

**ARTICLE 9 • MAINTENANCE AND REPAIR**

Except for the maintenance and repair obligations specifically assumed herein by the PORT, Lessee shall, at its expense, keep and maintain the Premises, including but not limited to buildings, structures, improvements, fixtures, trade fixtures, equipment and utility systems which may now or hereafter exist on the Premises, in good, operable, usable and sanitary order, appearance, repair and in a good, safe, operating and attractive condition throughout the term of this lease, timely providing for such repairs, replacement, rebuilding and restoration as may be required to comply with the requirements of this lease. Such improvement and repair shall include such maintenance and repair of the existing building, all interior repairs including ordinary electrical and HVAC maintenance, all interior and exterior doors, windows, flooring or restrooms, equipment, and fixtures.

Should Lessee fail to perform such maintenance or repair within thirty (30) days of written notice from the PORT, the PORT may enter upon the Premises and perform the required maintenance for repair, unless, such lack of maintenance and repair creates an unsafe or hazardous condition for which the Lessee may immediately enter the premises to accomplish such repairs as necessary. Lessee shall reimburse the PORT of all costs incurred in effectuating such maintenance or repair.
The PORT shall be responsible for maintaining the major structural components of the existing building including:

A. Repairs of the roof and gutters, exterior walls (not including painting), bearing walls, structural members, floor slabs, and foundation.
B. Repair of exterior water, sewer and electrical services up to the point of entry to the Premises.
C. Repair of the heating and air conditioning components, other than ordinary maintenance.
D. PORT shall not, however, be responsible for any repairs necessitated by the negligence of or improper maintenance by Lessee, its agents, employees or invitees. Such repair shall be the responsibility of Lessee.
E. To facilitate prompt repair and minimize the effect upon Lessee’s operations, the PORT may authorize Lessee, or its subcontractors, to perform the maintenance, repair and improvements as provided above with the PORT promptly reimbursing Lessee for the actual costs of such maintenance, repairs and any authorized improvements.

ARTICLE 10 • IMPROVEMENTS, ALTERATIONS AND FIXTURES

Lessee shall have the right to make alterations or additions to the Premises, subject to the prior written consent of the Port. Any such alterations or additions shall be made with due diligence, in a good and workmanlike manner and in compliance with all laws, ordinances, orders, rules, regulations, certificates of occupancy, or other governmental requirements; promptly and fully paid for by Lessee; and made under the supervision of an architect or engineer reasonably satisfactory to Port and in accordance with plans and specifications and cost estimates approved by Port. Port may designate a supervising architect to assure compliance with the provisions of this paragraph, and, if it does, Lessee will pay the supervising architect’s charges. Title to all improvements constructed by Lessee shall be and remain vested in Lessee during the term of this Lease. Unless Port otherwise elects, all alterations, additions, fixtures, and improvements, whether temporary or permanent in character, made in or upon the Premises by Lessee, will immediately vest in Port at the end of the term of this Lease, and will remain on the Premises without compensation to Lessee. All shelves, bins, machinery and trade fixtures installed by Lessee may be removed by Lessee prior to the termination of this Lease, and shall be removed by the date of termination of this Lease or upon earlier vacating of the Premises if required by Port; upon any such removal Lessee shall restore the Premises to their original condition. All such removals and restoration shall be accomplished in good workmanlike manner so as not to damage the primary structure or structural qualities of the buildings and other improvements situated on the Premises. In the event of any failure by Lessee to remove, repair or clean the Premises as provided in this section, Lessee shall, upon demand, reimburse Port for the cost of any such removal, repair or cleaning. Any property left on the Premises after the expiration or termination of the Term or after Lessee’s vacation or abandonment of the Premises (“Abandoned Property”) will be deemed to have been abandoned and to have become the property of Port to dispose of at Port’s discretion. Lessee shall reimburse Port for any of Port’s court costs, attorneys’ fees, and storage charges related to Abandoned Property. Port may, at its option, sell Abandoned Property at private sale without notice or legal process, for such price as Port may obtain, and apply the proceeds of such sale to any amounts due under this Lease from Lessee to Port, including expenses incident to the removal and sale of Abandoned Property, or Port may otherwise dispose of Abandoned Property, or retain it without compensation to Lessee.

ARTICLE 11 • INSPECTION

The Port reserves the right to inspect the leased Premises, including any chattels or equipment of the Port thereon located, at any and all reasonable times throughout the term of this lease; provided that it shall not interfere unduly with Lessee’s operations. The right of inspection reserved to the Port hereunder shall impose no obligation on the Port to make inspections to ascertain the condition of the Premises and shall impose no liability upon the Port for failure to make such inspection.

ARTICLE 12 • SIGNS

No signs or other advertising matter, symbols, canopies or awnings shall be attached to or painted on or within the leased Premises, including the windows and doors thereof, without the approval of the Executive Director first had and obtained. At the termination or sooner expiration of this lease, all such signs, advertising matter, symbols, canopies or awnings attached to or painted by Lessee shall be removed by Lessee at its own expense, and Lessee shall repair any damage or injury to the Premises, and correct any unsightly condition, caused by maintenance and removal of said signs, etc.

ARTICLE 13 • DAMAGE OR DESTRUCTION

If, during the term of this lease, the leased Premises or a part thereof are destroyed or rendered unfit for occupancy or for the purpose which they were lease, by any cause whatsoever, then this lease may at the option of either party be terminated and in the event of the election of this option to terminate, the obligation of the Lessee to pay rent shall cease as of the day the said property was destroyed or rendered unfit for occupancy or for the purpose for which it was leased. If this option to terminate is not exercised by either party within thirty (30) days following such casualty, the obligation of the Lessee to pay rent shall be
reduced in proper proportion until such part of these leased Premises shall be repaired or restored to fitness for occupancy and for the purpose for which it was leased. Prepaid rental shall be appropriately refunded.

ARTICLE 14 • INDEMNIFICATION

The Port, its employees and agents shall not be liable for any injury (including death) to any persons or for damage to any property, regardless of how such injury or damage be caused, sustained or alleged to have been sustained by the Lessee or by others as a result of any condition (including existing or future defects in the Premises or occurrence whatsoever related in any way to the Premises and the areas adjacent thereto or related in any way to Lessee’s use or occupancy of the Premises and of the areas adjacent thereto. Lessee agrees to defend and to hold and save the Port harmless from all liability or expense (including attorney fees and other expenses) in connection with any such items or actual or alleged injury or damage.

ARTICLE 15 • WAIVER OF SUBROGATION

Port and Lessee hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire insurance contracts, including any extended coverage endorsement thereto. Provided, that this waiver shall be inapplicable if it would have the effect, but only to the extent that it would have the effect, of invalidating any insurance coverage of Port or Lessee.

ARTICLE 16 • LIABILITY INSURANCE

17.1 General Conditions. The following conditions shall apply to all insurance policies obtained by Lessee for the purpose of complying with this Lease:

17.1.1 Satisfactory Companies. Coverage shall be maintained with insurers and under forms of policies satisfactory to Port and with insurers licensed to do business in Washington. The insurance company providing said policy shall maintain during the policy term an A. M. Best financial rating of A- or better, or such other rating as may be required by a Port, as set forth in the most current issue of “Best’s Insurance Guide.”

17.1.2 Named Insured. All insurance policies required herein shall be drawn in the name of Lessee, with the Port, its board and commission members, officials, agents, guests, invitees, consultants and employees named as additional insureds, except on Workers’ Compensation coverage.

17.1.3 Waiver of Subrogation. Lessee shall require its insurance carrier(s), with respect to all insurance policies, to waive all rights of subrogation against the Port, its board and commission members, officials, agents, guests, invitees, consultants and employees. Port shall waive all claims against Lessee for damages covered normally by Fire and Casualty damage insurance with standard extended coverage.

