

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

Regular Meeting of the Board of Directors
Community Room, Aberdeen High School
December 2, 2014

AGENDA

6:00 p.m. Work Study

7:00 p.m. Regular Meeting Call to Order

Flag Salute

Consent Agenda

1. [Minutes](#)

[Election of Officers](#)

Comments from Board Members

Comments from Student Representatives

Comments from the Audience

Old Business

1. [School Resource Officer](#)

Superintendent's Report

1. [Strategic Planning](#)
2. AHS Musical
3. Reading Assessments
4. 2015 Legislative Session

Instructional Services

1. [Teaching and Learning Report](#)

Financial Services

1. [Capital Projects Fund Extension](#)

Board Meeting Agenda
December 2, 2014

New Business

1. Professional Medical Careers Program
2. Next Meeting

Comments from the Audience

Executive Session

Personnel Matters

1. Certificated
2. Classified

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5
BOARD INFORMATION AND BACKGROUND

December 2, 2014 – Community Room, Aberdeen High School

6:00 p.m. – Work Study for a discussion of 2016 levy planning and E-rate changes.

7:00 p.m. – Regular Meeting Call to Order

Flag Salute

Consent Agenda – [Enclosure 1](#)

1. Minutes of the Previous Meeting – Minutes of the regular meeting conducted on November 18, 2014, are enclosed for your approval.

Election of Officers [Enclosure 2](#)

1. President
2. Vice President
3. Legislative Representative

Comments from Board Members

Comments from Student Representatives

Comments from the Audience

Old Business

1. School Resource Officer – A draft agreement with the City of Aberdeen establishing a School Resource Officer is enclosed for your review. Board approval is requested. [Enclosure 3](#)

Superintendent's Report

1. Strategic Planning – Superintendent Opstad will discuss strategic planning from the session at the annual WSSDA Conference. [Enclosure 4](#)
2. AHS Musical – Superintendent Opstad will share information about the successful AHS Musical “Annie.”
3. Reading Assessments – Superintendent Opstad will update Board members on the third-grade reading assessments and requirements.
4. 2015 Legislative Session – Superintendent Opstad will discuss the upcoming legislative session and the implications a lengthy session is likely to have on the district's planning and budgeting process.

Instructional Services

1. Teaching and Learning Report – Teaching and Learning Director Judy Holliday will present the Teaching and Learning Report for December, which is enclosed for your information. [Enclosure 5](#)

Financial Services

1. Capital Projects Fund Extension – Business Manager David Herrington will discuss the need for an extension to the Capital Projects Fund to account for invoices for summer projects that have arrived after the start of the current fiscal year. [Enclosure 6](#)

New Business

1. Professional Medical Careers Program – The Twin Harbors Branch of the Skills Center is able to offer the Professional Medical Careers classes thanks to agreements with Grays Harbor Community Hospital. Both are presented tonight for your review and approval.
 - a. Affiliation Agreement – This agreement creates a training site allowing hospital facilities to be used for clinical experience and other training at the hospital. [Enclosure 7](#)
 - b. Contract for Services – This agreement between the Twin Harbors Branch of the Skills Center and Community Hospital establishes a relationship for professional services and instruction by hospital staff. [Enclosure 8](#)
2. Next Meeting – The next regular meeting of the Board is set for 7 p.m. Tuesday, December 16, 2014, in the Community Room at Aberdeen High School. A work study for a review of the year-end fiscal report for 2013-2014 (F-196) will begin at 6 p.m.

Comments from the Audience

Executive Session

At this time the meeting will recess for an executive session that is expected to last 10 minutes for the purpose of evaluating the qualifications of applicants for employment.

Personnel Matters [Enclosure 9](#)

1. Certificated
 - a. Leave of Absence
2. Classified
 - a. Hires
 - b. Termination
 - c. Resignation

ADJOURN

ABERDEEN SCHOOL DISTRICT NO. 5

Minutes of the Regular Meeting of the Board of Directors – November 18, 2014

The regular meeting of the School Board was called to order at 7:00 p.m. in the Community Room at Aberdeen High School. The meeting began with the flag salute. Members present were President Sandra Bielski, Christi Boora, Jennifer Hagen, Jamie Walsh, student representatives Sarah McCauley and Shelby Cokeley, along with Superintendent Thomas Opstad and 10 patrons and staff. Director Jeremy Hawkins was excused. A work study with the Board of Trustees at Grays Harbor College preceded the meeting.

CALL TO ORDER

On a motion by Jennifer Hagen and seconded by Christi Boora, the Board approved the Consent Agenda, which included the minutes of the regular meeting conducted on November 4 as amended from the draft to exclude the phrase “the last two years” in the discussion about bond reporting; approved October payroll vouchers 816754 through 816843 totaling \$2,560,623.56; General Fund vouchers 816753, 816848, 816873 through 816982 and 816985 totaling \$627,175.05, ASB Fund vouchers 816849 through 816872 and 816987 totaling \$23,870.32, Capital Projects Fund vouchers 816844 through 816846, 816983 through 816984 and 816986 totaling \$184,312.09 and a Private Purpose Trust Fund voucher 816847 in the amount of \$40.00.

CONSENT AGENDA

Director Christi Boora complimented student representative Sarah McCauley for attending the meeting at Grays Harbor College and sharing the student perspective on Running Start.

COMMENTS FROM
BOARD MEMBERS

Student Representative Shelby Cokeley provided an update on activities at Aberdeen High School, including information about Wellness Week and the upcoming production of “Annie.” Student Representative Sarah McCauley shared the results of Football, which Hoquiam “won” this year. She said everyone worked hard and it was a good week that benefits the community.

COMMENTS FROM
STUDENT
REPRESENTATIVES

Superintendent Opstad confirmed travel arrangements for the WSSDA Conference, which will take place November 19-22 in Spokane.

SUPERINTENDENT'S
REPORT

Superintendent Opstad noted that while Aberdeen came in second in Football this year, the “competition” continues to be a major outreach into the community by the high school and is a very important event in our community. More than 896,000 “pounds” was raised.

WSSDA
CONFERENCE

FOOTBALL

Superintendent Opstad also commented on the upcoming performances of “Annie,” including a performance for fifth graders in the district on Wednesday

“ANNIE”

morning. The special performance gives the cast and crew a real dress rehearsal while also bringing students into the Auditorium to see a high school production that many otherwise would not be able to enjoy. More than 50 students are participating in the production.

Superintendent Opstad provided an update on the Smarter Balanced assessment and shared information about proposals going to the Legislature, including one from state Superintendent Randy Dorn seeking to eliminate the assessments as a graduation requirement. Students would still take the assessments and those who score a 3 or a 4 could matriculate to college courses. Under Dorn’s proposal, students who do not pass the assessment, would be required to earn another high school credit in that subject area. Interim assessments are available and a comprehensive assessment will be available on January 6. The interim assessments include blocks of content that teachers can use with students until January 27. The Smarter Balanced cut scores will be from 2000 to 3000 points and he has included a link to a practice test on the Superintendent’s Blog on the District web site. Dr. Opstad noted that a long legislative session is expected so the District will proceed with budget planning for 2015-2016 based on the best-available information.

SMARTER
BALANCED
ASSESSMENTS

Business Manager David Herrington provided the Fiscal Status Report for October. The ending fund balance at the end of October in the General Fund was \$2,987,766.40, in the Capital Projects Fund it was \$494,325.70; in the Associated Student Body fund it was \$239,908.27; in the Transportation Vehicle Fund it was \$283,656.64 and in the Debt Service Fund it was \$798,526.54. He noted that enrollment is averaging 3,153.28, which is 67.28 above budget. Mr. Herrington also reported that following a transfer into the Debt Service Fund the District will be making a bond payment in November in the amount of \$2,085,888.75.

FISCAL STATUS
REPORT

Mr. Herrington reported on the emergency replacement of a hot water heater at Sam Benn Gym in the amount of \$13,200.00. He also noted that Stevens Elementary School would be without heat should its aging boiler fail and a back-up “pony” boiler is under consideration.

SAM BENN GYM
HOT WATER
HEATER

Mr. Herrington reported on repairs to the elevator at the high school totaling \$45,435.00 and said it is hoped that issues with the elevator are now resolved.

ELEVATOR REPAIRS

On a motion by Jamie Walsh and seconded by Jennifer Hagen, the Board adopted *Resolution 2014-07 Bond Reporting* declaring the district’s intent to comply with annual bond reporting requirements.

RESOLUTION 2014-07
BOND REPORTING

On a motion by Jennifer Hagen and seconded by Christi Boora, the Board adopted *Resolution 2014-08 Special Services Imprest Fund*, increasing the petty

RESOLUTION 2014-08
SPECIAL SERVICES
IMPREST FUND

cash available to special education teachers in the life skills and transition classes.

The next regular meeting of the Board is set for 7 p.m. Tuesday, December 2, in the Community Room at Aberdeen High School. Director Christi Boora stated she will not be able to attend. A work study will begin at 6 p.m. for a discussion of 2016 levy planning and E-rate changes.

Derek Cook, principal at Harbor High School, said he wanted to commend the students who took part in Foodball. As a community member, he thinks it's "awesome" that so many students pitch in to help meet a need in our community and as a principal, he sees examples every day that the effort truly helps families.

