

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

May 2, 2011

Individuals with disabilities who may need a modification to participate in a board meeting should contact the superintendent's office as soon as possible in advance of a meeting so that special arrangements may be made.

CONSENT AGENDA

A consent agenda has been established by the board in order to eliminate the time-consuming task of acting on routine and repetitive business items. These items are now placed in a consent agenda package and will be voted on at one time.

If you see an item on the consent agenda that you would like to have publicly discussed, please discuss your concern with a board member prior to action on the consent agenda.

Lake Washington School District Acronyms

AYP - Adequate Yearly Progress

B/CR: Board/CEO Relationship

CBA: Classroom-Based Assessments

CIP: Continuous Improvement Plan

CLT: Central Leadership Team

CTE: Career & Technical Education

DIBELS: Dynamic Indicators of Basic Early Literacy Skills

DLT: District Leadership Team (manager level and above, includes both certified and classified)

EALR: Essential Academic Learning Requirements

EL: Executive Limitations (See Policy Governance, below)

ELL: English Language Learners

ERs: End Results (formerly known as ENDS). Goals set forth by the board, including the mission of the district.

GLE: Grade Level Expectations (state)

GP: Governance Process (Board)

HCP: Highly Capable Program

HSPE: High School Proficiency Exam

LC: Learning Community - The district is divided into four learning communities. Each one is made up of a high school and the elementary schools and junior highs that feed into it. The four learning communities are: Eastlake, Juanita, Lake Washington, and Redmond.

LEAP: Learning Enhancement & Academic Planning

MSP: Measurement of Student Progress

NEVAC: Northeast Vocational Area Cooperative (25 high schools north and east of Lake Washington, King & South Snohomish Counties)

NSBA - National School Board Association

OSPI: Office of Superintendent of Public Instruction

Policy Governance: A governance process used by the school board. Sets forth “ends” (goals) that the superintendent must reach, while abiding by “executive limitations.” Ends include the district’s mission. Executive limitations provide the boundaries for how the superintendent and staff can get to the goals. See the board policy section on the web site for more information.

Quest: Highly capable program for students in grades 1-9

RCW: Revised Codes of Washington

STEM: Science, Technology, Engineering, and Mathematics

WAC: Washington Administrative Codes

WaNIC: Washington Network for Innovative Careers

WASL: Washington Assessment of Student Learning (state test required under No Child Left Behind Act). WASL replaced by HSPE and MSP.

WLPT: Washington Language Proficiency Test

WSSDA: Washington State School Directors Association

5QL: 5 Stars for Quality Learning (staff development program on integrating technology into the classroom)

April 28, 2011

Jackie Pendergrass
President, Board of Directors
Lake Washington School District No. 414
Redmond, WA 98052

Dear Ms. Pendergrass:

I am transmitting herewith the agenda for the Board of Directors' regular meeting of May 2, 2011 beginning at 7:00 p.m. in the Board Room of the Resource Center, 16250 NE 74th Street, Redmond, WA.

Order of Business

1. Convene, Roll Call
2. Approve Agenda
3. Host School
4. Recognition
5. Public Comment
6. Consent Agenda
7. Non-Consent Agenda
8. Superintendent's Report
9. Legislative Update
10. Board Follow-Up Items
11. Future Agenda Items
12. Debrief
13. Board Member Comments
14. Adjourn

Sincerely,



Chip Kimball
Superintendent

LAKE WASHINGTON SCHOOL DISTRICT

Board of Directors' Meeting

L.E. Scarr Resource Center Board Room

May 2, 2011

- 5:00 p.m. Board Work Session**
Topic: Achievement Gap
Location: Robert Hughes Room
- 6:15 p.m. Executive Session** re Collective Bargaining
-

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
7:00 p.m.	Convene, Roll Call			
	Approve Agenda			
	Host School			
	▪ <i>Lake Washington High School, Christina Thomas, Principal</i>			
	Recognition			
	▪ <i>Proclamation – Teacher Appreciation Week, May 2-6, 2011</i>			
	▪ <i>Proclamation – School Nurse Day, May 11, 2011</i>			
	Public Comment	GP-3 (<i>Board Job Description</i>)		
	Consent Agenda	GP-8 (<i>Annual Agenda Planning</i>)		
	▪ Approval of Vouchers			
	▪ Minutes – April 18 regular board meeting and linkage		1	1
	▪ Human Resources Report		2	7
	▪ Washington Interscholastic Activities Association Enrollment, 2011-12, Resolution No. 2084		3	8
	▪ Change Order No. 32 Lake Washington High School		4	9

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
	▪ Surplus and Disposal of Portable Classrooms, Muir Elementary		5	10
	▪ New in Lieu of Modernization Amended Resolutions - Resolution No. 2085		6	11
	▪ Approval of Monitoring Report	B/CR-5 (<i>Monitoring CEO Performance</i>)		
	✓ EL-14, Asset Protection		7	12
	✓ EL-15, Facilities		8	13
	▪ Donations		9	14
Non-Consent Agenda				
	▪ Board Policy, GP-2-E3, Board Meetings, First Reading		10	15
	▪ Debrief – April 18 Linkage Session with 4 th Grade Parents			
	Superintendent’s Report	EL-3 (<i>Communication & Council to the Board</i>)		
	Legislative Update	GP-3 (<i>Board Job Description</i>)		
	Board Follow-Up Items	GP-3 (<i>Board Job Description</i>)		
	Future Agenda Items	EL-3 (<i>Communication & Council to the Board</i>)		
	Debrief	GP-2 (<i>Governing Style</i>)		
	Board Member Comments			
	▪ 2011-12 Board Meeting Schedule		11	
	Adjourn			

Next Board Meetings:

May 16 **5:30 p.m.** **Board Meeting**
Location: Board Room
L.E. Scarr Resource Center
16250 NE 74th Street
Redmond, WA 98052

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Work Session
April 18, 2011

The linkage was called to order by President Jackie Pendergrass at 7:30 p.m.

CALL TO ORDER

Members present: Jackie Pendergrass, Doug Eglington, Chris Carlson, Ravi Shahani, and Nancy Bernard.

ROLL CALL

Present: Superintendent Chip Kimball.

The board met with 4th grade parents to hear their concerns and hopes for the upcoming grade configuration.

TOPIC

The meeting was adjourned at 9:30 p.m.

ADJOURNMENT

Jackie Pendergrass, President

Chip Kimball, Superintendent

Diane Jenkins
Recording Secretary

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
April 18, 2011

The board meeting was called to order by President Jackie Pendergrass at 5:00 p.m.