17.1.4 Certificates of Insurance. At or before the time of execution of this Lease, Lessee shall furnish the Port with certificates of insurance as evidence that all of the policies required herein are in full force and effect and provide the required coverage and limits of insurance. All certificates of insurance shall clearly state that all applicable requirements have been satisfied. The Lessee shall provide to Port not less than thirty (30) days advance notice in writing of cancellation, non-renewal or material change in the policy of insurance. In addition, Lessee shall immediately provide written notice to the Port upon receipt of notice of cancellation of any insurance policy, or of a decision to terminate or alter any insurance policy. Copies of required endorsements will be attached to the certificates to confirm the required endorsements are in effect. Certificates of insurance and notices of cancellations, terminations or alterations shall be furnished to Port of Pasco, P O Box 769, Pasco, Washington 99301.

17.2. Tenant’s Liability. The procurement of such policy of insurance shall not be construed to be a limitation upon Lessee’s liability or as a full performance on its part of the indemnification provisions of this Lease. Lessee’s obligations are, notwithstanding any policy of insurance, for the full and total amount of any damage, injury or loss caused by or attributable to its activities conducted at or upon the Premises. Failure of Lessee to maintain adequate coverage shall not relieve Lessee of any contractual responsibility or obligation.

17.3. Types and Amounts of Insurance. Lessee shall obtain and continuously maintain in effect at all times during the term hereof, at Lessee’s sole expense, insurance coverages on a primary basis, non-contributory with any other insurance coverage, as follows with limits not less than those set forth below:

17.3.1. Commercial General Liability (CGL). This policy shall be an occurrence-type policy and shall protect the Lessee and additional insured against all claims arising from bodily injury, sickness, disease or death of any person (other than the Lessee’s employees) and damage to property of the Port or others arising out of the act or omission of the Lessee or its agents and employees. There shall be no endorsement or modification of
the CGL limiting the scope of coverage for liability assumed under the Lease or liability arising from pollution, explosion, collapse, underground property damage, or damage to the premises or improvements. This policy shall also include protection against claims for the contractual liability assumed by Lessee under the parts of this Lease entitled “Indemnification,” including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, Premises/operations, and independent contractors (to remain in force for two years after final payment). Coverage (utilizing an umbrella policy if needed) shall not be less than: $2,000,000.00 General Aggregate; $2,000,000.00 Products-Completed Operations Aggregate; $2,000,000.00 Personal & Advertising Injury; $2,000,000.00 Each Occurrence; $100,000.00 Fire Damage (any one fire). **There shall be no exclusion for liability arising out of the use of rail by Lessee on the commercial general liability policy.**

17.3.2 Business Automobile Liability. This policy shall be written in comprehensive form and shall protect Lessee and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the Premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall not be less than: $2,000,000.00 Combined Single Limit.

17.3.3 Workers’ Compensation and Employer’s Liability. If Lessee hires any employees, Lessee shall maintain Workers’ Compensation and Employer’s Liability insurance, which shall protect the Lessee against all claims under applicable state workers’ compensation laws and employer’s liability. The insured shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provisions of a workers’ compensation law. Coverage shall not be less than: Statutory Amount Workers’ Compensation $2,000,000.00; Employer’s Liability, Each Accident $2,000,000.00; Employer’s Liability, Disease – Policy Limit $2,000,000.00; Employer’s Liability, Disease – Each Employee. The foregoing requirement will not be applicable if, and so long as, Lessee qualifies as a self-insurer under the rules and regulations of the commission or agency administering the workers’ compensation program in Washington and furnishes evidence of such qualification to Port in accordance with the notice provisions of this Lease.

**ARTICLE 17 • USE RESTRICTIONS**

The Lessee shall not carry on upon the demised Premises any noxious or annoying trade or activity which would constitute a nuisance or hazard to the public, other tenants or to the Lessor and shall not substantially deviate from its announced and original use of the property without consultation with and consent from the Lessor.

**ARTICLE 18 • TAXES**

Lessee shall be liable for and shall pay, throughout the term of this lease before delinquency, all license and excise fees and occupation taxes covering the business conducted on the Premises and all taxes on property of Lessee on the leased Premises and any taxes on the leasehold interest created by this lease agreement. At the present time, since the Port is a municipal corporation, there is no real estate tax assessed on realty owned by it. If in the future such a tax is assessed or if a tax in lieu of such a tax is assessed, the Lessee agrees to pay the same promptly and before delinquency on that portion of it allocable to the demised Premises.

Should the real estate hereby leased, or any portion thereof, be specifically benefited by any local improvement district now in existence or hereafter formed by any governmental entity such that an L.I.D. assessment is made as to such specially benefited property, the Lessee covenants and agrees to pay to the Port monthly, during the term of this lease and any extensions thereof, a sum of money equal to 1/12th that which the Port would be required to pay annually as to such property under the lengthiest payment schedule available to assessed property owners within the district.

**ARTICLE 19 • COMPLIANCE WITH PORT REGULATIONS AND WITH ALL LAWS**

Lessee agrees to comply with all applicable rules and regulations of the Port pertaining to the building or other realty of which the Premises are a part now in existence or hereafter promulgated for the general safety and convenience of the Port, its various tenants, invitees, licensees and the general public. Lessee further agrees to comply with all applicable federal, state and municipal laws, ordinances and regulations. Any fees for any inspection of the Premises during or for the Lease Term by any federal, state or municipal officer and the fees for any so-called “Certificate of Occupancy” shall be paid by Lessee.

**ARTICLE 20 • ASSIGNMENT OR SUBLLEASE**

Lessee shall not assign or transfer this lease or any interest therein nor sublet the whole or any part of the Premises, nor shall this lease or any interest thereunder by assignable or transferable by operations of laws or by any process or proceeding of any court, or otherwise, without the written consent of the Port first had and obtained. If the Port shall give its consent to any
assignment or sublease, this paragraph shall nevertheless continue in full force and effect and no further assignment or sublease shall be made without the Port’s consent. If Lessee is a corporation, any transfer of ownership by merger, consolidation or liquidation, or any change in ownership, or power to vote the majority of the outstanding voting stock of Lessee, constitutes an assignment for purposes of this section. If Lessee is a partnership, limited liability company, limited liability partnership, or proprietorship, a transfer of a controlling interest in such company, partnership or proprietorship constitutes an assignment for purposes of this section.

Notwithstanding any permitted assignment or subletting, Lessee shall at all times remain directly, primarily and fully responsible and liable for the payment of the rent herein specified and for compliance with all of its other obligations under the terms, provisions and covenants of this Lease. Upon the occurrence of an “event of default” as hereinafter defined, if the Premises or any part thereof are then assigned or sublet, Port, in addition to any other remedies herein provided, or provided by law, may at its option collect directly from such assignee or subtenant all rents becoming due to Lessee under such assignment, transfer or sublease and apply such rent against any sums due to Port from Lessee hereunder, and no such collection shall be construed to constitute a novation or a release of Lessee from the further performance of Lessee’s obligations hereunder.

ARTICLE 21 • DEFAULTS AND REMEDIES

EVENTS OF DEFAULT. The following events shall be deemed to be events of default by Lessee under this Lease:

A. Lessee fails to pay any installment of the rent herein reserved when due, or any other payment or reimbursement to Port required herein when due, and such failure continues for a period of ten (10) days from the date after written notice thereof to Lessee.

B. Lessee becomes insolvent, or makes a transfer in fraud of creditors, or makes an assignment for the benefit of creditors.

C. Lessee files a petition under any section or chapter of the National Bankruptcy Act, as amended, or under any similar law or statute of the United States or any state thereof.

D. A receiver or trustee is appointed for all or substantially all of the assets of Lessee.

E. Lessee abandons, deserts or vacates any substantial portion of the Premises.

F. Lessee fails to comply with any term, provision or covenant of this Lease (other than the foregoing in this paragraph A) and does not cure such failure within twenty (20) days after written notice thereof to Lessee.