At 7:32 p.m. President Bielski recessed the meeting into an executive session expected to last 10 minutes for the purpose of evaluating the qualifications of applicants for employment. The session convened at 7:35 p.m. The regular meeting resumed at 7:40 p.m.

On a motion by Christi Boora and seconded by Jennifer Hagen, the Board approved the Personnel Report. Under certificated matters, the Board approved the hiring of Robert Sutlovich as a teacher in the 21st Century Program at Harbor High School effective November 13; approved co-curricular contracts at Aberdeen High School for the musical "Annie" for Alex Eddy for music arrangement, Tamara Helland as the musical director, Jeannie McNeal for costume design and Art Oestrich for set design.

Under classified matters, the Board approved the hiring of Robert Sutlovich as a math tutor at Harbor High School effective November 4 and Virginia Barragan as a para-educator at McDermoth Elementary School effective November 19; approved changes of assignment for James Messer as a custodian at Aberdeen High School to A.J. West Elementary effective November 17 and Megan Jones as a para-educator at Stevens Elementary to McDermoth Elementary effective November 12; approved extra-curricular contracts for Toni Houbregs, Steve Reed (.333 FTE) and Shon Schreiber (.334 FTE) as winter weight room coaches at Aberdeen High School effective November 17, accepted the resignation of Fidel Sanchez as head coach for Girls' Soccer at Aberdeen High School effective November 14, approved a leave of absence for Barbara Tingwall, a para-educator at Stevens Elementary effective October 20 to November 30; approved rescinding the resignation of Natasha Chapin as a nurse at A.J. West Elementary effective November 14; approved the retirement of Gerald (Mike) Gadwa as a mechanical foreman for the Maintenance Department effective December 31, approved the hiring of Dennis Davis and John Stanley as substitute bus drivers and Scott Wilson as a game worker.

NEXT MEETING

COMMENTS FROM THE AUDIENCE

EXECUTIVE SESSION

PERSONNEL

CERTIFICATED

CLASSIFIED

There being no further business, the meeting was adjourned at 7:43 p.m.

ADJOURN

Thomas A. Opstad, Secretary

Sandra Bielski, President

ANNUAL ORGANIZATIONAL MEETING

At the first regular meeting at which newly elected board members are seated in election years and at the second regular meeting in November in non-election years, the board shall elect from among its members a president, a vice president and legislative representative to serve one-year terms. Officers shall not be elected following the appointment of a director to fill a vacancy on the board unless a majority of the board is appointed. If a board member is unable to continue to serve as an officer, a replacement shall be elected immediately. In the absence of both the president and the vice president, the board shall elect a president pro tem who shall perform the functions of the president during the latter's absence. The superintendent shall act as board secretary. In order to provide a record of the proceedings of each meeting of the board, the superintendent shall appoint a recording secretary of the board.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

- A. Welcome and introduction of newly-elected board members by the president.
- B. Call for nominations for president to serve during the ensuing year.
- C. Election of a president (roll call vote).
- D. Assumption of office by the new president.
- E. Call for nominations for vice president to serve during the ensuing year.
- F. Election of a vice president (roll call vote).

Policies shall continue from year to year and board to board until and unless the board changes them.

Legal References:	RCW 28A.400.030 28A.330.010 28A.330.020 28A.330.050 29A.20.040	Superintendent's duties Board president, vice-president--Secretary Certain board elections, manner and vote required--Selection of personnel, manner Duties of superintendent as secretary Local elected officials, Commencement of term of office
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Adoption Date: 06/20/00
Revised: 11/05/05

BOARD OFFICERS AND DUTIES OF BOARD MEMBERS

President

The president shall preside at all meetings of the board and sign all papers and documents as required by law or as authorized by action of the board. The president shall conduct the meetings in the manner prescribed by the board's policies, provided that the president shall have the full right to participate in all aspects of board action without relinquishing the chair, including the right to vote on all matters put to a vote.

It shall be the responsibility of the board president to manage the board's deliberation so that it shall be clear, concise, and directed to the issue at hand; summarize discussion and/or action before moving on to the next agenda item; and to generally manage the meeting so that the agenda is treated in an expeditious manner.

The president shall be the official recipient of correspondence directed to the board and shall provide, or cause to be provided to other board members and the superintendent, copies of the correspondence received on behalf of the board.

When time and circumstance demand an immediate decision from the board, and the board has no opportunity to confer, the president is authorized to make decisions on behalf of the board provided, however, that the decision shall be communicated as soon as practical thereafter to all members of the board for review and ratification.

In dealing with the media and the public in general, the president or his/her designee will serve as the spokesperson of the board. The president is authorized to report and discuss those actions which have been taken and those decisions made by the board as a body. The president shall avoid speculating upon actions or decisions which the board may take but has not yet taken.

The president shall confer with the superintendent regarding sensitive issues which need immediate attention. When appropriate, he/she will confer with individual board members when other opinions should be sought.

Officers of the Board: Vice President

The vice president shall preside at board meetings in the absence of the president and shall perform all of the duties of the president in case of his/her absence or disability.

Legislative Representative

A legislative representative shall serve as the board's liaison with the Washington State School Directors' Association Legislative Assembly. The legislative representative shall assume office December 1st for one year. The legislative representative shall attend Washington State School Directors' Association Assemblies, conveying local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the board of the issues.

Duties Of Individual Board Members

The authority of individual board members is limited to participating in actions taken by the board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The board or staff shall not be bound in any way by any action taken or statement made by any individual board member except when such statement or action is pursuant to specific instructions and official action taken by the board.

Each board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision making for each agenda item.

Each member is obligated to attend board meetings regularly. Whenever possible, each director shall give advance notice to the president or superintendent of his/her inability to attend a board meeting. A majority of the board may excuse a director's absence from a meeting if requested to do so. The board shall declare a board member's position vacant after four consecutive unexcused absences from regular board meetings.

Legal References	RCW 28A.343.370	Directors--Quorum--Failure to attend meetings may result in vacation of office
	28A.320	Provisions Applicable to all districts
	28A.330.100	Additional powers of the board
	28A.320.030	Duties of president
	28A.330.080	Payment of Claims-Signing of Warrants
	28A.330.200	Organization of the board
	28A.330.040	Duties of vice president

Adoption Date: 05/01/95
Revised 12/17/96
06/20/00

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INTERLOCAL AGREEMENT SCHOOL RESOURCE OFFICER

This agreement is made and entered into this ____ day of _____ 2014 by the Aberdeen Washington School District (referred herein as "District"), and the City of Aberdeen, (referred to herein as "City"), for the purpose of establishing a School Resource Officer (reference to herein as "SRO") program in the public school system in the City of Aberdeen in consideration for the terms and conditions set forth herein, the parties agreed to the following:

ARTICLE I

PURPOSE. The purpose of this agreement is for the City to provide contract services in the form of SRO to the District. The services provided include law enforcement and related service as described in this agreement

ARTICLE II

OBLIGATION OF THE CITY. The City should provide an SRO as follows:

(A) **Provisions of SRO.** The City shall assign one (1) regular employed officer to the following areas of coverage: Aberdeen High School and Miller Junior High School

Although generally assigned to the above named schools the SRO may provide coverage to other nearby schools and area surrounding the principle campuses identified within the City. The services provided by the SRO are in addition to normal police services already provided by the City.

(B) **Selection of an SRO.** The Chief of Police, with input from the District, shall choose the SRO to be assigned on the basis of the following minimum criteria.

1. Meet minimum requirements of Aberdeen Police Department policy.
2. The SRO must have the ability to deal effectively with diverse student populations
3. The SRO must have the ability to present a positive image and symbol of the entire police agency. A goal of the SRO program is to foster a positive image of police officers among young people. Therefore, the personality, grooming, and communication skills of the SRO should be of such a nature so that the positive image of the police agency is reflected. The SRO should sincerely want to work with the staff and students of the District.
4. The SRO must have the ability to provide good quality educational services in the area of law enforcement. The educational background, background experience, interest level, and communication skills of the SRO must be of high-caliber so that the SRO can effectively and accurately provide resource teaching services.

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5. The SRO must have a desire and ability to work cooperatively with Principals and other building administrative staff and employees.
 6. The SRO must be a state certified law enforcement officer.
 7. The SRO must be able to carry a firearm as determined by the Chief of Police.
- (C) Regular School Duty. The SRO must be available for regular school hours on a full-time basis of eight (8) hours on those days and during those hours that the school is in session. The SRO scheduled work hours may be adjusted to accommodate the SRO attendance at District activities (sporting activities, dances, etc.) as requested by the District. Any overtime that is incurred at the request of the District will be paid by the District. This assignment does not prohibit the SRO from participating in emergency responses or to fulfill training requirements as determined by the Chief of Police or designee.
- (D) Duties of SRO. While on duty, the SRO shall perform the following duties:
1. Speak to classes on law, including search and seizure, criminal law, motor vehicle, and other topics mutually agreed to by the Chief of Police or designee and the Principal or designee.
 2. Act as a resource person in the area of law enforcement education.
 3. Conduct criminal investigations of violation of the law.
 4. Detain Signed runaways.
 5. Provide law enforcement input into the school base security, including teaching of District personnel. Review fencing and security systems.
 6. Maintain the peace on District property or property immediately surrounding District property as assigned by the City.
 7. Make arrest in referral or refer criminal law violations to the appropriate prosecutor.
 8. Provide police counseling to students when requested by the Principal or designee and the student and mutually agreed to by all parties.
 9. Secures, handles, and preserves evidence.
 10. Recover District property through working with other police agencies.
 11. Makes referrals to social agencies as appropriate.
 12. Wear official Aberdeen Police uniform which shall be provided at the expense of the City, however, civilian attire may be worn on such occasions as may be mutually agreed upon between the Principal or designee and the Chief of Police or designee.