CALL TO ORDER

Members present: Jackie Pendergrass, Ravi Shahani, Nancy Bernard, Doug Eglington, and Chris Carlson.

ROLL CALL

Present: Superintendent Chip Kimball.

Doug Eglington moved to approve the agenda. Seconded by Chris Carlson.

APPROVAL OF
AGENDA

Motion carried.

Doug Eglington moved to approve the consent agenda. Seconded by Nancy Bernard.

CONSENT AGENDA

Jackie Pendergrass, yes; Ravi Shahani, yes; Chris Carlson, yes, and Doug Eglington, yes.

Motion carried.

Sarah Stone, PTSA Council, indicated that PTSA elections were recently held. She and Shelley Flores were elected to serve as PTSA Co-Presidents.

PUBLIC COMMENT

Bob Yoder contacted the Utilities Transportation Commission regarding the Olympic Pipeline running by Rose Hill Jr. and explained how the pipelines are inspected. Based on this, he feels the pipelines are very safe. He further suggested that groups could volunteer to do clean-up work at schools. He asked that the board modify GP-2-E3 which governs board meetings to include times of when meetings are held and to define linkage sessions to provide greater clarity.

Approval of April 4 work session and regular board meeting minutes.

APPROVAL OF
MINUTES

Approval of April 18, 2011 Human Resources Report.

APPROVAL OF
HUMAN RESOURCES
REPORT

Approval of the following instructional materials for use in the Lake Washington schools -

INSTRUCTIONAL
MATERIALS
ADOPTION

LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
April 18, 2011

Title: The Mostly True Adventures of Homer P. Figg
Author: Rodman Philbrick
Publisher: Scholastic
Copyright: 2009
No. of Copies: 245
Price: 6.99
School Requesting: Inglewood Junior High
Classification: 7th LA/SS

Title: Auschwitz Death Camp
Author: Elie Wiesel and Oprah Winfrey
Publisher: Harpo, Inc.
Copyright: 2006
No. of Copies: 1
Price: 29.95
School Requesting: Redmond Junior High
Classification: 8th Social Studies

Authorizes the superintendent to enter into an interlocal purchasing agreement for technology/furniture with PEPPM/Central Susquehanna Intermediate Unit.

PEPPM/CENTRAL
SUSQUEHANNA
INTERMEDIATE UNIT
INTERLOCAL
AGREEMENT -
TECHNOLOGY/
FURNITURE

Approves Change Order No. 5 to Babbit Neuman Construction Company for modernization work at the Finn Hill Junior High School in the amount of \$121,328.00 increasing the contract amount to \$ 29,944,200.01

CHANGE ORDER NO. 5,
FINN HILL JUNIOR
HIGH SCHOOL
MODERNIZATION

Approves Change Order No. 4 to Babbit Neuman Construction Company for modernization work at the Finn Hill Junior High School in the amount of \$43,632.00 increasing the contract amount to \$29,822,872.01.

CHANGE ORDER NO. 6
FINN HILL JUNIOR
HIGH SCHOOL
MODERNIZATION

Approves change order No. 31 to Lydig Construction Inc. for work at the Lake Washington High School Modernization in the amount of \$96,991.00 increasing the contract amount to \$59,387,950.00.

CHANGE ORDER NO. 31
LAKE WASHINGTON
HIGH SCHOOL
MODERNIZATION

APPROVAL OF
MONITORING REPORTS

-

Approves the monitoring report for EL-3, Communication and Counsel to the Board, as presented at the April 4, 2011 board meeting.

EL-3, COMMUNICATION
AND COUNSEL TO THE
BOARD

Approves the monitoring report for

- ✓ B/CR-1, Governance-Management Connection;
- ✓ B/CR-2, Unity of Control;
- ✓ B/CR-3, Accountability of the CEO;
- ✓ B/CR-4, Delegation to the CEO; and
- ✓ B/CR-5, Monitoring CEO Performance.

B/CR-1 THROUGH 5

Approves the monitoring report for

- ✓ Approves the monitoring report for GP-1, Governance Com
- ✓ GP-2, Governing Style
- ✓ GP-3, Board Job Description
- ✓ GP-4, President's Role
- ~~✓ GP-5 (Board Committee Principles)~~
- ✓ GP-6, Annual Agenda Planning
- ✓ GP-7, Board Members' Code of Conduct
- ✓ GP-8, Board Member Conflict of Interest
- ✓ GP-9, Process for Addressing Board Member Violations
- GP-10, Handling Requests or Complaints

GP-1 THROUGH 10

Accepts the donations/grants as identified -

DONATIONS

Acceptance from Intermec Foundation to Eastlake Foundation in the amount of \$2,000.00 to support science department.

Acceptance from Eastlake High School PTSA to Eastlake High School in the amount of \$8,320.00 to provide exercise equipment for P.E. (\$2,480), football helmets (\$2,885), art supplies for drama (\$1,240), camcorder and supplies for journalism (\$540), and reading and textbooks for humanities (\$1,175).

Acceptance from Horace Mann PTSA to Mann Elementary in the amount of \$1,700.00 to purchase additional musical instruments for music program.

Acceptance from Lake Washington High School Baseball Booster Club to Lake Washington High School in the amount of \$3,457.80 to provide baseball coaching stipend.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

April 18, 2011

Acceptance from Highline Schools Foundation on behalf of 2011 Microsoft Math Partnership Grant to Lake Washington School District in the amount of \$23,000.00 to support 2010-11 Microsoft Math Partnership grant.

Acceptance from Renaissance PTSA to Renaissance in the amount of \$2,580.00 to support learning enhancements: 8th grade Taproot Theater (\$370), More Music @ the Moore (\$1,273), and Romeo and Juliet (\$333); and purchase art supplies (\$604).

Acceptance from Intermec Foundation to Environmental and Adventure School in the amount of \$2,000.00 to purchase accelerometer and axis accelerometers.

Acceptance from Carl Sandburg PTSA to Sandburg Elementary in the amount of \$4,930.24 to provide stipends for outdoor education (\$4,930.24) and student scholarships (\$2,020), and support for outdoor education program (\$4,591.65).

Acceptance from Community Group of Discovery to Discovery Community School in the amount of \$1,500.00 to provide support for outdoor education program.

Acceptance from Explorer Parent Association to Explorer in the amount of \$1,080.07 to provide teacher stipend for outdoor education program (\$867.50) and bulletin board (\$212.57).