REMEDIES. Upon the occurrence of any such events of default described hereinafore, Port shall have the option to pursue any one or more of the following remedies without any notice or demand whatsoever.

A. Port may accelerate all rent payments due hereunder, which shall then become immediately due and payable.

B. Terminate this Lease, in which event Lessee immediately shall surrender the Premises to Port, and if Lessee fails so to do, Port may, without prejudice to any other remedy which it may have for possession, or arrearages in rent, enter upon and take possession of the Premises and expel or remove Lessee and any other person who may be occupying the Premises or any part thereof, without being liable for prosecution or any claim of damages therefore, and Lessee agrees to pay to Port on demand the amount of all loss and damage which Port may suffer by reason of such termination, whether through inability to relet the Premises on satisfactory terms or otherwise.

C. Enter upon and take possession of the Premises and expel or remove Lessee and any other person who may be occupying the Premises or any part thereof, without being liable for prosecution or any claim for damages therefore, and relet the Premises for such terms ending before, on or after the expiration date of the Lease Term, at such rentals and upon such other conditions (including concessions and prior occupancy periods) as Port in its sole discretion may determine, and receive the rent therefore; and Lessee agrees to pay to Port on demand any deficiency that may arise by reason of such reletting. Port shall use reasonable efforts to mitigate its losses by reletting the Premises. In the event Port is successful in reletting the Premises at a rental in excess of that agreed to be paid by Lessee pursuant to the terms of this Lease, Port and Lessee each mutually agree that Lessee shall not be entitled, under any circumstances, to such excess rental, and Lessee does hereby specifically waive any claim to such excess rental.

D. Enter upon the Premises, without being liable for prosecution of any claim for damages therefore, and do whatever Lessee is obligated to do under the terms of this Lease; and Lessee agrees to reimburse Port on demand for any expenses which Port may incur in thus effecting compliance with Lessee’s obligations under this Lease, and Lessee further agrees that Port shall not be liable for any damages resulting to the Lessee from such action, whether caused by the negligence of Port or otherwise.

E. Whether or not Port retakes possession or relets the Premises, Port shall have the right to recover unpaid rent and all damages caused by Lessee’s default, including attorney fees. Damages shall include, without limitation: all rentals lost, all legal expenses and other related costs incurred by Port following Lessee’s default, all costs incurred by Port in
restoring the Premises to good order and condition, or in remodeling, renovating or otherwise preparing the Premises for reletting, all costs (including without limitation any brokerage commissions and the value of Port’s time) incurred by Port, plus interest thereon from the date of expenditure until fully repaid at the rate of eighteen percent (18%) per annum.

F. Pursuit of any of the foregoing remedies shall not preclude pursuit of any of the other remedies herein provided or any other remedies provided by law, such remedies being cumulative and non-exclusive, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any rent due to Port hereunder or of any damages accruing to Port by reason of the violation of any of the terms, provisions and covenants herein contained. No act or thing done by Port or its agents during the Lease Term hereby granted shall be deemed a termination of this Lease or an acceptance of the surrender of the Premises, and no agreement to terminate this Lease or accept a surrender of the Premises shall be valid unless in writing signed by Port. No waiver by Port of any violation or breach of any of the terms, provisions and covenants herein contained shall be deemed or construed to constitute a waiver of any other violation or breach of any of the terms, provisions and covenants herein contained. Port’s acceptance of the payment of rental or other payments hereunder after the occurrence of an event of default shall not be construed as a waiver of such default, unless Port so notifies Lessee in writing. Forbearance by Port to enforce one or more of the remedies herein provided upon an event of default shall not be deemed or construed to constitute a waiver of such default or of Port’s right to enforce any such remedies with respect to such default or any subsequent default. If, on account of any breach or default by Lessee in Lessee’s obligations under the terms and conditions of this Lease, it shall become necessary or appropriate for Port to employ or consult with an attorney concerning or to enforce or defend any of Port’s rights or remedies hereunder, Lessee agrees to pay any reasonable attorneys’ fees so incurred.

ARTICLE 22 • TERMINATION FOR GOVERNMENT USE

In the event that the United States Government or any agency or instrumentality thereof shall, by condemnation or otherwise, take title, possession or the right to possession of the Premises or any part thereof, the Port may, at its option, terminate this lease as of the date of such taking, and, if Lessee is not in default under any of the provisions of this lease on said date, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of the termination be promptly refunded to Lessee.

ARTICLE 23 • TERMINATION BECAUSE OF COURT DECREE

In the event that any court having jurisdiction in the matter shall render a decision which has become final and which will prevent the performance by the Port of its obligations under this lease, then either party may terminate this lease by written notice, and all rights and obligations hereunder (with the exception of any undischarged rights and obligations that accrued prior to the effective date of termination) shall thereupon terminate. If Lessee is not in default under any of the provisions of this lease on the effective date of such termination, any rental prepaid by Lessee shall, to the extent allocable to any period subsequent to the effective date of termination, be promptly refunded to Lessee.

ARTICLE 24 • WAIVER

The acceptance of rental by the Port for any period or periods after a default by Lessee hereunder shall not be deemed a waiver of such default unless the Port shall so intend and shall so advise Lessee in writing. No waiver by the Port of any default hereunder by Lessee shall be construed to be or act as a waiver of any subsequent default by Lessee. After any default shall have been cured by Lessee, it shall not thereafter be used by the Port as a ground for the commencement of any action under the provisions of Article 21 hereof.

ARTICLE 25 • SURRENDER OF PREMISES - ATTORNEY’S FEES

At the expiration or sooner termination of the lease, Lessee shall promptly surrender possession of the Premises to the Port, and shall deliver to the Port all keys that it may have to any and all parts of the Premises. In the event that either party shall be required to bring any action to enforce any of the provisions of this lease, or shall be required to defend any action brought by the other party with respect to this lease, the losing party shall pay all of the successful party’s actual costs in connection with such action, including such sums as the court or courts may adjudge reasonable as attorneys’ fees in the trial court and in any appellate courts.

In the event the Port serves any notice for non-compliance with any provision of this lease on Lessee, Lessee shall pay the sum of $50.00 for the cost of preparation of the notice and service of the notice upon Lessee. Said sum due immediately upon service of the notice.
ARTICLE 26• INSOLVENCY

If the lessee shall file a petition in bankruptcy or if Lessee shall be adjudged bankrupt or insolvent by any court, or if a receiver of the property of Lessee shall be appointed in any proceeding brought by or against Lessee, or if Lessee shall make an assignment for the benefit of creditors, or if any proceedings shall be commenced to foreclose any mortgage or any other lien on Lessee’s interest in the Premises or on any personal property kept or maintained on the Premises by Lessee the Port may, at its option, terminate this lease.

ARTICLE 27• ADVANCES BY PORT FOR LESSEE

If Lessee shall fail to do anything required to be done by it under the terms of this lease, except to pay rent, the Port may, at its sole option, do such act or thing on behalf of Lessee, and upon notification to Lessee of the cost thereof to the Port, Lessee shall promptly pay the Port the amount of that cost.

ARTICLE 28• LIENS AND ENCUMBRANCES

Lessee shall keep the leased Premises free and clear of any liens and encumbrances arising or growing out of the use and occupancy of the said Premises by Lessee. At the Port’s request, Lessee shall furnish the Port with written proof of payment of any item, which would or might constitute the basis for such a lien on the leased Premises if not paid.

ARTICLE 29• NOTICES

All notices hereunder may be delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

TO LESSOR:

Port of Pasco
P.O. Box 769
Pasco, WA  99301

TO LESSEE:

Pasco School District #1
1215 W. Lewis Street
Pasco, WA  99301

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. Notices sent by mail shall be deemed to have been given when properly mailed, and the postmark affixed by the United States Post Office shall be conclusive evidence of the date of mailing.