13. Perform such other duties as mutually agreed upon by the Principal or designee and Chief of Police or designee, so long as a performance of such duties are legitimate and reasonably related to the SRO program as described in this agreement, and so long as the duties are consistent with the state and federal laws and policies and procedures of the Aberdeen Police Department and the District.
 14. Follow and conform to all District policies and procedures that do not conflict with the policies and procedures of the Aberdeen Police Department.
 15. Follow all, state, city, and federal laws.
 16. Maintains a "quarterly activity report" or such other report regarding the SRO activities as may be required by the District or the Aberdeen Police Department.
 17. Coordinate with other Aberdeen Police Department youth service providers (police partners, community resource, etc.) to ensure consistent and continuing of all services.
 18. Attend all Aberdeen Police Department mandated training, as required to maintain law enforcement qualifications or as determined by the Chief of Police.
- (E) Support services to be provided by Aberdeen Police Department. The Police Department and the SRO will supply the following services:
1. Provide information on all offense reports taken by the SRO to the school principal or designee, upon request, as the law may allow.
 2. To receive and dispatch via the telephone, walk-in, radio, E911 radio frequency, or pager.
 3. Maintain and file uniform crime report (URC) records according to law.
 4. Process all police reports.
 5. Provide coordination, development, implementation, and evaluation of security programs in the District.
 6. Provide the SRO with a patrol automobile as required and all other necessary or appropriate police equipment. The cost of purchasing maintaining and repairing police equipment provided under this agreement shall be borne by the City.
 7. Maintain copies of reports generated by officers in compliance with state and federal laws.
 8. Coordinate with school administrators, staff, law enforcement agencies, and the court to promote order on school campuses.

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9. Make presentations to civic groups.
10. Maintain criminal Justice standards as required by law.
11. Coordinate and participate with school safety committees.
12. Coordinate crime prevention activities at assigned school locations.
13. Provide security training for selected District personnel.

ARTICLE III

The parties agree the responsibility for administration of the students discipline shall be the duty of the District.

ARTICLE IV

The SRO shall be an employee of the City and not an employee of the District. The City shall be responsible for hiring, training, discipline, and dismissal of its personnel. The conduct of the District employees shall follow the District policies in regards to the relationship with the SRO.

ARTICLE V

In consideration of the services provided herein, the District's contribution shall be based on the table in Attachment 1: The District shall pay the City any cost not reimbursed by the COPS grant, for wages and benefits for the SRO.

ARTICLE VI

The parties, their agents, and employees will cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiations between Superintendent or designee and the Chief of Police or designee. The designated representative will meet at least annually, or as needed to resolve potential conflicts.

ARTICLE VII

Changes in the terms of this agreement may be accomplished only by formal amendment in writing approved by the City and the District.

ARTICLE VIII

To dismiss an SRO from the duties described in this agreement, the Superintendent or designee shall communicate in writing to the Chief of Police a request to change the SRO. The District will outline reasons for the requested change. Absent agreement by the parties to resolve a change in the SRO, the

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SRO shall be changed as soon as possible. The District will continue to compensate for the SRO until such time as a replacement is made and thereafter, per the table in ARTICLE V. The District further agrees that SRO related training cost will be borne by the district. In the event the City replaces the SRO without a request from the District the training cost of the new SRO will be borne by the City.

ARTICLE IX

The term of this agreement shall be for four(4) years commencing _____ and ending _____. The District shall receive the SRO service described in ARTICLE II for the full term of this agreement.

ARTICLE X

The District shall provide the SRO, and each school to which the SRO is assigned, the following material and facilities necessary to perform the duties of the SRO, enumerated herein:

1. Access to a secure private office which is properly lighted, with a dedicated telephone to be used for general business purposes.
2. Locations for files and records which can be properly locked and secured.
3. A desk with secured drawers, a chair, working table, secured filing cabinets, and necessary office supplies.
4. A weapon safe, secured to the wall or floor.

ARTICLE XI

INDEMNIFICATION. The City shall indemnify and hold harmless the District and its officers, agents and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, by reason of or arising out of any action or omissions of the City, its officers agents, employees, or any of them, in the performance of this agreement. In the event that any such suit based on such a claim, action, loss or damage it brought against the District, the City shall defend the same at its sole cost and expenses; provided, that the District reserves the right to participate in such suits if any principle of the government or public law is at issue. If final judgment is rendered against the District and its officers, agents, employees, or any of them, or jointly against the District in the City and their respective officers, agents, employees or any of them, the City shall satisfy the same.

In executing this agreement, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility which arises in whole or in part from the existence or effect of the District's policies, procedures, rules, or regulations. If any cause, claim, suit, action, or administrative proceeding is commenced in which the enforceability and/or validity of any District policy, procedure, rule, or regulation is principally at issue, the school district shall defend same at its

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sole expense and if judgment is entered or damage are awarded against the district, the City or both, the District shall satisfy the same including the chargeable cost of attorney fees.

The District shall indemnify and hold harmless the City and its officers, agents, employees, or any of them, from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by reason of or arising out of any act or omission of the District, its officers, agents, employees, or any of them, if the performance of the agreement. In the event that any suit based on such a claim, action, loss or damage is brought against the City, the District shall defend the same at its sole cost and expense; provided that the City retains the right to participate in said suit if any principle of government law is at issue; and if final judgment be rendered against the City and the District and their prospective officers, agents, employees, or any of them, the District shall satisfy the same.

ARTICLE XII

TERMINATION. This agreement may be terminated by either party upon thirty (30) day written notice that the other party failed to substantially perform in accordance with the terms and conditions of this agreement to no fault of the party initiating termination. This agreement may also be terminated without cause by either party upon ninety (90) days written notice. In the event this agreement is terminated, compensation will be made to the City for all the services performed to the date of termination. The District will be entitled to a prorated refund in accordance with the table in ARTICAL V for each day the SRO services are not provided because of the termination of this agreement.

DATED this _____ day of _____, 201_

Aberdeen School District Board President

Mayor, City of Aberdeen

ATTACHMENT 1

City of Aberdeen Fiscal YR	2014	2015	2016	2017	2018	2019	2020	Total Cost
Annual Projected Total Wages & Benefits	\$ -	\$ 110,808	\$ 115,261	\$ 120,440	\$ 125,963	\$ 132,261	\$ 138,874	\$ 743,606.66
(Wages & Benefits show a 5% annual increase)								
SD Fiscal YR	2015-16	2016-17	2017-18	2018-19	2019-2020			Running Totals
Grant Supported	\$ -	\$ 62,500.00	\$ 37,500.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ 125,000.00
District Supported	\$ -	\$ 48,307.60	\$ 77,761.24	\$ 95,440.43	\$ 125,962.69	\$ 132,260.83	\$ 138,873.87	\$ 618,606.66
City Supported	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

NOTES:

Extend Grant Award Period by two years (grant period 2015-2018)

District assumes full support (minus proration) beginning in the 2018-2019 SY

Support for a Aberdeen PD/Aberdeen SD School Resource Officer becomes an ongoing levy line item

Grant revenue is \$125,000 total over 3 year period; per grant document share must decrease each year; used 50%,30%, 20% for this analysis.

WSSDA *Strategic planning*



Tailored to your district's size and budget

WSSDA's strategic planning process recognizes the unique needs of your school district. Our consultants work with you to customize a process for producing your strategic plan.

Planning for student/district success

- Set your district's vision in partnership with the community
- Bring your school community together to discuss how to improve student learning
- Use data to assess district programs

What districts say:

"The district and the community now have a common focus."

"Our district has identified new levels of support and resources from the community."

"The process has helped us prioritize limited time and dollar resources."

"This process has resulted in a broader understanding by the community of district needs and issues."

Contact WSSDA
Leadership
Development Services:

Colleen Miller
360.493.9231
C.Miller@wssda.org

- Incorporate previous district plans
- Align resources to implement your new plan

Wherever you are in your student learning improvement process, WSSDA's strategic planning service can help you set benchmarks and pull it all together.

The planning elements

A professional facilitator coordinates a preliminary planning meeting, then guides a series of in-district meetings, resulting in an individualized district strategic plan.

Major stakeholders are recruited to participate in the planning process. The community gains a wider understanding of education issues while the district gains broader community support.

Mission, vision and beliefs are developed by the entire planning team. If you already have a strategic plan, it is reviewed and your vision, mission and beliefs are updated with stakeholder involvement.

Accountability is a key element for improving student learning. Your WSSDA consultant can lead you through resource development, an ongoing need for districts.