TOTAL \$57,179.76

NON-CONSENT
AGENDA

MONITOR BOARD
POLICY FIRST READING -

Chip Kimball presented EL-14, Asset Protection, for first reading. He responded to board members questions.

EL-14, ASSET
PROTECTION

Chip Kimball presented EL-15, Facilities, for first reading. He responded to board members questions.

EL-15, FACILITIES

Dr. Kimball provided an update on the legislative session. The Senate released their budget last week and it was the most criticized by education groups. The Senate has pulled back on including a formula for revenues based on Average Daily Attendance. There is still consideration of a 3% across the board cut in salaries. He highlighted the various proposals being discussed. He reviewed SB5914, Excellent Teachers for Every Student Act, which would lay-off those teachers with the lowest evaluations rather than lowest seniority.

SUPERINTENDENT
REPORT

Dr. Kimball asked Forrest Miller, Director of Support Services, to provide an update on the district's modernization program. Forrest Miller highlighted the 2011 Phase 2 Modernization Program. Phase 2 has the most projects undertaken at any one time - 12 major projects (two completed, three in construction and seven projects in design). He reviewed the construction schedule, schematic designs, and site plans.

Doug Eglington related that he participates in weekly conference calls with members of the WSSDA legislative committee to stay abreast of discussions and proposals. The legislative session is scheduled to end this week and it is expected that the Governor will call them back into special session to complete the work on the budget to deal with the \$5.1 billion deficit.

LEGISLATIVE UPDATE

Jackie Pendergrass and Doug Eglington attended the National School Board Association and provided highlights of the conference.

BOARD COMMENTS

Jackie Pendergrass noted that Bonnie Dunbar, former astronaut, will be speaking at the Lake Washington Schools Foundation Luncheon.

She continued and pointed out that the board will be holding a linkage session with our 4th grade parents at 7:00 p.m. to discuss their concerns/hopes regarding changes in grade configurations.

Doug Eglington noted that WSSDA is soliciting proposals to be presented at the annual conference to be held in November.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
April 18, 2011

Nancy Bernard moved to adjourn. Seconded by Doug Eglington.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 6:45 p.m.

Jackie Pendergrass, President

Chip Kimball, Superintendent

Diane Jenkins
Recording Secretary

Human Resources Board Report May 2, 2011



NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location/School</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Chea, Phang	Custodian	EHS	\$17.42	08/30/10	Repl. V. Srey
Harris, Shannon	Instructional Assist	Twain Elem	\$12.95	11/16/10	Budgeted
Hosier-Nickum, Elizabeth	Instruct Asst. /Spec Ed Para Ed	Einstein Elem	\$12.95/\$15.43	11/12/10	Budgeted
Mathre, Annelise	Teacher	Redmond Elem	A-0	04/04/11	Repl. R.Noreng
Mostafavinassab, Jennifer	Special Ed Para Ed	Muir Elem	\$15.43	11/15/10	Budgeted
Vinc, Kimberly	Physical Therapist	Special Services	C-2	08/29/11	Budgeted

RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location/School</u>	<u>Start Date</u>	<u>Effective</u>	<u>Reason</u>
Bagg, Sally	Instructional Assist	Lakeview Elem	09/05/95	04/29/11	Resignation
Dennis, Cheryl	Counselor	Redmond HS	08/31/89	06/22/11	Retirement
Knox, Kay	Teacher	Kirk Elem	09/10/90	06/22/11	Retirement (rev)
Preugschat, Sandy	School Secretary	Lake Washington HS	01/04/82	08/25/11 (rev)	Retirement
Stanphill, Grace	Teacher	Bell Elem	01/07/80	06/22/11	Resignation

CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective</u>
Lavery, Debra	Sandburg Elem	.5 NC to .6 NC	04/06/11

CHANGE OF POSITION

<u>Name</u>	<u>Old Position</u>	<u>New Position</u>	<u>Effective Date</u>	<u>Reason</u>	<u>New Salary</u>
Sutter, Kaylee	Bus Driver	Laborer (rev)	01/18/11	J. Howat	\$15.64

WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION
ENROLLMENT, 2011-12

RESOLUTION NO. 2084

May 2, 2011

SITUATION

RCW 28A.600.200 authorizes each school district Board of Directors to delegate control, supervision, and regulation of interschool athletic activities and other interschool extracurricular activities. Lake Washington School District delegates these duties to the Washington Interscholastic Activities Association (WIAA). This delegation needs to be voted on annually by the Board of Directors.

RECOMMENDATION

The Board of Directors adopts Resolution No. 2084 delegating the authority to control, supervise, and regulate interschool activities to the Washington Interscholastic Activities Association for the 2011-12 school year.



WIAA – School Board Resolution Delegating Authority to WIAA and Sunday Waiver Agreement
Please return by June 10, 2011



Name of School District or Private School Lake Washington School District
By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

The local SCHOOL BOARD PRESIDENT and SECRETARY must sign this enrollment form to indicate that the School Board has approved the District's or School's membership in the Association and as members, these schools will follow the WIAA Rules and Regulations.

SCHOOL BOARD RESOLUTION DELEGATING AUTHORITY TO WIAA, NO 2084

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. grants authority to each school district board of directors to control, supervise and regulate the conduct of interschool athletic activities and other interschool extracurricular activities of an athletic, cultural, social, or recreational nature for students in the district.

WHEREAS Chapter 32, Laws of 1975-76, 2nd Ex. Sess. authorizes school district boards of directors to delegate control, supervision and regulation of any of the aforesaid activities to any voluntary, nonprofit entity and to compensate any such entity for services provided subject to the satisfaction of certain conditions and approval by the State Board Of Education.

WHEREAS the Washington Interscholastic Activities Association is a voluntary, nonprofit entity which has satisfied the conditions, expressly set forth in Chapter 32, Laws of 1975-76, 2nd Ex. Sess. and has further been approved by the State Board of Education in action taken on August 17, 1977.

WHEREAS the board of directors of Lake Washington School District School District or School being otherwise fully informed of the rules and regulations of the Washington Interscholastic Activities Association as approved by the State Board of Education and recognizing that said rules and regulations provide for private sponsorship of post-season tournaments for extracurricular activities by WIAA, consent to abide by such rules and regulations.

NOW THEREFORE, the board of directors of the Lake Washington School District School District or School hereby delegates to the Washington Interscholastic Activities Association the authority to control, supervise and regulate interschool activities consistent with the rules and regulations of WIAA. The Board of Directors retains the right to establish eligibility standards that meet or exceed the rules and regulations of WIAA.