ARTICLE 30 • JOINT AND SEVERAL LIABILITY

Each and every party who signs this lease, other than in a representative capacity, as Lessee, shall be jointly and severally liable hereunder.

ARTICLE 31 • "LESSEE" INCLUDES LESSEES, ETC.

It is understood and agreed that for convenience the word “Lessee” and verbs and pronouns in the singular number and neuter gender are uniformly used throughout this lease, regardless of the number, gender or fact of incorporation of the party who is, or of the parties who are, the actual Lessee or Lessees under this agreement.

ARTICLE 32 • CAPTIONS

The captions in the lease are for convenience only and do not in any way limit or amplify the provisions of the lease.

ARTICLE 33 • INVALIDITY OF PARTICULAR PROVISIONS

If any term or provision of this lease agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this lease agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect.

ARTICLE 34 • ENTIRE AGREEMENT - AMENDMENTS

This agreement constitutes the whole agreement between the Port and Lessee. There are no terms, obligations, covenants or conditions other than those contained herein. No modification or amendment of this agreement shall be valid and effective unless evidenced by an agreement in writing.
ARTICLE 35 • NON-DISCRIMINATION

A. The Lessee agrees that in the performance of this Lease that it will not discriminate by segregation or otherwise against any person or persons because of sex, race, creed, age, color or national origin.

B. It is agreed that the Lessee’s non-compliance with the provisions of this clause shall constitute a default of this Lease. In the event of such noncompliance, the PORT may take appropriate action to enforce compliance, may terminate this Lease, or may pursue such other remedies as may be provided by law.

ARTICLE 36 • HAZARDOUS SUBSTANCES

Lessee agrees that Lessee shall not use, generate, treat, store or dispose of Hazardous Material on the Premises or adjoining areas except in accordance with any law, ordinance, rule or regulation of any governmental authority having jurisdiction of the Premises or adjoining areas. If Lessee breaches the obligations stated in the preceding sentence, or if the presence of Hazardous Material on the Premises or adjoining areas caused or permitted by Lessee results in contamination of the Premises or adjoining areas, then Lessee shall indemnify, defend and hold Port harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses (including without limitation diminution in value of the Premises or adjoining areas, damages for the loss or restriction on the use of rentable or usable space or of any adverse impact on marketing of space on the Premises or adjoining areas, and sums paid in settlement of claims, attorneys’ fees, consultant fees and expert fees) which arise during or after the Lease Term as a result of such contamination. This indemnification of Port by Lessee includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remediation, removal or restoration work required by any federal, state or local governmental agency, political subdivision, lender or buyer because of Hazardous Material present in the soil or groundwater on or under the Premises or adjoining areas, diminution in value of the Premises, damages for the loss or restriction on use of rentable or usable space or of any amenity of the Premises or adjoining areas, damages arising from any adverse impact on marketing of space in the building, and sums paid in settlement of claims, attorneys’ fees, consultant fees, laboratory fees and expert fees. Without limiting the foregoing, if the presence of any Hazardous Material on the Premises or adjoining areas caused or permitted by Lessee results in any contamination of the Premises or adjoining areas, Lessee shall promptly take all actions at its sole expense as are necessary to return the Premises or adjoining areas to the condition existing prior to the contamination of the Premises or adjoining areas by any such Hazardous Material; provided, however, the Port’s approval of such action shall first be obtained, which approval shall not be unreasonably withheld.

Lessee will deliver to the Port copies of any documents received from, or sent by Lessee to, the United States Environmental Protection Agency and/or any state, county or municipal environmental or health agency concerning Lessee’s operations on the Premises.

As used herein, the term “Hazardous Material” means any substance which is (i) designated, defined, classified or regulated as a hazardous substance, hazardous material, hazardous waste, pollutant or contaminant under any Environmental Law, as currently in effect or as hereafter amended or enacted, (ii) a petroleum hydrocarbon, including crude oil or any fraction thereof and all petroleum products, (iii) PCBs, (iv) lead, (v) asbestos, (vi) flammable explosives, (vii) infectious materials, or (viii) radioactive materials. “Environmental Law(s)” means the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. § 9601 et seq., the Resource Conservation and Recovery Act of 1976, 42 U.S.C. § 6901 et seq., the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq., the Hazardous Materials Transportation Act, 49 U.S.C. § 1801 et seq., the Clean Water Act, 33 U.S.C. § 1251 et seq., and the Washington Model Toxics Control Act, Chapter 70.105D, Revised Code of Washington, as said laws have been supplemented or amended to date, the regulations promulgated pursuant to said laws and any other federal, state or local law, statute, rule, regulation or ordinance which regulates or proscribes the use, storage, disposal, presence, clean-up, transportation or release or threatened release into the environment of Hazardous Material.

ARTICLE 37 • PRINCIPAL AS CO-OBLIGOR INTENTIONALLY OMITTED

I, NA, being a shareholder in the Lessee Corporation, in consideration of the Port’s execution of this Lease, do hereby execute the foregoing Lease Agreement individually. I understand that I am personally liable to the Port as co-obligor with ______ in respect to all provisions of this Agreement.

Signed: __________

Signed: __________

Spouse
ARTICLE 38 • GOVERNING LAW; VENUE

This agreement shall be interpreted, construed and governed accordingly to the laws of the state of Washington. The parties agree that Venue for any action under this Agreement shall be in Franklin County, Washington.

IN WITNESS WHEREOF, this Agreement has been signed and attested by the proper officers of the contracting parties this _____ day of ______________, 2017.

PORT OF PASCO

IN THE PRESENCE OF:

By: ____________________________________________
    Its: __________________________________________

WITNESS

DATED: ________________________________

And: __________________________________________
    Its: __________________________________________

PASCO SCHOOL DISTRICT #1

IN THE PRESENCE OF:

By: ____________________________________________
    Its: __________________________________________

WITNESS

DATED: ________________________________

And: __________________________________________
    Its: __________________________________________
AGENDA ITEM NO.: 11D  BOARD MEETING DATE: February 13, 2018

TOPIC: Overnight Student Travel – McLoughlin Middle School FCCLA students to attend the Leadership Conference/Competition held in March 2018, in Kennewick, WA

CABINET ADMINISTRATOR: Suzanne Hall

PRESENTER: Suzanne Hall

Objectives:
To secure Board approval for overnight student travel.

BACKGROUND: (Pertinent past action/events)
Maria Bice, McLoughlin Middle School FCCLA Director, is seeking permission for selected students to attend State Leadership Conference/Competition event in March 2018, in Kennewick, WA.
Student Officer to attend the event March 5-9, 2018; other selected students will attend the event March 7-9, 2018.

Possible Alternatives:

Projected Costs: $3635  Budget Code:

Suggested Motion:
I move the overnight student travel for selected McLoughlin Middle School students to attend the State Leadership Conference/Competition in March 2018, in Kennewick, WA 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 FCCLA State Officer - Maria Bice</td>
<td>To attend State FCCLA Leadership Conference/Competition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue):</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7-9, 2018</td>
<td>Three Rivers Convention/Spring Hill Suites</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If staff member is driving, provide proof of Type II license)</td>
<td>(Must have one chaperone for every 15 students)</td>
</tr>
<tr>
<td>Parents will drop off on Wednesday and pick up on Friday</td>
<td>Maria Bice</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>Spring Hill Suites</td>
</tr>
<tr>
<td>Lodging</td>
<td>7048 W. Grandridge Blvd</td>
</tr>
<tr>
<td>Registration</td>
<td>Kennewick, WA 99336</td>
</tr>
<tr>
<td>Meals-included in registration</td>
<td>509-572-2176 – phone</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>509-572-2178 – fax</td>
</tr>
<tr>
<td>Total cost</td>
<td>Emergency Contact Phone Number(s)</td>
</tr>
<tr>
<td>$0</td>
<td>Maria Bice - 509-302-0969</td>
</tr>
<tr>
<td>$850</td>
<td></td>
</tr>
<tr>
<td>$2250</td>
<td></td>
</tr>
<tr>
<td>$135</td>
<td></td>
</tr>
<tr>
<td>$3235</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>FCCLA ASB account, CTE for Adviser</td>
<td></td>
</tr>
</tbody>
</table>

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

See attached

You are required to carry student emergency contact information with you on the trip.