Commitment

Strategic planning is a rewarding, yet highly intensive process. Effective strategic planning requires the full commitment of district leadership, staff and community.

Consultant expertise

WSSDA strategic planning consultants have a reputation for excellence. They are trained professionals, experienced in group dynamics and consensus building. WSSDA consultants are sensitive to the political environment within which districts operate. They bring a wealth of resources and tools to your strategic planning process.

Plan Process—Purpose & Definition

Purpose

Formulation of an effective 3-5 year strategic plan is an important exercise for any organization for three primary reasons:

- Agreement on priorities and direction.
- Enhanced communication with key constituencies.
- Commitment to shared success and accountability.

Strategic planning for public school districts presents a number of challenges. First, a broad constituency, representing a variety of interests, must be accommodated. The goal is a process that is both comprehensive and transparent, bottom-up and advisory, allowing the Board and Superintendent to make educated choices fully supported by the data. Second, the plan must be specific in its objectives. A plan that seeks to be “all things to all people” is not workable. Finally, the plan must always keep students first—they are the primary consideration.

The process outlined below incorporates a structured approach that will produce a desired result within a four-month time horizon—two months on vision/mission/goals and two months on development of related strategies and an action plan—at reasonable cost.

Process

The Plan consists of (1) a one-page comprehensive description of the district’s vision, mission, goals and foundational principles, as adopted by the Board; (2) a detailed strategy and action element document, generally 5-6 pages, created by the Superintendent; and (3) detailed action plans, supporting each strategy, generally 2-3 pages each. The total document is generally 15-20 pages in length.

The process to create and maintain the guiding one-page document is as follows:

1. School Board/Superintendent meeting
2. Focus Group scheduling and execution
3. Creation of a response matrix
4. Executive Summary of findings for Superintendent review and distribution to Board
5. Formulation of Vision, Mission and District Goal elements
6. Rough draft development + review/edit
7. Final draft development + Board adoption
8. Annual review/updates

The initial step is a comprehensive review of the proposed process with the Board and Superintendent. Key elements would include identification of focus groups, agenda review, a sample matrix, and plan expectations.

Focus groups are then scheduled, ideally within a concentrated period of time for maximum efficiency. Each session lasts no more than 90 minutes (60 minutes for student sessions.) The agenda includes an introduction, SWOT analysis, graduate expectations, strategic goals, goal assessment, and key take-away considerations. Focus groups encompass a wide variety of stakeholders, including district leadership, teachers, classified staff, students, parents, and community members.

After the completion of each session, responses are captured in a spreadsheet matrix, clearly highlighting key points of agreement within the various groups re: strategic direction. This serves to clarify shared areas of concern and focus for Board consideration.

An executive summary is prepared for review/edit by the Superintendent and then the Board. A study session/mini-retreat is held to identify key elements arising from the focus group sessions, which are grouped into vision, mission and goals.

The consultant fashions the elements into a draft document—common-voiced and cohesively structured—which is then reviewed by the Superintendent and then the Board. Suggested changes drive an iterative edit process, resulting in final draft that can be presented to stakeholders for comment and possible further changes. The final step is Board adoption.

Once a final Plan document has been adopted, the Superintendent is then tasked by the Board to formulate related strategies and action plans, which when completed and adopted by the Board, comprise the remainder of the overall Plan.

An annual review is generally incorporated into the district calendar, enabling the school board to progressively review and update the plan. Typically this process is supported by both hard data and perception surveys, driving continuous improvement and plan revisions.

The primary time commitment from a district standpoint lies in the scheduling of the focus groups, the half-day retreat, and review/adoption of the guiding document. If possible, at least one Board member is asked to be present at each focus group session. Superintendent participation in focus groups is discouraged to ensure that feedback to as open/honest as possible. Every effort is made to maintain participant confidentiality. The efficiency of the process results in a not-to-exceed cost-structure that is affordable and transparent.

Sample Focus Group Schedule

Day 1

Admin	7:30-9:00
Students	10:00-11:00
Teachers	2:30-4:00
Community	5:30-7:00

Day 2

Parents	9:00-10:30
Students	11:00-12:00
Classified	2:30-4:00
Community	5:30-7:00

Day 3

ESL	9:00-10:30
Comm Leader	11:30-1:00
Teachers	2:30-4:00
Parents	5:30-7:00

Day 4

Tech Comm	9:00-10:30
Central Office	11:30-1:00
Classified	2:30-4:00
Community	5:30-7:00

Aberdeen School District Cost Estimate

Student Count 3250

Task	Days	Hours	Extension	Comments	R-T Miles 420	Lodging	Meals	Materials	Total
Superintendent Meeting			No charge						
Organizational Meeting		1.00	\$90	Identify key stakeholders, focus group format					
Focus Group Sessions	4.00		\$4,000	16 sessions over four days	\$231	\$600	\$200	\$248	\$1,279
Matrix Development		9.00	\$810	Synthesize focus group input					
Executive Summary		2.00	\$180	Report commentary to Sup & Board					
Mission/Vision/Goal Elements		4.00	\$700	Work with Board to develop plan elements	\$231	\$150	\$50	\$28	\$459
Plan Draft		3.00	\$270						
Board review & edits		4.00	\$360	Multiple iterations to a final draft & adoption					
Expenses			\$1,738						
Total Projected Cost			\$8,148		\$462	\$750	\$250	\$276	\$1,738

WSSDA Pricing Schedule:

- Full-Day @ \$1000/day
- Half-Day @ \$700/day
- Off-Site Work @ \$90/hour

Lodging, Meals & Mileage at Cost

Department of Teaching and Learning

November Report

December 2, 2014

Professional Development:

- Staff from the high school attended an AVID – Navigation 101 workshop at CRESD 113.
- District Math Leadership Team collaborated on progress being made in math, as well as concerns that need to be addressed in the year ahead. In addition, the team worked on the Common Assessments to be given at the end of November.
- David Matteson, literacy specialist, coached Preschool – 4th grade teachers on Common Core aligned writing strategies. He will return in March to work with 4th grade teachers, as this was their introductory training.
- Both Focused and Comprehensive TPEPers met in November. Emphasis was on artifacts and evidence to support their selected goals.
- Susan Martin facilitated *The Great Body Shop* training for 5th grade teachers, elementary PE teachers and nursing staff. The 5th grade teachers are piloting this health and safety supplement to the science curriculum.
- Thirteen staff in their first to third year of teaching attended the second New Teacher Workshop sponsored by CRESD 113.
- Four of the elementary counselors attended a session entitled “Non-medicated Approaches to the Most Challenging Behaviors.”

Assessments:

- The WAAS/DAPE assessments were administered to special program students in 11th and 12th grades who had not met standard.
- District Common Math Assessments for each math level K-geometry were formulated by members of the Math Leadership Team. Except for kindergarten, which needed to be given individually, these were administered in classrooms on November 25.

AVID:

- The Miller students have designed and ordered AVID t-shirts. They should be sporting these soon.

Highly Capable:

- Highly Capable nominations were opened for kindergarten students. The next step in the process is to screen the nominees to recommend for OLSAT testing.
- We are currently reviewing appeals for 1st-12th grade students who were not placed in the program last month.
- The 3rd-6th grade students attended the first CRESD 113 Highly Capable Workshop in Cosmopolis. They were introduced to color and actually made a color chart with 144 colors. They also had the opportunity to visit the Opal Glass Studio and watch a demonstration.



MEMO

TO: Board of Directors
Superintendent Thomas Opstad

RE: **Extending the Capital Projects Budget**

FROM: David Herrington

DATE: November 26, 2014

The work to install the modular buildings at A.J. West and Stevens elementary schools, along with the restoration and resurfacing of the track at Miller Junior High School, took place over the summer, but a number of invoices arrived after the start of the current fiscal year.

As a result, an extension of the Capital Projects Fund from \$542,719 to \$792,719 is necessary. This is an increase of \$250,000.

The appropriate notice announcing a public hearing on the matter will be placed in the local newspaper and Board action approving the extension will be requested at the December 16 meeting.

If I can answer any questions, please call me at (360) 538-2007.

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made and entered into by and between **Twin Harbors, a branch of New Market Skills Center**, a consortium of eleven high schools in ten school districts in Washington located at 410 North G Street in Aberdeen, Washington ("the Skills Center") and **Grays Harbor Community Hospital**, a Washington non-profit corporation located at 915 Anderson Drive in Aberdeen, Washington ("Training Site").

The purpose of this Agreement is for Training Site, which is committed to training health care professionals, to provide desirable clinical learning experiences and facilities for the Skills Center's students who are enrolled in the Professional Medical Careers ("PMC") program at the Skills Center and for the Skills Center to provide students who desire to obtain clinical learning experiences as a Nursing Assistant-Certified. The sole PMC program associated with this contract is a Nursing Assistant-Certified program. Training Site's provision of clinical learning experiences and facilities for the Skills Center's students enrolled in its PMC program shall be referred to as a "Clinical Education Program" and will be in compliance with the Skills Center curriculum, in accordance with written objectives provided by the Skills Center to the Training Site, in compliance with the standards and recommendations of the Washington State Department of Social and Health Services and the Washington State Department of Health, and in accordance with Training Site policies and procedures.