INTERSCHOLASTIC OFFICIALS L&I COVERAGE STATEWIDE

Beginning July 1, 1988, interscholastic sports officials were covered by Washington State Labor and Industries via a common rate and payment system that eliminated game-by-game calculations and record keeping by school and/or district business offices. WIAA will guarantee payment of L&I premiums for WOA registered officials for all interscholastic activities under WIAA's jurisdiction and will assess WIAA member schools via classification rates at the same time service fees are billed. Officials L&I coverage is only in effect for activities authorized and offered by School Board approval and listed on the school's WIAA membership form.

By signing below the School Board President and School Board Secretary affirm that the information above is accurate for the school district or private school listed.

Signed _____ Date _____ Signed _____ Date _____
SCHOOL BOARD PRESIDENT SCHOOL BOARD SECRETARY

Washington Interscholastic Activities Association
435 Main Avenue South, Renton, WA 98057
Phone: (425) 687-8585 Fax: (425) 687-9476
Website: www.wiaa.com



**WIAA – Private/Public School District Membership Form
for Middle Level & Senior High Schools
Please return by June 10, 2011**



District Information

Name of School District or Private School Lake Washington School District
 Address 16250 NE 74th St City Redmond Zip 98052
 Phone (425) 936-1200 Fax (425) 861-7765 WIAA District # _____

District Superintendent Information

Name Chip Kimball Phone (425) 936-1257 E-mail Address ckimball@lwsd.org
 Address 16250 NE 74th St. City Redmond Zip 98052

School Board Contact Information (School Board Members Only)

To improve the flow of information each School Board may select a **SCHOOL DIRECTOR** to be the WIAA School Board Contact. The WIAA School Board Contact receives the following WIAA mailings: Newsletters, Executive Board Minutes, Representative Assembly Minutes and Amendments, and the Annual Report. The WIAA School Board contact is expected to serve as the liaison between the member school's activities programs and the other school Board Members.

Name Jackie Pendergrass Phone (425) 821-1157 E-mail Address jpender47@gmail.com
 Address P.O. Box 97039 City Redmond Zip 98073

By action of the 1976 Legislature, each School District Board of Directors may delegate control, supervision, and regulation of any extracurricular activity to the WIAA and compensate such entity for services provided.

Please list each secondary school to be enrolled with the WIAA. Member high schools will be billed in September on the basis of the average enrollment of the 10th, 11th, and 12th grades provided to the OSPI on the monthly P-223 enrollment forms for the months of January, February, March, April, May, October, and November of 2009 (senior high enrollment is reviewed every two years) and the number of sports/activities in which the schools are enrolled. Member middle schools will be billed also in September on the basis of the average monthly enrollment of October, November and December, and the number of sports/activities in which the schools are enrolled. A Labor and Industries (L&I) billing will also be sent to each member school at that time.

Member Middle/High School	M/H Level	Person in charge of Athletics	E-mail Address
<u>East Lake</u>	<u>H</u>	<u>Brent Kawaguchi</u>	<u>bKawaguchi@lwsd.org</u>
<u>Juanita</u>	<u>H</u>	<u>Jim Crowder</u>	<u>tcrowder@lwsd.org</u>
<u>Lake Washington</u>	<u>H</u>	<u>George Crowder</u>	<u>gcrowder@lwsd.org</u>
<u>Redmond</u>	<u>H</u>	<u>John Appelgate</u>	<u>jappelgate@lwsd.org</u>
<u>International</u>	<u>H</u>	<u>Lili Hughes</u>	<u>lhughes@lwsd.org</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CHANGE ORDER NO. 32
LAKE WASHINGTON HIGH SCHOOL MODERNIZATION

May 2, 2011

SITUATION

Change Order No. 32 is attached for your review. The change order includes three (3) additive cost changes to the construction contract for the modernization of Lake Washington High School.

Two (2) Construction Change Directives (CCDs) are for building improvements requested by the District.

- CCD-285 labels the wireless access points per the District IT Department standards.
- CCD-326 installs fiberglass reinforced panels to the wall behind the pottery wheels in room 323 for ease of cleaning clay off the wall.

One (1) CCD addresses an engineering and construction coordination item.

- CCD-319 adds steel frames around the glass partitions at the computer stations in the library to prevent breakage.

The additive cost of the changes from Change Order No. 32 is within the budget established for this project. The total for change orders 2 thru 32 for this project is 5.02% of the reconciled construction contract amount.

<u>Reconciled Construction Contract per Change Order No. 1</u>	\$56,578,411.00
<u>Current Change Order</u>	
Change Order 32	\$28,199.00
<u>Total Change Orders</u>	
Change Orders 2 thru 32	\$2,837,738.00
<u>Contract Amount including this Change Order</u>	\$59,416,149.00

RECOMMENDATION

The Board of Directors approves change order No. 32 to Lydig Construction Inc. for work at the Lake Washington High School Modernization in the amount of \$28,199.00 increasing the contract amount to \$59,416,149.00.



AIA[®]

Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> Lake Washington High School Phase II & III Modernization 12033 NE 80 th Street Kirkland, WA 98033	CHANGE ORDER NUMBER: 032 DATE: April 18, 2011	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Lydig Construction 12100 Northup Way Bellevue, WA 98005	ARCHITECT'S PROJECT NUMBER: 0624 CONTRACT DATE: March 24, 2009 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

CCD 285: Wireless Access Points:	\$2,149.00
CCD 319: Steel Frame for Library Glass Panels:	\$24,904.00
CCD 326: Add FRP at Pottery Wheel Wall:	\$1,146.00

The original Contract Sum was	\$ 68,361,627.00
The net change by previously authorized Change Orders	\$ (8,973,677.00)
The Contract Sum prior to this Change Order was	\$ 59,387,950.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,199.00
The new Contract Sum including this Change Order will be	\$ 59,416,149.00

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

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

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

McGranahan Architects
ARCHITECT *(Firm name)*

2111 Pacific Avenue, Suite 100
Tacoma, WA 98402

ADDRESS

BY *(Signature)*

Steve Broback
(Typed name)

DATE

Lydig Construction
CONTRACTOR *(Firm name)*

12100 Northup Way
Bellevue, WA 98005

ADDRESS

BY *(Signature)*

Kevin Duffy
(Typed name)

DATE

Lake Washington School District No. 414
OWNER *(Firm name)*

15212 NE 95th Street
Redmond, WA 98052

ADDRESS

BY *(Signature)*

Forrest Miller
(Typed name)

DATE

SURPLUS AND DISPOSAL OF PORTABLE CLASSROOMS
MUIR ELEMENTARY

RESOLUTION NO. 2086

SITUATION

There are four (4) portable classrooms located at Muir Elementary School, all of which have reached the end of their useful life and are no longer practical to keep for future use. These portable classrooms must be removed in order to proceed with the modernization project at Muir Elementary School.