<table>
<thead>
<tr>
<th>Students attending (see attached Vehicle Departure Form/Student Roster)</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Bice, January 27, 2018</td>
<td>Dominique Dennis, January 27, 2018</td>
</tr>
<tr>
<td>Name/Date</td>
<td>Name/Date</td>
</tr>
</tbody>
</table>

Revised 3-9-06
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
</table>
| Wednesday, March 7, 2018 | **8:00AM**  
Adviser sign in for STAR Events  
MAC student arrive and sign into their events. |
|            | **9:15AM**  
Orientation Required-Participant, Evaluator, Facilitator |
|            | **10:30AM**  
All STAR events begin |
|            | **12:00PM**  
Lunch provided during events in convention center for competitors |
|            | **5:00PM**  
Dinner buffet at convention center |
|            | **5:30PM**  
Voting Delegates, State Officer Candidates-get dinner and bring to meeting |
|            | **7:00PM**  
Opening Session |
|            | **8:30PM**  
Regional Meetings |
|            | **10:00PM**  
Mixer/VIBE |
|            | **11:30PM**  
Lights Out |
| Thursday, March 8, 2018  | **7:00AM**  
New & Retiring Officer/Adv Board Breakfast |
|            | **8:00AM**  
Continental breakfast at hotel in the lobby |
|            | **9:00AM**  
2nd General Session |
|            | **9:50AM**  
Workshops |
|            | **11:30AM**  
Lunch-Red Robin |
|            | **1:15PM**  
Workshops |
|            | **6:00PM**  
Banquet & Recognition Session |
|            | **10:00PM-11:30PM**  
Music & Dance |
| Friday, March 9, 2018 | **7:00AM**  
Continental Breakfast and check out of hotel |
|            | **8:45AM**  
National Leadership Conference Meeting |
|            | **10:00AM**  
WA-FCCLA Business Meeting |
|            | **12:00PM**  
Conference Ends |
|            | **12:00PM**  
Parents pick up students from Three Rivers Convention Center |
|            | **12:15PM-1:45PM**  
State Officers & Advisers |
**Name of School, Group and Advisor:**
McLoughlin FCCLA State Officer - Maria Bice  

**Purpose of Trip:**
To attend State FCCLA Leadership Conference/Competition  

**Date of Trip:**
March 5-9, 2017  

**Location of Event (include venue):**
Three Rivers Convention/Spring Hill Suites  

**Method of Transportation:**
(If staff member is driving, provide proof of Type II license)
Maria Bice Type II License  

**Staff Chaperoning and Parent Volunteers:**
(Must have one chaperone for every 15 students)
Maria Bice  

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<tr>
<td>Total cost</td>
<td></td>
</tr>
<tr>
<td>☒ entire event ☐ per student</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td>$400</td>
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Kennewick, WA 99336  
509-572-2176 – phone  
509-572-2178 – fax  

**Budget Responsibility (club, students, fund-raisers, etc.):**
FCCLA ASB account  

**Emergency Contact Phone Number(s):**
Maria Bice - 509-302-0969  

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

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

**Submitted by:**
Maria Bice, January 27, 2018  
Name/Date  

**Approved by:**
Dominique Dennis, January 27, 2018  
Name/Date  

Revised 3-9-06
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, March 5, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>3:00PM</td>
<td>Check into hotel</td>
</tr>
<tr>
<td>5:00PM</td>
<td>Dinner with State officers in convention center</td>
</tr>
<tr>
<td>7:00PM</td>
<td>Planning/Preparing for State meeting</td>
</tr>
<tr>
<td>10:00PM</td>
<td>Lights out</td>
</tr>
<tr>
<td><strong>Tuesday, March 6, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>7:30AM</td>
<td>Continental breakfast in hotel</td>
</tr>
<tr>
<td>8:00AM</td>
<td>Meeting with State officers to prepare State meeting in convention center</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch in convention center with state officers</td>
</tr>
<tr>
<td>1:00PM</td>
<td>Meeting with Tri leadership rehearse scripts</td>
</tr>
<tr>
<td>6:00PM</td>
<td>Dinner Red Robin</td>
</tr>
<tr>
<td>7:00PM</td>
<td>Meeting with Tri leadership rehearse scripts</td>
</tr>
<tr>
<td>11:00PM</td>
<td>Lights out</td>
</tr>
<tr>
<td><strong>Wednesday, March 7, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>8:00AM</td>
<td>Adviser sign in for STAR events MAC student arrive and sign into their events</td>
</tr>
<tr>
<td>9:15AM</td>
<td>Orientation Required-Participant, Evaluator, Facilitator</td>
</tr>
<tr>
<td>10:30AM</td>
<td>All STAR events begin</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Lunch provided during events in convention center for competitors</td>
</tr>
<tr>
<td>5:00PM</td>
<td>Dinner buffet at convention center</td>
</tr>
<tr>
<td>5:30PM</td>
<td>Voting delegates, State officer candidates-get dinner and bring to meetings</td>
</tr>
<tr>
<td>7:00PM</td>
<td>Opening Session</td>
</tr>
<tr>
<td>8:30PM</td>
<td>Regional Meetings</td>
</tr>
<tr>
<td>10:00PM</td>
<td>Mixer/VIBE</td>
</tr>
<tr>
<td>11:30PM</td>
<td>Lights Out</td>
</tr>
<tr>
<td><strong>Thursday, March 8, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>7:00AM</td>
<td>New &amp; Retiring Officer/ADV Board Breakfast</td>
</tr>
<tr>
<td>8:00AM</td>
<td>Breakfast at hotel in the lobby</td>
</tr>
<tr>
<td>9:00AM</td>
<td>2nd general session</td>
</tr>
<tr>
<td>9:50AM</td>
<td>Workshops</td>
</tr>
<tr>
<td>11:30AM</td>
<td>Lunch-Red Robin</td>
</tr>
<tr>
<td>1:15PM</td>
<td>Workshops</td>
</tr>
<tr>
<td>6:00PM</td>
<td>Banquet &amp; Recognition Session</td>
</tr>
<tr>
<td>10:00PM-11:30PM</td>
<td>Music &amp; Dance</td>
</tr>
<tr>
<td><strong>Friday, March 9, 2018</strong></td>
<td></td>
</tr>
<tr>
<td>7:00AM</td>
<td>Breakfast and check out</td>
</tr>
<tr>
<td>8:45AM</td>
<td>National Leadership Conference Meeting</td>
</tr>
<tr>
<td>10:00AM</td>
<td>WA-FCCLA Business Meeting</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Conference ends</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Parents pick up students from Three Rivers Convention Center</td>
</tr>
<tr>
<td>12:15PM-1:45PM</td>
<td>State Officers &amp; Advisers</td>
</tr>
</tbody>
</table>
**TOPIC:** Out of State Overnight Student Travel – Chiawana High School Distributive Education Clubs of America (DECA) to the International Career Development Leadership Conference in Atlanta, GA.

**CABINET ADMINISTRATOR:** Erich Bolz

**PRESENTER:** Suzanne Hall

**OBJECTIVE:**
To secure Board approval for out of state overnight student travel.

**BACKGROUND:** (Pertinent past action/events)
Leslie Bell, Chiawana High School Distributive Education Clubs of America (DECA) advisor, is seeking permission for out of state overnight travel for students involved with the DECA International Career Development Leadership Conference in Atlanta, GA. occurring April 19 – 25, 2018.