In consideration of the mutual covenants and agreement contained herein, the Skills Center and Training Site agree as follows:

I. GENERAL PROVISIONS

- A. The Skills Center and Training Site agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, the Skills Center may develop letter agreement(s) with Training Site to formalize operational details of the Clinical Education Program (a "Letter Agreement"). These details include, but are not limited to, the following:
- Beginning date and length of the Clinical Education Program (to be mutually agreed upon at least one (1) month before the beginning of the Clinical Education Program);
 - Number of students that may participate in the Clinical Education Program at any time. The maximum student to instructor ratio will be 10 to 1 in accordance with Washington State Department of Health and Washington State Department of Social and Health Services requirements. Each student will be supervised by an instructor employed by the Skills Center;
 - Specific days, hours, and locations for the Clinical Education Program;
 - Specific learning objectives and performance expectations for students;
 - Specific allocation of responsibilities for the Faculty Liaison and Clinical Education Program Instructor(s) as referenced elsewhere in this Agreement
 - Deadlines and format for student progress reports and evaluation forms

Any such Letter Agreement shall be attached to the Agreement as Exhibit A, will be considered to be attachments to this Agreement and incorporated herein, will be binding when signed by authorized representatives of each party, and may be modified by subsequent Letter Agreements signed by authorized representatives of each party.

- B. The Skills Center and Training Site will collaborate on appropriate student assignments and Training Site personnel in the coordination of the student's clinical learning experience.
- C. The Skills Center and Training Site will instruct their respective faculty, staff, and students participating in the Clinical Education Program, to maintain confidentiality of student and patient information as required by law and by the policies and procedures of the Skills Center and Training Site.
- D. There will be no payment of charges or fees between the Skills Center and Training Site.
- E. The Skills Center and Training Site shall not discriminate against any program participant or applicant covered under this Agreement because of race, color, creed, marital status, religion, national origin, age, handicap, status as a Vietnam era or disabled veteran, sex, or sexual orientation, nor will the Skills Center and Training Site engage in such discrimination in their employment or personnel policies; provided that the prohibition against participation because of handicap shall not apply if the particular disability prevents the individual from performing the essential function of his or her clinical responsibilities, even with reasonable accommodation.

II. THE SKILLS CENTER RESPONSIBILITIES

- A. The Skills Center will provide information to Training Site concerning its curriculum and the professional and academic credentials of its faculty for the students at Training Site. Faculty are to be licensed, registered, or certified as required by law. The Skills Center will designate an appropriately qualified and credentialed faculty member to coordinate and act as the Liaison with the Training Site. The Skills Center will be responsible for instruction and administration of the students' academic education program. The Skills Center will notify Training Site in writing of any change or proposed change of its Liaison. The Skills Center will have the final responsibility for grading students.
- B. The Skills Center Program Director and faculty shall have the responsibility, with consultation by Training Site, to plan the Clinical Education Program for student clinical experiences. The Skills Center faculty will attend and complete orientation to Training Site in preparation for supervising students during the Clinical Education Program. The Skills Center faculty will provide adequate orientation in Training Site policies and procedures as well as all applicable federal and state laws for students.
- C. The Skills Center faculty will meet with the Training Site at the beginning and end of the Clinical Education Program to discuss and evaluate the

Clinical Education Program, and more frequently, as needed. These meetings will take place in person if practicable; otherwise by telephone conference. The Skills Center is responsible for arranging and planning the meetings. Training site may request such meetings as it determines necessary.

- D. The Skills Center will provide the names and information pertaining to relevant education and training for all students enrolled in the Clinical Education Program at least four (4) weeks before the beginning date of the Clinical Education Program. The Skills Center is responsible for supplying any additional information required by Training Site as set forth in this Agreement, prior to the arrival of students. The Skills Center will notify Training Site in writing of any change or proposed change in a student status.
- E. The Skills Center will obtain evidence of current immunizations against diphtheria, tetanus, poliomyelitis, measles (rubeola), mumps, rubella (or a positive rubella titer), and of Hepatitis B immunization status for those students who will be in contact with patients/clients. For each student born after 1956, the Skills Center will maintain on file records of positive titer or of post-1967 immunization for rubella and rubeola. At the time of immunization, students with no history of exposure to chicken pox will be advised to get an immune titer. The Skills Center will require PPD testing or follow-up as recommended if the students are PPD-positive or have had BCG. The Skills Center will provide information to Training Site regarding student status concerning the above requirements. The Skills Center shall require that NAC students only need to have HBV and TB skin testing or X-ray on file.
- F. The Skills Center will assign to Training Site only those students who have satisfactorily completed the prerequisite didactic and skills training portions of the curriculum and who meet the other qualifications set forth in the Letter Agreement(s) for the Clinical Education Program.
- G. The Skills Center shall require each student who may be placed at Training Site to obtain his/her criminal history background record pursuant to RCW 43.43.834, RCW 43.43.838, and "Child and Adult Abuse Laws" and to release a copy of that record to the Skills Center, and to authorize the Skills Center to transmit that record or copy thereof to Training Site at the beginning of the Clinical Education Program. The Skills Center acknowledges that placement of each student at Training Site is contingent upon provision of the criminal backgrounds check results dated less than two months prior to the commencement of the Clinical Education Program placement.
- H. The Skills Center will comply with and ensure to the extent possible that students comply with the policies and procedures established by Training Site. The Skills Center will notify each student of his/her status and responsibilities pursuant to this Agreement.

- I. The Skills Center will inform students that they are responsible for their own health needs, health care costs, and health insurance coverage.
- J. The Skills Center agrees to make available the necessary equipment and books that are needed to meet the curriculum objectives.
- K. The Skills Center shall seek and maintain accreditation as a program in Washington State.
- L. The Skills Center shall ensure that its students participating in the Clinical Education Program shall comply with the requirements in Section IV of this Agreement.
- M. The Skills Center will prohibit the publication by the students of any material relative to their clinical learning experience that has not been approved for release by publication by both Training Site and the Skills Center.
- N. The Skills Center will obtain the signature of each student on a copy of the Student Acknowledgement form, Exhibit B, and provide signed form to Training Site prior to commencement of the Clinical Education Program.

III. TRAINING SITE RESPONSIBILITIES

- A. Training Site will use its reasonable best efforts to provide students with a desirable clinical education experience within the scope of health care services provided by Training Site. Training Site will designate in writing one person as the Clinical Education Program Coordinator who will maintain contact with the Skills Center designated Liaison to assure mutual participation in and review of the Clinical Education Program and student progress. Training Site will submit in writing to the Skills Center the academic credentials for the Clinical Education Program Coordinator. Training Site will notify the Skills Center in writing of any change or proposed change of the Clinical Education Program Coordinator.
- B. Training Site will provide the Skills Center faculty with orientation in preparation for supervising students during the Clinical Education Program.
- C. Training Site will provide students with access to sources of information necessary for the Clinical Education Program, within Training Site's policies and procedures and commensurate with patients' rights.
- D. Training Site will make available to students basic supplies and equipment necessary for care of patients/clients and the Clinical Education Program. Within the limitation of facilities, Training Site will make available office and conference space for students and faculty.
- E. Training Site will submit required reports, if applicable, on each student's performance and will provide student evaluations, if applicable, to the Skills Center on forms provided by the Skills Center.

- F. Training Site retains full responsibility for the care of patients/clients, and will maintain the quality of patient care without relying on the students' clinical training activities for staffing purposes.
- G. Training Site shall have the right to take immediate temporary action to correct a situation where a student's actions endanger any of Training Site's patients or jeopardize patient care. As soon as possible thereafter, Training Site's Clinical Education Program Coordinator will notify the Skills Center of the action taken. All final resolutions of the student's academic status in such situations will be made solely by the Skills Center after reviewing the matter and considering whatever written factual information Training Site provides for the Skills Center; however, Training Site reserves the right, in its sole and absolute discretion, to terminate the use of its facilities by any particular student where necessary to maintain its operation free of disruption and to ensure quality of patient care.
- H. In the event a student participating in the Clinical Education Program is injured while on Training Site's premises, the Training Site agrees to provide such student emergency health care. The student shall bear full responsibility for the cost of such emergency care and any necessary follow-up care, including care described elsewhere in the Agreement.
- I. Except as provided in this Agreement, Training Site will have no obligation to furnish medical or surgical care to any student.

IV. STUDENTS' STATUS AND RESPONSIBILITIES

- A. Students will have the status of learners and will not replace Training Site personnel. Any service rendered by students is incidental to the education purpose of the Clinical Education Program.
- B. Students are required to adhere to the standards, policies, and regulations of Training Site during their Clinical Education Program.
- C. Students will wear appropriate attire and name badges, and will conform to the standards and practices established by the Skills Center and Training Site during their Clinical Education Program at Training Site.
- D. Students assigned to Training Site will be and will remain students of the Skills Center and will in no sense be considered employees of Training Site. Training Site does not and will not assume any liability under any law relating to Worker's Compensation on account of any Skills Center student's performing, receiving training, or traveling pursuant to this Agreement. Students will not be entitled to any monetary or other remuneration for services performed by them at Training Site, nor will Training Site otherwise have any monetary obligation to the Skills Center or its students by virtue of this Agreement.