The four portables (with Lake Washington School District asset identification No. 216, No. 217, No. 225 and No. 310) are no longer practical to keep for use at Muir Elementary School or elsewhere in the District due to their age and condition. After the action to surplus the portables, all four (4) portable classrooms will be turned over to the general contractor, as per their contract, for removal from the site.

RECOMMENDATION

The Board of Directors adopts Resolution No. 2086 approving the disposal of Portable No. 216, Portable No. 217, Portable No. 225, & Portable No. 310 in a manner that best serves the interests of the district.

SURPLUS AND DISPOSAL OF PORTABLE CLASSROOMS
MUIR ELEMENTARY

RESOLUTION NO. 2086

WHEREAS, in the course of operations, temporary buildings are acquired and placed on school sites for additional space; and

WHEREAS, temporary portable classroom buildings No. 216, No. 217, No. 225, and No. 310 at Muir Elementary School have served their useful purpose; and

WHEREAS, because of reasons of safety, health, disabled access, deteriorated condition and operational costs, it is no longer practical to retain portable classroom buildings No. 216, No. 217, No. 225, and No. 310.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorize the administration to dispose of portable classrooms No. 216, No. 217, No. 225, and No. 310, in the manner that best serves the interest of the District.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 2nd day of May 2011.

BOARD OF DIRECTORS
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Attest:

Secretary, Board of Directors

NEW IN LIEU OF MODERNIZATION
AMENDED RESOLUTIONS
RESOLUTION NO. 2085

SITUATION

WAC 392-347-042 requires that districts with space eligible for modernization pursuant to WAC 392-347-015 and 392-347-025 may elect to replace such space through new construction in lieu of modernization. In such case, the local board shall certify that existing building or space to be replaced will not be used for district instructional purposes and that the existing building or space will be ineligible for any future state funding assistance.

Each of the resolutions listed below cited WAC 392-347-015 which was incorrectly cited; the correct citation is WAC 392-347-042. As such, the Office of the Superintendent has requested that the Board of Directors correct the reference on the previously approved resolutions. OSPI has indicated that one resolution noting this change is sufficient..

The Lake Washington School District Board of Directors previously approved resolutions for each of the above ten projects (Frost Elementary School – June 25, 2007, Resolution No. 2003; Lake Washington High School – August 6, 2007, Resolution No. 2006; Finn Hill Junior High School – March 16, 2009, Resolution No. 2035; Muir Elementary School – April 20, 2009, Resolution No. 2036; Keller Elementary School – May 17, 2010, Resolution No. 2055; Sandburg Elementary School – May 17, 2010, Resolution No. 2056; Rose Hill Junior High School – December 6, 2010, Resolution No. 2074; International Community School/Community Elementary School – February 28, 2011, Resolution No. 2081; Bell Elementary School – April 14, 2011, Resolution No. 2082; and Rush Elementary School – April 2, 2011 – Resolution No. 2083).

RECOMMENDATION

The Board of Directors approve Resolution No. 2085 which acknowledges that the following resolutions be amended to modify the WAC citation from WAC 392-347-015 to WAC 392-347-042 for Resolution Nos. 2003, 2006, 2035, 2036, 2055, 2056, 2074, 2081, 2082; and 2083.

NEW IN-LIEU OF MODERNIZATION
AMENDED RESOLUTIONS
RESOLUTION NO. 2085

WHEREAS, the Lake Washington School District has undertaken projects to construct new schools in-lieu of modernizing the existing buildings at Frost Elementary School, Lake Washington High School, Finn Hill Junior High School, Muir Elementary School, Keller Elementary School, Sandburg Elementary School, Rose Hill Junior High School, Bell Elementary School, Rush Elementary School, and International Community School; and

WHEREAS, WAC 392-347-042 requires that districts with space eligible for modernization pursuant to WAC 392-347-015 and 392-347-025 may elect to replace such space through new construction in lieu of modernization. In such case, the local board shall certify that existing building or space to be replaced will not be used for district instructional purposes and that the existing building or space will be ineligible for any future state funding assistance; and

WHEREAS, the relevant Board certifications noted above are found in the following resolutions, which are collectively referred to as the "Previous Board Resolutions": Frost Elementary School - June 25, 2007, Resolution #2003; Lake Washington High School - August 6, 2007, Resolution # 2006; Finn Hill Junior High School - March 16, 2009, Resolution #2035; Muir Elementary School - April 20, 2009, Resolution # 2036; Keller Elementary School - May 17, 2010, Resolution # 2055; Sandburg Elementary School - May 17, 2010, Resolution # 2056; Rose Hill Junior High School - December 6, 2010, Resolution #2074; International Community School - February 28, 2011, Resolution # 2081; Bell Elementary School - April 14, 2011, Resolution #2082; and Rush Elementary School - April 2, 2011 - Resolution #2083; and;

WHEREAS, the Previous Board Resolutions incorrectly reference WAC 392-347-015 instead of the appropriate reference to WAC 392-347-042, and the Office of the Superintendent of Public Instruction requires that the Board of Directors formally acknowledge the correct reference from the Washington Administrative Code.

Resolution No. 2085
New In-Lieu of Modernization
Amended Resolutions
May 2, 2011

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Washington School District No. 414 acknowledges that the Washington Administrative Code referenced (WAC 392-347-015) in the Previous Board Resolutions is inaccurate and the Board hereby certifies that the correct reference from the Washington Administrative Code is WAC 392-347-042 and is to be applied to all projects and resolutions listed above.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 2nd day of May 2011.

BOARD OF DIRECTORS
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Attest:

Secretary, Board of Directors

APPROVAL OF MONITORING REPORT
EL-14, ASSET PROTECTION

April 4, 2011

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. At the April 18 board meeting, the Board monitoring report was discussed EL-14, Asset Protection.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-14, Asset Protection, as presented at the April 18, 2011 board meeting.