There will be 9 students traveling. This trip includes Sunday travel.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** $1461.00 Per Student  **BUDGET CODE:** DECA/Marketing

**SUGGESTED MOTION:**
I move the out of state overnight travel for students involved with the DECA International Career Development Leadership Conference in Nashville, TN occurring April 19 – 25, 2018 be approved as presented.

**NEXT STEPS:**
### Name of School, Group and Advisor:
Chiawana High School Distributive Education Clubs of America (DECA)  
Advisor – Leslie Bell

### Purpose of Trip:
Attend the DECA International Career Development Leadership Conference

### Date of Trip:
April 19 – 25, 2018

### Location of Event (include venue):
Georgia World Congress Center  
285 Andrew Young International Blvd. NW  
Atlanta, GA

### Method of Transportation:
Air Travel and Rental Car  
L. Bell has a Type II license

### Staff Chaperoning and Parent Volunteers:
Leslie Bell and Brian Thomas

### Cost Detail:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$750.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$300.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$140.00</td>
</tr>
<tr>
<td>Meals (per diem per student)</td>
<td>$96.00</td>
</tr>
<tr>
<td>Other (specify) Tickets</td>
<td>$175.00</td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td><strong>$1461.00</strong></td>
</tr>
</tbody>
</table>

### Hotel Name, Location and Phone Number:
Atlanta Marriott Buckhead Hotel and Conference Center  
3405 Lenox Road NE  
Atlanta, GA 30326  
404-261-9250

### Emergency Contact Phone Number(s):
509-521-5725 (Bell)

### Budget Responsibility (club, students, fund-raisers, etc.):
DECA ASB budget for all student costs including lunch and dinner, the marketing budget will pay for advisor costs. Breakfast at the hotel.

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

Please see attached itinerary

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

### Submitted by:
Leslie Bell 1-26-18

### Approved by:
John Wallwork 1-31-18
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Travel day, flight information to be determined</td>
</tr>
<tr>
<td></td>
<td>10:00 PM Washington DECA meeting</td>
</tr>
<tr>
<td></td>
<td>11:00 PM Curfew</td>
</tr>
<tr>
<td>April 20</td>
<td>9:00 AM Registration, business seminars</td>
</tr>
<tr>
<td></td>
<td>10:00 PM Registration, National DECA meeting</td>
</tr>
<tr>
<td></td>
<td>11:00 PM Curfew</td>
</tr>
<tr>
<td>April 21</td>
<td>8:00 AM – 5:00 PM Tours</td>
</tr>
<tr>
<td></td>
<td>8:00 AM – 5:00 PM Marketing, College and Career Fair</td>
</tr>
<tr>
<td></td>
<td>7:30 PM State Photo</td>
</tr>
<tr>
<td></td>
<td>8:00 PM – 10:00 PM FIDM Fashion Show, Grand Opening Session</td>
</tr>
<tr>
<td></td>
<td>11:00 PM Curfew</td>
</tr>
<tr>
<td>April 22</td>
<td>8:00 AM – 5:00 PM Competition</td>
</tr>
<tr>
<td></td>
<td>8:00 AM – 5:00 PM Marketing, College and Career Fair</td>
</tr>
<tr>
<td></td>
<td>8:00 AM – 4:00 PM SBE, Leadership and Thrive Academies</td>
</tr>
<tr>
<td></td>
<td>5:30 PM – 10:00 PM Chapter Sight Seeing</td>
</tr>
<tr>
<td></td>
<td>11:00 PM Curfew</td>
</tr>
<tr>
<td>April 23</td>
<td>8:00 AM – 5:00 PM Competition</td>
</tr>
<tr>
<td></td>
<td>8:00 AM – 4:00 PM SBE, Leadership and Thrive Academies</td>
</tr>
<tr>
<td></td>
<td>5:30 PM – 10:00 PM Chapter Sight Seeing</td>
</tr>
<tr>
<td></td>
<td>11:00 PM Curfew</td>
</tr>
<tr>
<td>April 24</td>
<td>7:30 AM – 10:00 PM Second General Session for competition finalist announcements</td>
</tr>
<tr>
<td></td>
<td>9:00 AM – 6:00 PM Final competition</td>
</tr>
<tr>
<td></td>
<td>10:30 AM – 7:00 PM Tours</td>
</tr>
<tr>
<td></td>
<td>8:30 PM – 11:00 PM Grand Award Session and Scholarship Announcements</td>
</tr>
<tr>
<td></td>
<td>12:00 AM Curfew</td>
</tr>
<tr>
<td>April 25</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td>Travel day, flight information to be determined</td>
</tr>
</tbody>
</table>
# AGENDA ITEM NO.: 11F

| BOARD MEETING DATE: | February 13, 2018 |

## TOPIC:
Out of State Student Travel – Chiawana High School and Pasco High School Distributive Education Clubs of America (DECA) to the Sports Business Night in Portland, OR

### CABINET ADMINISTRATOR:
Erich Bolz

### PRESENTER:
Suzanne Hall

### REPORT

### 1ST READING

### DISCUSSION

### 2ND READING

### ACTION REQUIRED

## OBJECTIVE:
To secure Board approval for out of state student travel.

### BACKGROUND: (Pertinent past action/events)
Leslie Bel and Andrew Callaway, Chiawana High School and Pasco High School Distributive Education Clubs of America (DECA) advisors, are seeking permission for out of state travel for students involved with the DECA Sports Business Night with the Portland Trailblazers sponsored by Washington DECA located in Portland, OR occurring on March 15, 2018.

There will be 31 CHS students and 10 PHS students traveling together and they will arrive in the Tri-Cities early morning on March 16, 2018.

### POSSIBLE ALTERNATIVES:

### PROJECTED COSTS: $158.00 Per Student

### BUDGET CODE: DECA/Marketing Budgets

### SUGGESTED MOTION:
I move the out of state travel for Chiawana High School and Pasco High School students involved with the DECA Sports Business Night with the Portland Trailblazers sponsored by Washington DECA located in Portland, OR occurring on March 15, 2018 be approved as presented.

### NEXT STEPS:
### Name of School, Group and Advisor:
Chiawana High School Distributive Education Clubs of America (DECA), Leslie Bell

### Purpose of Trip:
Sports Business Night with Portland Trailblazers sponsored by Washington DECA

### Date of Trip:
March 15 – 16, 2018

### Location of Event (include venue):
Moda Center
1 N Center Ct   Portland, OR

### Method of Transportation:
District Bus

### Staff Chaperoning and Parent Volunteers:
( Must have one chaperone for every 15 students)
Andrew Callaway, Leslie Bell and Brian Thomas

### Cost Detail:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$55.00</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>$65.00</td>
</tr>
<tr>
<td>Meals</td>
<td>$13.00</td>
</tr>
<tr>
<td>Other (specify) Tours and tickets</td>
<td>$25.00</td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td><strong>$158.00</strong></td>
</tr>
</tbody>
</table>

### Hotel Name, Location and Phone Number:
N/A

### Emergency Contact Phone Number(s)
509-521-5725 Leslie Bell cell

### Budget Responsibility (club, students, fund-raisers, etc.)
DECA ASB budget for all student costs and marketing budget for advisor costs.