Neither the Skills Center nor any of its employees, agents, or students shall have any claim under the Agreement or otherwise against Training Site for Worker's Compensation, unemployment compensation, vacation pay, sick

leave, retirement benefits, Social Security benefits, disability insurance benefits, unemployment insurance benefits, or any other benefits. The Skills Center and its students shall indemnify, defend and hold harmless Training Site from any and all claims that the Skills Center, or any of its employees, agents, or students participating in a Clinical Education Program, is an employee of Training Site.

V. LIABILITY COVERAGE PROVISIONS; INDEMNIFICATIONS

- A. Each party to this Agreement will be responsible for the negligent acts or omissions of its own employees, officers, agents, or representatives (which includes students participating in the Clinical Education Program) in the performance of this Agreement. Neither party will be considered the agent of the other, and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement, except as set forth below.
- B. The Skills Center will defend, indemnify, and hold Training Site and its employees, agents, and representatives harmless from and against any and all liabilities that might be asserted against Training Site, and any and all costs, expenses and damages (including, without limitation, attorneys' fees and costs of appeals) incurred by Training Site arising from or in connection with the negligent or intentional acts or omissions of the Skills Center's employees, officers, agents, and students participating in the Clinical Education Program in connection with this Agreement.
- C. Training Site will defend, indemnify, and hold the Skills Center and its employees, agents, and representatives harmless from and against any and all liabilities that might be asserted against the Skills Center, and any and all costs, expenses and damages (including, without limitation, attorneys' fees and costs of appeals) incurred by the Skills Center arising from or in connection with the negligent or intentional acts or omissions of Training Site's employees, officers, agents, and students participating in the Clinical Education Program in connection with this Agreement.
- D. Each party to this Agreement shall provide or arrange for the provision of professional liability coverage either by a policy or by verification of applicable self-insured retention for itself and its employees, directors or trustees, officers, and agents in the amount of One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate, and shall provide upon request a certificate or other evidence of such insurance to the other.
- E. The Skills Center is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.) and claims against the Skills Center and its employees, officers, and agents in the performance of their duties and the Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- F. Training Site maintains professional liability insurance coverage with Coverys Washington Casualty Company. Through that coverage, Training

Site provides liability coverage for its employees, officers, and agents in the performance of this Agreement; and further provides the means for defense and payment of claims that may arise against such individuals. The Skills Center maintains Students Medical Malpractice insurance coverage with Washington State Department of Risk Management for students performing under this Agreement at the Training Site.

VI. TERM

- A. This Agreement is effective beginning September 3, 2014 and will expire on July 9, 2015. The Skills Center and Training Site will jointly plan student placement in advance of clinical experience taking into account the needs of the school for clinical placement, maximum number of students for who Training Site can provide a desirable clinical education experience, and the needs of other disciplines or schools requesting clinical placements.
- B. Either party shall have the right to terminate this Agreement, with or without cause, upon three (3) months' written notice to the other party. However, any Clinical Education Program currently in progress at the time of such termination shall continue for the remaining duration of the Clinical Education Program, unless terminated by mutual agreement of the parties.

VII. PROVISIONS REGARDING BLOOD-BORNE PATHOGENS

- A. The Skills Center certifies that it has trained each student it sends to Training Site in universal precautions and transmission of blood-borne pathogens and that it will send to Training Site only students who have been trained in and have practiced using universal precautions. The Skills Center has provided the opportunity to receive Hepatitis B (HBV) vaccine to all Clinical Education Program students before assignment to Training Site. Training Site will provide personal protection equipment that is appropriate for the tasks assigned to the Skills Center's students.
- B. In the event a student sustains a needle-stick injury or other substantial exposure to bodily fluids of another or other potentially infectious material while participating in the Clinical Education Program at Training Site, Training Site agrees to provide the following services, subject to Section III.H above:
 - Be seen by Training Site's employee health service and/or Emergency Department as soon as possible after the exposure;
 - Emergency medical care following the exposure;
 - Initiation of HBV, Hepatitis C (HCV), and HIV protocol;
 - HIV counseling and appropriate testing
- C. The source patient's HBV, HCV, and HIV status will be determined by Training Site in the usual manner to the extent possible. Training Site does not accept liability for any illness or injury subsequent to such accidental exposure, except as otherwise provided in the Agreement.

VIII. MISCELLANEOUS PROVISIONS

- A. Compliance with Applicable Laws. The Skills Center, Training Site, and students participating in the Clinical Education Program shall comply with all applicable federal, state, and local laws, regulations, and restriction in the performance of their obligations under this Agreement, including without limit, all laws and regulations related to the provision of health care services to Medicare, Medicaid, or other beneficiaries of state or federally funded health care programs. In addition, students participating in the Clinical Education Program shall comply with all policies, procedures, bylaws, rules, and regulations of Training Site.
- B. HIPAA Compliances. The Skills Center and Training Site acknowledge that medical and other records (“protected health information”) are protected by and subject to numerous laws, rules, and regulations regarding privacy, security, confidentiality, consent, access and disclosure requirements, including all documentation and access requirements, of applicable federal and state law, rules and regulations, including, without limitation, the Washington State Health Care Information Act (RCW 70.02) and the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §1320d.

Solely for the purpose of defining the students’ role in relation to the use and disclosure of the protected health information at Training Site, such students are defined as members of the Training Site’s workforce, as that term is defined by 45 C.F.R 160.103, when engaged in activities pursuant of this Agreement. However, such students are not and shall not be considered to be employees of Training Site.

- C. Confidentiality Protections. If either party (“Nondisclosing Party”) has access to, or knowledge of, information of a confidential or sensitive nature, including, but not limited to, this Agreement, medical records, business or financial records, or other matters or practices of the other party, (“Disclosing Party”), the Nondisclosing Party shall not, and shall ensure that its employees, agents or representatives (including students participating in a Clinical Education Program) do not, directly or indirectly, during the term of this Agreement or thereafter, disclose or use any such information for purposes other than those necessary and proper for the performance by the Nondisclosing Party of the services rendered pursuant to the Agreement or for the purpose of defending a Nondisclosing Party in a court, administrative or arbitration proceeding against it.
- D. Entire Agreement. This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein.
- E. Amendment. The Agreement may be modified only by a subsequent written Agreement executed by the parties. The provisions in the Agreement may not be modified by any attachment or Letter Agreement as described elsewhere in this Agreement.

F. Order of Precedence. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:

1. This Agreement;
2. Attachments to this Agreement in reverse chronological order.

G. Governing Law; Venue. The parties' rights or obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by the laws of the State of Washington. Venue for any legal proceeding concerning the parties' rights and obligations under this Agreement shall be proper in a court having jurisdiction in Grays Harbor County, Washington.

H. Notices. All notices, demands, requests, or other communications required to be given or sent by the Skills Center or Training Site, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed to Dori Unterseher MN, RN, Director of Education, Grays Harbor Community Hospital, 915 Anderson Drive, Aberdeen WA 98520.

Each party may designate change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

I. Survival of Terms. Sections III.H, IV.D, V.A through V.C, VIII.A through VIII.C and VIII.F through VIII.G shall survive the expiration of termination of this Agreement for any reason.

J. Severability. If any provision of this Agreement, or of any other agreement, document or writing pursuant to or in connection with the Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will be ineffective to that extent only, without in any way affecting the remaining parts or provisions of said agreement.

K. Waiver. Neither the waiver by any of the parties hereto of a breach of or a default under any of the provisions of the Agreement, nor the failure of either of the parties, on one or more occasions to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder, will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any of such provisions, rights, or privileges hereunder.

L. Inspection. Training Site will permit, on reasonable notice and request, the inspection of clinical and related facilities by agencies charged with responsibility for accreditation of the Skills Center and/or the Professional Medical Careers program.

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THE Agreement on the date(s) indicated below.

THE SKILLS CENTER:

Twin Harbors,
a branch of New Market Skills Center

Tom Opstad
Superintendent

Date

TRAINING SITE:

Grays Harbor Community Hospital



Tom Jensen
CEO

Date 11/19/14

EXHIBIT A
LETTER AGREEMENT(S)

EXHIBIT B

STUDENT ACKNOWLEDGMENT

I desire to receive clinical training at Grays Harbor Community Hospital (the "Facility") and I acknowledge the following:

1. I am a student of Twin Harbors, a branch of New Market Skills Center (the "School") and will receive clinical training in the Facility as part of a course at the School.
2. I am subject to, and shall abide by, all the written and verbal rules, regulations, policies, standards, and practices of the Facility.
3. Any and all patient information created or maintained in any form or media that is accessed and/or utilized during the clinical experience is confidential and will not be used or disclosed except as is necessary in the course of the clinical training. I will avoid talking to my friends, my parents, my family, my teachers and anyone else not involved in the patient care about patients, the Facility, or co-workers. I will only talk with my clinical instructor and staff who are taking care of the patients.

I understand that if I violate Patient Confidentiality I will be terminated from the Professional Medical Careers program. I also understand that I, my parents, my School, and the Facility may be held legally liable for any damages, including monetary, as a result of my violating Patient Confidentiality.