Lake Washington School District Executive Limitation Monitoring Report

EL-14 Asset Protection
May 2,

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

1. Maintain adequate insurance coverage against theft and casualty losses.	In Compliance	◀ ▶
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Evidence

- The district is a member of the Washington Schools Risk Management Pool, an inter-cooperative group of 75 school districts that provides self-funded and secondary insurance coverage.
- The purpose of the pool is to provide its members the ability and authority to jointly purchase property and liability insurance; establish and maintain a reserve to pay for self-insurance coverage; provide a plan of self-insurance; and provide related services, including a cooperative program of risk management to limit liability exposure.
- The level of the district's insurance is based on analysis by professional risk managers and underwriters advising the Washington Schools Risk Management Pool. Our insurance has been determined to be adequate to meet our exposure and is considered appropriate for a district of our size. Property losses are subject to a \$5,000 deductible with coverage up to \$500 million.

2. Maintain insurance coverage against liability losses to Board members, staff, and the district itself in an amount that is reasonable for school districts of like size.	In Compliance	◀ ▶
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Evidence

- A no-deductible \$20 million liability coverage is provided through the Pool for Board members, staff, and the district.
- The level is based on analysis by professional risk managers and underwriters advising the Washington Schools Risk Management Pool and has been determined to be adequate to meet our exposure and is considered appropriate for a district of our size.

3. Ensure the employees who handle district and school funds are bonded.	In Compliance	◀ ▶
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Evidence

- Bonds are current and in force as follows:
 - A \$5,000 bond for the Superintendent as required by RCW 28A.330.060
 - A bond of \$50,000 for the Controller, as the district's auditing officer, as required by Administrative Policy.

For other district employees who handle funds, the district is provided coverage for the malfeasance of its employees through a \$500,000 crime coverage, subject to a \$5,000 deductible, provided by the Washington Schools Risk Management Pool.

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

4. Ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance.

In
Compliance



Evidence

Facilities

- In order to ensure facilities and related equipment are not subject to improper wear and tear or insufficient maintenance, Support Services’ plans and implements capital (major construction and individual school projects) and maintenance (emergency, planned, preventive and corrective) programs.
- The capital program includes school modernizations and building system upgrades planned through life-cycle analysis and planned assessments. The analysis recognizes that physical assets have a finite life-span and it provides a systematic methodology for renewing and upgrades our schools.
 - The modernization program provides a multi-phased, long-range approach to the modernization of all sites.
 - The capital projects program addresses the replacement and upgrading of individual systems (for example, roofs, ventilation, and floor coverings) within schools.
 - Assessments include the State Study and Survey conducted every six years to evaluate the condition of all district school facilities as well as modernization assessments of schools prior to a new phase of school modernization and also assessments of schools not in the modernization phase for potential capital project needs.
- The maintenance program has an increased focus on planned and preventive maintenance.
 - Maintenance activities that will help deter the early breakdown of equipment and systems are being identified and incorporated into the work request system to ensure they are completed. Inspections are scheduled to ensure the safe and continued operation of vital systems and those that impact human safety. These include inspections such as fire suppression systems, elevators, bleachers, and boilers.
 - Priorities have been established that place a focus on those elements that ensure the buildings are warm, safe and dry. Discretionary requests are deferred and completed to the extent that resources permit.

Transportation

- The district’s bus, automobile, and maintenance vehicle fleet is managed through the Transportation Department utilizing the Versatran’s Fleet Vision Work Order System.
- Twice each year, the Washington State Patrol inspects vehicles that transport students and the district consistently receives high grades. During the 2009-2010 school year, the district scored 97% on the surprise inspection of 31 buses and 99% on the planned inspection of 123 buses. The district received recognition from OSPI and the Washington State Patrol.

Technology

- The district’s significant investment is managed through a two-tiered system composed of planned periodic equipment replacement and ongoing corrective maintenance.
- The district’s Technology Plan calls for the phased replacement of staff and student computers every five years funded by the Capital Levy. This ensures equipment is relatively current while still obtaining a reasonable life-cost benefit to the district.

EL-14 Asset Protection

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

4. Ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance.	In Compliance	◀ ▶
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Evidence {continued}

- Ongoing maintenance of technology equipment is accomplished through the Technical Operations department. A centralized district help desk and analyst team, as well as regional technicians, and computer repair staff ensure that equipment is repaired and back in service as soon as possible. During 2010 (Jan-Dec), the technical support staff handled 22,763, support calls that included software issues, hardware problems, Audio/Visual, and application support. The number of calls represents an 8.7% increase compared to the prior year.

5. Protect against negligent exposure of the district, the Board, or staff to legal liability.	In Compliance	◀ ▶
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Evidence

The district is protected against legal liability through the use of 1) training; 2) on-going risk assessment; 3) screening procedures; 4) contractual provisions; 5) regular consultation with district attorneys; and 6) the annual audit by the State Auditor’s Office.

1) Training that is provided to reduce our liability include the areas of:

Training that is provided to reduce our liability includes:	When/How Frequently (Annually/Monthly)	Who received the training?
Employee and Touching	Upon hire (all employees). Annually with all employees by their supervisors.	All new and existing staff, including subs and coaches.
Harassment Training	Same as above	Same as above
Mandatory Reporting of Suspected Abuse	Same as above	Same as above
Driver Safety for Bus and Maintenance Vehicle Drivers	Annually.	Bus Drivers Maintenance Vehicle Drivers
Use of Personal Protection Equipment	Upon hire (all employees). Annually by job classification. As needed.	New employees. Employees in identified job classifications.
Pesticide Application	As needed for certification.	Individual grounds positions as needed
Hazardous Materials Handling	Annually	Science teachers Custodians
Blood-Borne Pathogens	Annually	All employees identified as having exposure
Athletic Liability for Coaches	Upon hire (new employee orientation with department).	New Coaches
Para-educator Liability – upon hire	Upon hire (new employee orientation with department).	New Para educators
Safe Lifting	Para educators - as needed by position Custodians - annually	Para educators Custodians
Adult Crossing Guard Procedures	Annually or at request	IAs New employees in applicable job classification and as requested.
Playground Supervision	Annually or at request	IAs New employees in applicable job classification and as requested

EL-14 Asset Protection

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

5. Protect against negligent exposure of the district, the Board, or staff to legal liability.

In
Compliance



Evidence {continued}

CPR	Included in First Aid through professional development. Renewed as individual certification expires.	Coaches and bus drivers are mandatory. All employees have access through professional development.
Defibrillator Use	Same as above	Same as above for coaches