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

**March 15, 2018**
- 7:10 am: Pick-up at Chiawana High School
- 9:30 am: Depart for Portland, OR
- 12:30 – 1:30 pm: Lunch at Lloyd Center Mall
- 1:30 pm: Drop off at Moda Center
- 1:45 – 4:00 pm: Portland Trailblazers Marketing Conference
- 4:00 – 5:00 pm: Dinner at Moda Center or student may eat at the game
- 5:00 – 10:00 pm: Attend Portland Trailblazers game, bus leaves following game

**March 16, 2018**
- 1:00 – 2:00 am: Arrive at CHS, student drop-off and then to PHS

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

### Submitted by:
Leslie Bell  1/18/18

### Approved by:
John Wallwork 1/31/18
# 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>Pasco High School Distributive Education Clubs of America (DECA) Advisor – Andrew Callaway</td>
<td>Attend the Sports Business Night with Portland Trailblazers sponsored by Washington DECA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue):</th>
</tr>
</thead>
</table>
| March 15 – 16, 2018 | Moda Center  
1 N Center Ct  
Portland, OR |

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers:</th>
</tr>
</thead>
</table>
| District Bus              | (Must have one chaperone for every 15 students)  
Andrew Callaway, Leslie Bell and Brian Thomas |

<table>
<thead>
<tr>
<th>Cost Detail:</th>
<th>Hotel Name, Location and Phone Number:</th>
</tr>
</thead>
</table>
| Transportation | $55.00  
Lodging | $65.00  
Registration | $13.00  
Meals | $25.00  
Other (tickets) | |
| Total cost | Emergency Contact Phone Number(s): |
|            | N/A  
$158.00 | 509-551-5532 (Callaway) 509-521-5725 (Bell) |

**Budget Responsibility (club, students, fund-raisers, etc.):**
DECA ASB budget for all student costs and marketing budget for advisor costs.

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

<table>
<thead>
<tr>
<th>March 15, 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 am</td>
<td>Meet and board bus at Pasco High School (front entrance)</td>
</tr>
<tr>
<td>7:10 am</td>
<td>Pick-up at Chiawana High School</td>
</tr>
<tr>
<td>9:30 am</td>
<td>Depart for Portland, OR</td>
</tr>
<tr>
<td>12:30 – 1:30 pm</td>
<td>Lunch at Lloyd Center Mall</td>
</tr>
<tr>
<td>1:30 pm</td>
<td>Drop off at Moda Center</td>
</tr>
<tr>
<td>1:45 – 4:00 pm</td>
<td>Portland Trailblazers Marketing Conference</td>
</tr>
<tr>
<td>4:00 – 5:00 pm</td>
<td>Dinner at Moda Center or student may eat at the game</td>
</tr>
<tr>
<td>5:00 – 10:00 pm</td>
<td>Attend Portland Trailblazers game, bus leaves following game</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March 16, 2018</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 – 2:00 am</td>
<td>Arrive at CHS, student drop-off and then to PHS</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Callaway 1/24/18</td>
<td>Cathey Bolson 1/25/18</td>
</tr>
<tr>
<td>Name/Date</td>
<td>Name/Date</td>
</tr>
</tbody>
</table>
# Agenda Item Summary

**AGENDA ITEM NO.:** 11G  
**BOARD MEETING DATE:** February 13, 2018

**TOPIC:** Overnight Student Travel – Chiawana High School Family Career Community Leadership of America to the State Leadership Conference in Kennewick, WA

**CABINET ADMINISTRATOR:** Erich Bolz  
**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)  
Meaghan Callahan and Katie Ostler, Chiawana High School Family Career Community Leadership of America (FCCLA) Co-Advisors, are seeking approval for overnight travel for selected students to attend the FCCLA State Leadership Conference in Kennewick, WA, March 7 – 9, 2018.

There will be 14 students traveling.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** $379.00 Per Student  
**BUDGET CODE:** FCCLA Club and CTE

**SUGGESTED MOTION:**  
I move the overnight travel for students involved with the Chiawana High School FCCLA State Leadership Conference in Kennewick, WA, March 7 – 9, 2018, be approved as presented.

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

### Name of School, Group and Advisor:
Chiawana High School Family Career Community Leadership of America
Advisors: Meaghan Callahan and Katie Ostler

### Purpose of Trip:
To attend the Washington State Leadership Conference

### Date of Trip:
March 7 – 9, 2018

### Location of Event (include venue):
Three Rivers Convention Center
Kennewick, WA

### Method of Transportation:
School bus, take over on 3/7, pick up on 3/9

### Staff Chaperoning and Parent Volunteers:
Meaghan Callahan, Shanda Riehle, Tiffianie Coffey (volunteer form on file), Shawn Hendricks

### Cost Detail:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>$131.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$225.00</td>
</tr>
<tr>
<td>Registration</td>
<td>$23.00</td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td><strong>Total cost</strong></td>
<td><strong>$379.00</strong></td>
</tr>
</tbody>
</table>

### Hotel Name, Location and Phone Number:
Springhill Suites
7048 W. Grandridge Blvd.
Kennewick, WA  99336
866-715-0016

### Emergency Contact Phone Number(s)
Meaghan Callahan (509) 430-6627

### Budget Responsibility (club, students, fund-raisers, etc.)
FCCLA Club and CTE

### ITINERARY: (include time and location of departures/arrivals, location of events, beginning and ending times of events, etc. Attach additional documentation if necessary.)
Please see attached

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

### Submitted by:
Meaghan Callahan 1-24-18

### Approved by:
John Wallwork 2-6-18
### Chiawana High School Family Career Community Leadership of America
#### Washington State Leadership Conference Itinerary

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 7, 2018</td>
<td>7:30 AM</td>
<td>School bus leaves CHS</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>Registration and activities</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>Competition</td>
</tr>
<tr>
<td></td>
<td>7:30 PM</td>
<td>Opening session</td>
</tr>
<tr>
<td></td>
<td>10:30 PM</td>
<td>Mixer</td>
</tr>
<tr>
<td></td>
<td>12:00 AM</td>
<td>Curfew</td>
</tr>
<tr>
<td>March 8, 2018</td>
<td>8:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>9:30 AM</td>
<td>Leadership Academy</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>1:30 PM</td>
<td>Academy</td>
</tr>
<tr>
<td></td>
<td>5:00 PM</td>
<td>Dinner banquet</td>
</tr>
<tr>
<td></td>
<td>10:30 PM</td>
<td>Formal dance</td>
</tr>
<tr>
<td></td>
<td>12:00 AM</td>
<td>Curfew</td>
</tr>
<tr>
<td>March 9, 2018</td>
<td>8:00 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
<td>9:00 AM</td>
<td>FCCLA State Business Meeting</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>Depart for CHS for parent pick up</td>
</tr>
<tr>
<td>AGENDA ITEM NO.:</td>
<td>BOARD MEETING DATE:</td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>11H</td>
<td>February 13, 2018</td>
<td></td>
</tr>
</tbody>
</table>

**TOPIC:** Overnight Student Travel – Chiawana High School Distributive Education Clubs of America (DECA) to the DECA State Career Development Conference in Bellevue, 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)
Leslie Bell, Chiawana High School Distributive Education Clubs of America (DECA) Advisor, is seeking permission for overnight travel for students involved with the DECA State Career Development Conference in Bellevue, WA occurring March 1 – 3, 2018.

There will be 45 students traveling.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** $490.00 Per Student  |  **BUDGET CODE:** DECA and Marketing budgets

**SUGGESTED MOTION:**
I move the overnight travel for Chiawana High School students involved with the DECA State Career Development Conference in Bellevue, WA occurring March 1 – 3, 2018 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: To participate in the DECA State Conference. Students will compete in one of 20 career categories in the hopes of qualifying for international competition.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chiawana High School, Distributive Education Clubs of America (DECA), Leslie Bell</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue):</th>
</tr>
</thead>
</table>
| March 1 – 3, 2018 | Meydenbauer Center  
Bellevue, WA |

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area 6 DECA charter bus, traveling with other Area 6 Schools</td>
<td>Leslie Bell, Chanda Baie, Paula Curtright, Shawn Guajuardo</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cost Detail:</th>
<th>Hotel Name, Location and Phone Number:</th>
</tr>
</thead>
</table>
| Transportation | Hyatt Regency Bellevue  
900 Bellevue Way NE  
Bellevue, WA  98004-4272  
425-462-1234 |
| Lodging | $150.00 |
| Registration | $140.00 |
| Meals | $100.00 |
| Other (specify) Tickets | $25.00 |
| **Total cost** | **Emergency Contact Phone Number(s):**  
[ ] entire event  [x] per student  
$490.00  
Leslie Bell 509-521-5725 |

Budget Responsibility (club, students, fund-raisers, etc.)  
DECA #4444 budget for all student costs, the Marketing budget will pay for advisor costs.