- Confidentiality: trusting others with personal and private information. Patient information is private and personal and may not be shared (disclosed) with anyone other than staff who are involved in the patient's care.

4. I shall provide all services without regard to race, color, creed, sex, age, handicap or national origin of any individual requiring services. I shall comply with all applicable laws prohibiting discrimination.
5. I will present to the Facility, prior to the commencement of my training in the Facility, results of any and all TB tests or other vaccinations requested by Facility.
6. I am not, and during the training I will not be, an employee or agent of the Facility. The Facility is not responsible for the payment of any wages or other benefits to me (including, without limitation, fringe benefits and coverage under workers' compensation insurance). While in the Facility, I will have the status of a student, and I am not to replace the staff of the Facility. I will not render patient care and/or services except as expressly directed by Facility.
7. The Facility is not obligated, now or at any time in the future, to hire me as an employee.
8. The Facility may revoke my right to receive training in the Facility if, in Facility's sole discretion: (a) my performance is unsatisfactory; (b) my health status is or becomes a detriment to the successful completion of the training; or (c) I fail to fully comply with each of the statements in this Acknowledgment.

Printed Name

Signature

Date

**CONTRACT FOR SERVICES BETWEEN
Twin Harbors, a branch of New Market Skills Center
AND
Grays Harbor Community Hospital**

In consideration of the promises and conditions contained herein, Twin Harbors, a branch of New Market Skills Center (the Skills Center) and Grays Harbor Community Hospital (GHCH) do mutually agree as follows:

1. Conditional upon the action of the Aberdeen School District Board of Directors at its meeting on _____, 2014 the Skills Center hereby contracts with GHCH to perform the professional services identified in Paragraph 3 hereof.
2. GHCH shall perform all duties pursuant to this Contract as an independent contractor, and persons engaged by GHCH to perform services pursuant to this Contract shall be its employees and not employees of the Skills Center. GHCH and its employees are not employees, agents, representatives, or spokespersons of the Skills Center, and will not represent or hold themselves out as employees, agents, representatives, or spokespersons of the Skills Center. The Skills Center shall not direct the manner in which the services provided for herein are performed or withhold or pay any taxes on behalf of GHCH or its employees.
3. Description of Professional Services:

GHCH shall provide professional advisory services to assist the instructor employed by the Skills Center in the provision of all course materials and information in the Professional Medical Careers program. It is expected that such services may be concentrated at the beginning of the school year and will taper to an as needed basis.

- A. Assist in the continued curriculum development of Skills Center's Professional Medical Careers program.
- B. Provide mentoring to include classroom instruction techniques, use of course materials, and familiarity with course standards including DSHS and DOH regulatory requirements.
- C. Participate in the Professional Medical Careers Advisory Committee.

Further, GHCH shall provide professional instructional services of not less than one session of three hours each of career and technical education on an as needed or substitute (fill-in) basis upon request of the Aberdeen School District. GHCH shall provide said services in a manner consistent with applicable health care standards.

For one session GHCH shall provide professional services of up to four (4) hours per day, including not less than three (3) hours per day of direct student instructional contact time. GHCH and its employees shall provide the following professional services:

- a. Assist with training of students in the Professional Medical Careers skill areas.

- b. Assess student skills/competencies and student progress.
 - c. Such other related services as the Skills Center Director may request, upon mutual agreement.
- 4. Student instruction will be provided in accordance with the Skills Center school calendar. The services provided pursuant to Paragraph 3 shall not include summer school programs.
- 5. Any person providing services under this Contract shall hold a career and technical education teaching certificate issued by the Office of the Superintendent of Public Instruction. GHCH shall file with the Skills Center a copy of the career and technical education teaching certificate(s) for persons providing services pursuant to this Contract. Any fees associated with obtaining this certificate shall be borne by the Skills Center.
- 6. GHCH and its employees providing services under this Contract shall comply with all applicable laws and regulations and Skills Center policies and procedures. GHCH will remove from performance of services under this Contract instructional staff that the Skills Center determines to be less than satisfactory.
- 7. Students enrolled in the program identified in Paragraph 3 shall not perform duties of GHCH personnel. Any service rendered by students is incidental to the educational purpose of the activity.
- 8. GHCH will hold harmless and indemnify Skills Center from liabilities, bodily injury or property damage due to the negligence of GHCH. Furthermore, Skills Center will hold harmless and indemnify GHCH from liabilities, bodily injury or property damage due to the negligence of Skills Center in connection with this Agreement. If both parties are deemed negligent, then each party will be responsible for their proportional amount as deemed by Washington State Law.
- 9. GHCH shall maintain such insurance as will protect against claims, damages, losses and expenses arising out of, or resulting from, all activities relating to this Contract. Such insurance coverage shall be for a minimum of the following amounts and may be provided through GHCH's self-insurance program:
 - A. Bodily Injury liability - \$1,000,000
 - B. Property Damage liability - \$1,000,000
 - C. GHCH agrees to name the Skills Center as an additional insured with respect to the above-described insurance coverageEvidence of insurance in accordance with the paragraph shall be provided to the Skills Center upon request during the term of this Contract. Such insurance shall provide that the Skills Center shall receive notification prior to any cancellation, expiration, or termination of the coverage during the term of this Contract.
- 10. GHCH is solely responsible for the payment of all payroll taxes (including but not limited to FICA, FUTA, federal income tax withholding, workers' compensation, and state unemployment compensation) on behalf of all persons providing services on behalf of

GHCH pursuant to this Contract. GHCH shall maintain any and all business and other required licenses. The Skills Center reserves the right to require annual certification of GHCH's compliance with the terms of this paragraph by a Certified Public Accountant. Professional fees and costs incurred in connection with such annual certification will be the sole responsibility of the Skills Center.

11. GHCH shall be compensated by the Skills Center for professional services provided pursuant to Paragraph 3, in the amount of \$40.07 to \$70.92 hourly range depending on Instructor qualifications (see Addendum A). GHCH will provide a monthly invoice to Skills Center with payment due 30 days from invoice date, subject to the termination provisions of the Contract. Upon prior approval by the Skills Center Director, additional services shall be billed at the rate of \$40.07 to \$70.92 per hour, including expenses. Expenses related to student leadership and advising of student leadership activities will be paid for by the Skills Center.
12. The Skills Center is responsible for student record keeping, program communication with parents, the provision of student supplies, clerical program supplies, classroom supplies, and textbooks.
13. The Skills Center is responsible for the purchase and expenses of medical supplies used in instruction. GHCH will provide information and listing of necessary supplies and work with the Skills Center to purchase said supplies.
14. GHCH will provide the durable equipment and supplies as listed in Addendum B. Such equipment/supplies will remain the property of GHCH and will be maintained at the GHCH STAT Center. The Skills Center will have access, at no charge, to the GHCH STAT Center for skills training at minimum of two (2) days per week, three (3) hours per day. Such schedule will be negotiated in accordance and agreement with GHCH Education Calendar. Additional skills training hours will be provided for up to three (3) weeks prior to student NACES testing.
15. GHCH shall require a criminal history records check in accordance with RCW 28A.400.303 or 1996 Washington Laws, Chapter 126 for all persons providing services pursuant to this Contract. GHCH shall certify compliance with this condition on or before August 27, 2012. GHCH shall not employ any person to perform services pursuant to this Contract who has pleaded guilty to or been convicted of any felony crime(s) against children, as specified in RCW 28A.400.330. Failure to comply with this condition shall be grounds for immediate termination of the Contract by the Skills Center.
16. GHCH and its employees will not have the authority to accept donations, loan, or give away Skills Center property, or borrow or accept property from other schools, businesses, or private individuals on behalf of the Skills Center.
17. No person shall, on the grounds of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed pursuant to the Contract.

18. This Contract shall commence as of September 3, 2014 for professional services as described in Paragraph 3 (A through F), until July 9, 2015, unless earlier terminated by either party with or without cause with not less than thirty (30) days written notice to the other party. If terminated before July 9, 2015, payment for services provided hereunder shall be pro rated based on the number of days of service actually rendered.
19. Each party acknowledges that during the course of the Contract, each party may be brought into contact with confidential patient records, business plans, methods of operations, compensation methods and formulas, performance standards, pricing policies, marketing strategies, records, trade secrets and other information about the other party's operations and business of a confidential nature (collectively "Confidential Information"). Therefore, during the term of the Contract and thereafter, each party agrees that it shall not in any manner, directly or indirectly, disclose or divulge to any person or other entity whatsoever, or use for any purpose any Confidential Information of the other party, except for purposes necessary and proper for the performance of a party's obligation under the Contract, as required by law (including, but not limited to, Hospital's compliance with Washington's Public Records Act as set forth in RCW Chapter 42.56, as applicable), or for the purposes of defending such party in a court, administrative or arbitration proceeding against it. The confidentiality provisions of this Section 20 shall survive the expiration or termination of the Agreement.
20. The parties acknowledge that medical and other records ("protected health information") are protected by and subject to numerous laws, rules and regulations regarding privacy, security, confidentiality, consent, access and disclosure. The parties agree to comply with all privacy, security, confidentiality, consent, access and disclosure requirements, including all documentation and access requirements, of applicable federal and state laws, rules and regulations, including, without limitation, the Washington State Uniform Health Care Information Act (RCW 70.02) and the Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §1320d, and the implementing administrative simplification regulations codified at 45 C.F.R. Subtitle A, Subchapter C, Part 160 et. seq., as amended from time to time, including without limitation amendments promulgated under the Health Information Technology for Economic and Clinical Health ("HITECH") Act ("HIPAA"). If the parties determine that either party is a "business associate" of the other as defined by HIPAA, the parties will enter into Hospital's standard business associate agreement regarding compliance with the HIPAA privacy regulations.
21. In the performance of its obligations under this Contract, it is the parties' intent that GHCH and its employees, contractors, agents, and representatives are at all times acting and performing as independent contractors. Nothing in this Contract is intended to create or imply any sort of joint venture, partnership, co-venture, investment or other business relationship between the parties, nor is it intended to create or imply any sort of employer/employee relationship between the parties. Neither party will have the authority to bind the other party under any contract or agreement or incur any debts or other obligations on behalf of the other party without the express prior written approval of the other party.
22. . Neither party may assign its rights, duties or obligations under the Contract without the prior written consent of the other party, which shall not be unreasonably withheld. Notwithstanding the foregoing, either party may assign the Contract to any affiliate,