- 2) On-going risk assessment is performed by the Risk Management Office to limit district exposure and liability. The following areas are included in these activities:
 - safe design and operation of playgrounds
 - environmental health and safety
 - coordination with city and county jurisdictions for the identification of walk routes for elementary students
 - review of trip requests involving students for high hazard activities as identified by the Risk Management Pool. When trips authorized, procedures require that parents provide written permission for the specific activity and indemnification language is included in agreements with outside agencies as appropriate.
- 3) Screening procedures are in place for employees and district volunteers.
 - Individuals seeking employment with the district are screened through a state required disclosure process.
 - Applicants are required to complete a disclosure form requiring full disclosure of both employment history as well as any criminal convictions.
 - The district reviews these disclosure forms to determine, based on the disclosed information, whether an applicant should be considered for employment.
 - If offered a position, all new hires are fingerprinted and run through the Washington State Patrol and FBI. The results are accessed through an OSPI data bank.
 - Contracts for individuals who are contracted to provide services for the District require criminal background clearance as well
 - The district compares the employees disclosure statement to the fingerprint report received from OSPI and any discrepancies are investigated. False or incomplete statements on the disclosure form could result in the employee's immediate termination.
 - The district screens all volunteers who work in the schools every two years.
 - Volunteers must complete a disclosure form and are screened with the Washington State Patrol in order to check for any criminal record.
 - If there is a criminal record, a determination is made, with advice of counsel, on what limitations, if any, should be placed on their volunteering.
 - The district places a strong emphasis on ensuring that adults who have contact with children do not represent a threat to those students.
 - Over 10,300 volunteers have been screened and are in our database.
 - Volunteers are notified by e-mail before their two-year approval is set to expire. A process to make renewing parent applications easier was completed last year within Parent Access.

EL-14 Asset Protection

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

5. Protect against negligent exposure of the district, the Board, or staff to legal liability.	In Compliance	◀ ▶
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Evidence {continued}

- 4) Contractual provisions provide specific language which protects the district against the negligence of others and ensures that adequate insurance is provided when the district employs outside consultants, contractors and vendors. These provisions have been developed in conjunction with and reviewed by district legal counsel.
- 5) Prior to making the employment offer, selected candidates are required to complete a Washington State Sexual Misconduct Disclosure Release form for each school district/school that they have worked for in the past. The release authorizes the District to request from each former district any and all records related to any sexual misconduct the applicant was investigated for and found guilty.
- 6) Each year the State Auditor performs a comprehensive compliance audit of the district.
 - This is done in order to ensure the proper use of public funds and assets and to ensure that appropriate internal controls are in place to prevent loss, fraud, and abuse.
 - In the latest completed audit for the period September 1, 2008 through August 31, 2009, the State Auditor reported that we complied with state laws and regulations and our own policies and procedures in the areas examined and that the financial reports present fairly, in all material respects, the financial position of the district.
 - The district received no audit findings in the 2008-09 audit.

6. Protect intellectual property, information, files, equipment, and fixed assets from loss or significant damage.	In Compliance	◀ ▶
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Evidence

- Intellectual property is protected through contractual language with vendors, consultants, contracts, and our employees.
 - Contracts with vendors, consultants and contractors contain specific language that establishes ownership of work products and information obtained through the contract and that belongs to the district.
 - Intellectual property rights with respect to certificated employees are addressed in Section 10.18 of the current agreement with the LWEA. Compliance with this provision is not actively monitored but is dealt with on an as needed basis.
- Information is protected both for computer storage and access as well as hardcopy.
 - Electronic data is protected through control of user access, firewalls, and hardware security. Computer data on district servers is backed up daily and critical data is stored off-site in order to provide catastrophic recovery capability. The implementation of the fiber optic Wide Area Network has dramatically reduced data vulnerability due to the centralization of school-based file servers.
 - Hardcopy files are protected through the district’s compliance with the state’s record retention requirements. High vulnerability files such as special education and payroll records are given particular attention through central storage at the warehouse and with microfiche copies.
 - The Printing Services Supervisor is responsible for record retention and advises district departments of the requirements.

EL-14 Asset Protection

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

6. Protect intellectual property, information, files, equipment, and fixed assets from loss or significant damage.

In
Compliance



Evidence {continued}

- Equipment and fixed assets, defined as equipment valued at over \$5,000 and theft sensitive equipment such as computers and printers are managed through the use of the Asset Management System.
 - This system tracks fixed asset equipment from receipt, placement at a site, movement to another site and ultimate disposal.
 - Inventories of fixed assets are performed on a twice every three year frequency. When equipment is found to be missing, central office staff works with the school or department to identify the cause and to develop internal controls to prevent future loss.
 - During the 2009-10 school year, 12,662 pieces of equipment valued at \$6.7 million were inventoried with an overall accuracy rate of 98.7%. Inventory discrepancies were valued at \$99,137.

7. Properly preserve and dispose of all records related to affairs of business of the district.

In
Compliance



Evidence

- Records are retained in accordance with the state's record retention requirements. These guidelines are broad and cover a variety of documents including both student and business records. Disposal of records is scheduled and performed in accordance with these requirements including taking the necessary measures needed to insure the privacy of individuals.

Additional, the CEO shall:

1. Invest funds in securities that are authorized by law.

In
Compliance



Evidence

- All funds were invested through the county treasurer and in accordance with RCW 36.29.020, which restricts the treasurer to investments in savings or time accounts in designated qualified public depositaries or in certificates, notes, or bonds of the United States, or other obligations of the United States or its agencies, or of any corporation wholly owned by the government of the United States.

EL-14 Asset Protection

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

2. Acquire, encumber, or dispose of real property only with Board authorization.	In Compliance	◀ ▶
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Evidence

- No real property has been acquired or disposed of without Board action or knowledge.
 - Acquire - During the 2009-10 school year, the district did not acquire any real property.
 - Encumber - Board Resolution No. 02 of April 1, 1982 authorizes the Superintendent and the Director of Support Services the authority to grant utility easements on district owned property. There were nine (9) utility easements granted in the 2009-10 school year. The easements and covenants granted were as follows:

Date	Site	Type	Receiver
9/3/09	15	Rose Hill Elementary – Water	City of Kirkland
9/3/09	15	Rose Hill Elementary – Drainage	City of Kirkland
9/9/09	91	Nike Site – Slope	King County
9/9/09	91	Nike Site – Access	King County
1/14/10	25	Frost Elementary – Water	Northshore Utility District
1/14/10	25	Frost Elementary – Sewer	Northshore Utility District
3/3/10	91	Nike Site – Access	King County
6/3/10	91	Nike Site – Electrical	Puget Sound Energy
6/9/10	82	Juanita High School – Electrical	Puget Sound Energy

- Dispose - Disposal of property must have Board action. This includes any dedication or conveyance of property. During the 2009-10 school year, there were no dedications or conveyances of property.