ITINERARY: (include time and location of departures/arrivals, location of events, beginning and ending times of events, etc. Attach additional documentation if necessary.)  
Please see attached itinerary

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

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Bell 1-8-18</td>
<td>John Wallwork 1-30-18</td>
</tr>
</tbody>
</table>

Revised 2-4-16
### ITINERARY:
(add cells to table as needed, the individual cells in the table will wrap text as needed)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>7:30 AM</td>
<td>Area 6 Charter bus depart from Hobby Lobby in Kennewick</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td>Stop in Ellensburg for lunch</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>Registration and hotel check-in</td>
</tr>
<tr>
<td></td>
<td>3:30 PM</td>
<td>Opening session</td>
</tr>
<tr>
<td></td>
<td>5:45 PM</td>
<td>Preparation for competition</td>
</tr>
<tr>
<td></td>
<td>11:00 PM</td>
<td>Curfew</td>
</tr>
<tr>
<td>March 2</td>
<td>9:00 AM</td>
<td>Competition</td>
</tr>
<tr>
<td></td>
<td>12:00 PM</td>
<td>Lunch</td>
</tr>
<tr>
<td></td>
<td>6:00 PM</td>
<td>DECA Argosy Boat Cruise</td>
</tr>
<tr>
<td></td>
<td>11:00 PM</td>
<td>Curfew</td>
</tr>
<tr>
<td>March 3</td>
<td>8:30 AM</td>
<td>Awards</td>
</tr>
<tr>
<td></td>
<td>12:30 PM</td>
<td>Depart for Kennewick</td>
</tr>
<tr>
<td></td>
<td>1:00 PM</td>
<td>Stop in North Bend for lunch</td>
</tr>
<tr>
<td></td>
<td>5:30 PM</td>
<td>Arrive in Kennewick</td>
</tr>
</tbody>
</table>
**TOPIC:** Stevens Middle School STEM day at Silverwood in Athol, ID

**CABINET ADMINISTRATOR:** Suzanne Hall

**PRESENTER:** Suzanne Hall

**OBJECTIVE:**
To secure board approval for out of state student travel.

**BACKGROUND:** (Pertinent past action/events)
Lauren Edmondson, Matthew Whitehead and Matt Larsen from Stevens Middle School, are seeking permission for out of state travel for Stevens Middle School students to attend the STEM activities at Silverwood, to provide a relevant science learning opportunity in a real-world application, to attend a day at Silverwood in Athol, ID, May 17, 2018.

**POSSIBLE ALTERNATIVES:**

**PROJECTED COSTS:** 4300.08

**BUDGET CODE:** 102322000-0800 (project Lead the Way)

**SUGGESTED MOTION:**
I move to approve the travel for out of state travel for Stevens Middle School students to attend Silverwood in Athol, ID, on May 17, 2018, be approved as presented.
# Trips with Students

<table>
<thead>
<tr>
<th>Name of School, Group and Advisor:</th>
<th>Purpose of Trip:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevens Middle School, Lauren Edmondson/ Matthew Whitehead/Matt Larsen</td>
<td>For Students to attend the STEM day activities at Silverwood to provide a relevant science learning opportunity in a real-world application.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Trip:</th>
<th>Location of Event (include venue):</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17, 2018</td>
<td>Silverwood</td>
</tr>
<tr>
<td></td>
<td>27843 US-95</td>
</tr>
<tr>
<td></td>
<td>Athol, ID 83801</td>
</tr>
<tr>
<td></td>
<td>208-683-3400</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Transportation:</th>
<th>Staff Chaperoning and Parent Volunteers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter Bus</td>
<td>(Must have one chaperone for every 15 students) Matthew Whitehead, Matt Larsen, Megan Raihl, Omar Madrigal, Julie Nelson. Possible 6th person based on 3rd quarter numbers.</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>2850.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>0</td>
</tr>
<tr>
<td>Registration</td>
<td>1035.00</td>
</tr>
<tr>
<td>Meals</td>
<td>415.08</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>0</td>
</tr>
<tr>
<td>Total cost</td>
<td>4300.08*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total cost</th>
<th>Emergency Contact Phone Number(s): Matthew Whitehead: 509-948-9915 Matt Larsen: 509-528-9052</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ entire event</td>
<td>☐ per student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Responsibility (club, students, fund-raisers, etc.):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ITINERARY:</th>
<th>(include time and location of departures/arrivals, location of events, beginning and ending times of events, etc. Attach additional documentation if necessary.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00am:</td>
<td>Students arrive at Stevens</td>
</tr>
<tr>
<td>6:15am:</td>
<td>Depart for Silverwood</td>
</tr>
<tr>
<td>10:00am:</td>
<td>Arrive at Silverwood</td>
</tr>
<tr>
<td>12:00pm:</td>
<td>Lunch at pavilion 3</td>
</tr>
<tr>
<td>4:30pm:</td>
<td>Change clothes</td>
</tr>
<tr>
<td>5:00pm:</td>
<td>Load bus and depart Silverwood</td>
</tr>
<tr>
<td>8:00pm:</td>
<td>Arrive at Stevens</td>
</tr>
</tbody>
</table>

- *totals calculated using quarter 2 numbers only
totals will increase after quarter 3 grades finalized
- *5 adult meals
- *$31.99 per student (registration and meals)

<table>
<thead>
<tr>
<th>Students attending (see attached Vehicle Departure Form/Student Roster):</th>
<th>Roster will be updated after quarter 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to carry student emergency contact information with you on the trip.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Edmondson  2/06/18</td>
<td>Name/Date</td>
</tr>
</tbody>
</table>

Revised 3-9-06
### 2/27/2018

<table>
<thead>
<tr>
<th>Study Session/Retreat</th>
<th>Reports/Discussion/Updates</th>
<th>Action Items</th>
<th>Consent Agenda</th>
<th>Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Facilities Plan</td>
<td>Data Byte: STAR 360</td>
<td>Bond Delegation Resolution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LTFMP: Building Capacity Data</td>
<td>iPal Update</td>
<td>Budget Extension: Capital Projects and Transportation Vehicle Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Recognition: School Councilors</td>
<td>Organizational Review/Audit Schedule</td>
<td>Interfund Transfer: Transportation Vehicle Fund</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3/13/2018

<table>
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<th>Study Session/Retreat</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Grade Configuration</td>
<td>Data Byte: Community Facilities Usage Data</td>
<td>Capital Facilities Plan Update Renewal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Report: McGee</td>
<td>Board Governance: Governance Culture Policy-Board Core Values</td>
<td>Capital Facilities Plan Update Renewal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Recognition: Classified School Employees</td>
<td>Superintendent Evaluation Tool Debrief</td>
<td>Capital Facilities Plan Update Renewal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 3/27/2018

<table>
<thead>
<tr>
<th>Study Session/Retreat</th>
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<th>Consent Agenda</th>
<th>Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Report: Livingston</td>
<td>Special Education Curriculum Materials Update</td>
<td>Capital Facilities Plan Update Renewal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bargaining Training</td>
<td>Data Byte: Fall STAR 360</td>
<td>Capital Facilities Plan Update Renewal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>