subsidiary, parent, or related organization of such party, or to a successor by purchase, lease, merger, consolidation or operation of law without the other party's consent.

23. The provisions of the Contract shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of the Contract shall be effective and binding upon the parties.
24. A party's failure at any time to require strict performance of any of the provisions under the Contract shall not waive or diminish the party's right thereafter to demand strict compliance with that or any other provision. Waiver of any default shall not waive any other default.
25. . The validity, interpretation and performance of the Contract shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any action brought to interpret or enforce any provision of the Contract shall be proper in any court having jurisdiction in Grays Harbor County, Washington.
26. The Contract including all attachments, exhibits, schedules and addenda, is the entire agreement between the parties regarding the Services and Equipment, and no other agreements, oral or written, have been entered into with respect to the subject matter of the Contract. The Contract, as may be amended from time to time, supersedes all prior agreements related to the subject matter herein between the parties, whether oral or written. The Contract may only be amended by the mutual agreement of the parties without additional consideration, provided that before any amendment shall become effective, it shall be reduced to writing and signed by the parties.
27. This Contract may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument. Signatures transmitted by facsimile or electronic mail shall be deemed valid execution of this Contract, binding on the parties.
28. Each of the individuals executing this Contract on behalf of the Skills Center and GHCH warrant that they are the authorized signatory of the entity for which they are signing, and have sufficient corporate authority to execute this Contract.
29. Neither party is liable for any failure or reasonable delay in performance under this Contract due to a cause beyond a party's reasonable control, including, but not limited to, restrictions of law, regulations, orders or other governmental directives, labor disputes, strikes, acts of God, acts of war, terrorist activities, fire or floods. In the event of any such delays, the time for performance shall be extended as reasonably necessary to enable performance.
30. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective permitted successors and assigns.
31. Sections 8, 12, 19, 20, 21, 23, 25, 27, 28, 29, 30 of this Contract shall survive the expiration or termination of the Contract for any reason.

As of January 1, 2015, the provisions set forth below shall apply in addition to the terms and provisions set forth in Section **Error! Reference source not found.** through 31 above. In the event of any conflict between the provisions of Section **Error! Reference source not found.** through 31 of this Contract and the provisions 32 through 35 set forth below of this Contract, the provisions 32 through 35 set forth below shall control.

32. **Assignment to Public Hospital District.** Effective as of January 1, 2015, the Contract and all amendments thereto, is assigned by Grays Harbor Community Hospital, a Washington non-profit corporation, to Grays Harbor Public Hospital District No. 2 d/b/a Grays Harbor Community Hospital, a Washington municipal corporation. All references in the Contract to "Hospital" or "GHCH" shall refer to Grays Harbor County Public Hospital District No. 2 d/b/a Grays Harbor Community Hospital.
33. **Public Records Act.** The parties acknowledge and agree that Hospital, as a Washington state public hospital district and a municipal corporation under Washington law, is required to comply with the Washington State Public Records Act, Ch. 42.56 RCW (the "PRA"). Nothing in the Agreement shall be deemed to require Hospital to act in any manner that is inconsistent with Hospital's obligations under the PRA.
34. **Termination for Jeopardy to Public Hospital District Status.** In the event that either party's performance of any provision of the Agreement could jeopardize Hospital's status as a public hospital district, the parties will immediately initiate good faith negotiations to resolve the matter through amendments to the Agreement. If the parties are unable to resolve the matter within thirty (30) days, either party may, at its option, terminate this Contract immediately, by providing written notice thereof to the other party.
35. **Survival of Terms.** Sections 32, 33, and 34 of this Addendum shall survive the expiration or termination of the Agreement for any reason. For purposes of clarity, the sections set forth in this Section 35 shall be in addition to those sections set forth in Section 31.

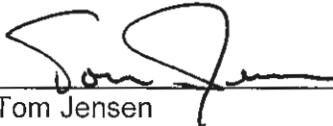
All applicants seeking employment opportunities and all contracts for personal services, and goods and services will be considered and will not be discriminated against on the basis of race, color, national origin, gender, sexual orientation or disability. This is in accordance with Title VII of the 1964 Civil Rights Act; Section 504 of the Rehabilitation Act, 1973, as amended; Americans with Disabilities Act, July 26, 1990, PL 101-336; and Title IX of the Education Amendments of 1972, as amended.

Executed this _____ day of _____, 2014.

Twin Harbors, a branch of New Market
Skills Center

Grays Harbor Community Hospital

Tom Opstad
Superintendent



Tom Jensen
CEO

11/19/14

**Addendum A
Professional Services**

Employee	Salary	% Benefit Multiplier	Total Compensation
1	27.39	46.3	\$40.07
2	41.2	46.3	\$60.27
3	44.14	46.3	\$64.57
4	48.49	46.3	\$70.92

Current effective 10/2014

Employee 1: Non-RN. Assist with monitor classroom for exams, class work and projects

Employee 2: Clinical RN Educator with BSN

Employee 3: Clinical RN Educator with MN, MEd, MSN, MNE or equivalent

Employee 4: Director/Clinical RN Educator with MN, MEd, MSN, MNE or equivalent

Addendum B Durable Equipment and Supplies	
Item	Amount
Adjustable bed with side rails	3
Chair	3
Clock (preferred) or Wrist Watch with second hand	3
Dedicated Fax machine	1
Glove Box Holder (triple)	3
Hoyer Lift (or other patient lift)	1
Mannequin with removable catheter	2
Privacy curtain, Screen or Door if private room	3
Scale, calibrated	1
Signaling device	3
Sink with running water in room	2
Soiled linen container	3
Table, bedside	3
Table, over bed	3
Toilet/Bedside Commode/Collection container clearly labeled commode	1
Wastebasket with liner for bed	3
Wastebasket with liner for sink	3
Wheelchair with footrests	1
Basin, bath	24
Basin, emesis	22
Bedpan	6
Blood Pressure cuff	3
Denture cup w/lid	3
Dentures	3
Knee-high elastic stockings	3
Measuring container	6
Stethoscope, dual earpiece	2
Syringe for Catheter	3
Transfer (<i>gait</i>) belt/with extender	3
Meal Tray with client's name on meal card	3
Item	Amount
Clothing protector (<i>bib, towel, or napkin</i>)	20
Clothing (<i>extra large tops that open in front – no hospital gowns</i>)	6
Gowns (<i>patient</i>)	20
Linen Sets: pillowcase, top and bottom sheets (<i>fitted or flat</i>)	20
Pad, waterproof/incontinent (<i>may use towel or drawsheet as waterproof pad</i>)	20
Bath blanket	10
Pillows	12
Towels	40
Washcloths	60

CERTIFICATED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Mona Heggie	A. J. West Elementary	Teacher	12/1/14 – 12/5/14

CLASSIFIED

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Julie Minsker	Administration	Substitute Coordinator/Receptionist	12/01/14
Sydni Blood	Robert Gray Elementary	Student Helper – 21 st Century Program	11/24/14
April Twibell	Robert Gray Elementary	Student Helper – 21 st Century Program	11/24/14
Robert White	Robert Gray Elementary	Student Helper – 21 st Century Program	11/24/14
Katia Mendoza	Stevens Elementary	Student Helper – 21 st Century Program	12/01/14
Adaira Westby	Stevens Elementary	Student Helper – 21 st Century Program	11/24/14

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Jessica Devore	Miller Jr. High	Food Service Worker	12/01/14

TERMINATION: We recommend the Board approve the following classified termination:

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Gerri Stone	Central Park Elementary	Para-educator	11/27/14

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

<u>Name</u>	<u>Location</u>	<u>Position</u>	<u>Effective Date</u>
Matt Harless	Miller Jr. High	Boys' Basketball – Head Coach	11/24/14

Substitute:

Custodial:

Jonathan Lawrence

Substitute Para-educator Resignation:

Jeffrey Clemens – Effective 11/29/14