Attached is a list of properties owned by the district is shown on Table 3 and 4 of the Board adopted Capital Facilities Plan, as of August 23, 2010.

Executive Limitation: The CEO shall ensure assets be protected, adequately maintained, appropriately used, and appropriately risk free. Accordingly, the CEO shall:

3. Protect the district’s public image and credibility.

In
Compliance



Evidence

- The CEO and district staff members have not taken an action that would endanger the district’s image or credibility with both staff and the community.
- The district considers the impacts of any proposed initiative, action, or task and seeks input from those who may be affected. Community input was sought for the levy measure through in-person open house meetings, an online survey and a telephone survey. Groups like the PTSA Council or Community Tech Committee also provide valuable input during the planning of any change or new effort.
- Information on important district issues is provided to staff through a regular Focus staff newsletter and a weekly District Digest to principals.
- During the last year, the District has not been faced with many significant media issues. The proposed levy was a major story that resulted in quite a few letters to the editor, opinions that are not easy to respond to. The district is limited in its ability to communicate during a campaign but significant amounts of information were provided concerning current student enrollment and projections.
- One story that did take us by surprise was the filing of charges resulting from the Redmond High School drug arrests of last year. The Redmond Police PIO who kept us informed on the arrests was out of town when charges were filed and the district was not made aware of them. Some early reports made it sound as though these were additional arrests when they were actually charges filed against the students originally involved. We did work to get that corrected where possible.

Summary and Explanation of Partial Compliance:

No areas identified as Non-Compliant

I certify the above to be correct as of May 2, 2011.

Chip Kimball, Superintendent

2009-2010 Inventory and Capacities of Existing Schools

* <u>Juanita Area</u>	<u>Address</u>	<u>Capacity (w/ portables)</u>
25 Frost Elementary	11801 NE 140th	426
03 Juanita Elementary	9635 NE 132nd	299
04 Keller Elementary	13820 108th NE	473
26 Muir Elementary	14012 132nd NE	460
06 Discovery Community School	12801 84th NE	92
06 Sandburg Elementary	12801 84th NE	598
02 Thoreau Elementary	8224 NE 138th	414
63 Finn Hill Jr. High	8040 NE 132nd	558
60 Environmental & Adventure School	8040 NE 132nd	126
67 Kamiakin Jr. High	14111 132nd NE	726
82 Juanita High School	10601 NE 132nd	1,380
<u>Kirkland Area</u>		
07 Bell Elementary	11212 NE 112th	414
96 Community School	11133 NE 65th	69
16 Franklin Elementary	12434 NE 60th	460
09 Kirk Elementary	1312 6th Street	472
10 Lakeview Elementary	10400 NE 68th	449
15 Rose Hill Elementary	8044 128th NE	415
18 Rush Elementary	6101 152nd NE	437
14 Twain Elementary	9525 130th NE	552
96 International Community School	11133 NE 65th	390
65 Kirkland Jr. High	430 18th Avenue	610
84 Northstar Jr. High	12033 NE 80th	105
69 Rose Hill Jr. High	13505 NE 75th	654
61 Stella Schola	13505 NE 75th	84
80 Best High School	10903 NE 53rd St	224
84 Lake Washington High	12033 NE 80th	1,380
<u>Redmond Area</u>		
53 Alcott Elementary	4213 228th NE	598
19 Audubon Elementary	3045 180th NE	437
46 Dickinson Elementary	7040 208th NE	518
24 Einstein Elementary	18025 NE 116th	437
46 Explorer Community School	7040 208th NE	92
22 Mann Elementary	17001 NE 104th	391
23 Redmond Elementary	16800 NE 80th	438
21 Rockwell Elementary	11125 162nd NE	506
41 Rosa Parks Elementary	22845 NE Cedar Park Crescent Dr	575
32 Wilder Elementary	22130 NE 133rd	552
74 Evergreen Jr. High	6900 208th NE	864
71 Redmond Jr. High	10055 166th NE	908
85 Redmond High School	17272 NE 104th	1,431
<u>Sammamish Area</u>		
54 Blackwell Elementary	3225 205th PL NE	552
52 Carson Elementary	1035 244th Ave NE	506
57 McAuliffe Elementary	23823 NE 22nd	644
58 Mead Elementary	1725 216th NE	587
56 Smith Elementary	23305 NE 14th	621
77 Inglewood Jr. High	24120 NE 8th	1,095
78 Renaissance Jr. High	400 228th NE	84
86 Eastlake High School	400 228TH NE	1,526

* Note: See Table 4a for District Map. Locations indicated by numbers stated in this column.

* Note: "Standard capacity" does not include capacity for special programs as identified in Section III

Inventory of Undeveloped Land

Site # *	Area	Address	Jurisdiction	Status
	<u>Juanita Area</u>			
	None			
	<u>Kirkland Area</u>			
27	Elementary	10638 – 134 th Ave. NE	Redmond	In reserve ***
	<u>Redmond Area</u>			
28	Elementary	172 nd NE & NE 122 nd	King County	In reserve ***
31	Elementary	Redmond Ridge East	King County	In reserve ***
33	Elementary	194 th NE above NE 116 th	King County	In reserve ***
59	Elementary	Main & 228 th NE	Sammamish	In reserve ***
73	Undetermined	4213 – 228 th NE	King County	In reserve ***
75	Undetermined	22000 Novelty Hill Road	King County	In reserve ***
90	Undetermined	NE 95 th & 195 th NE	King County	In reserve ***
91	Undetermined	NE 95 th Street & 173 rd Place NE	King County	In reserve ***
99	Bus Satellite	22821 Redmond-Fall City Road	King County	In reserve ***

Footnotes

“*” = See Table 4a for a District map. Locations indicated by numbers stated in this column.

“***” = “In reserve” refers to sites owned by the District. While the District does not anticipate construction school facilities on these sites within these six years, they are being held for the District’s long term needs.

APPROVAL OF MONITORING REPORT
EL-15, FACILITIES

April 4, 2011

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. At the April 18 board meeting, the Board monitoring report was discussed EL-15, Facilities.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-15, Facilities, as presented at the April 18, 2011 board meeting.

Lake Washington School District Executive Limitation Monitoring Report

*EL-15 Facilities
May 2, 2011*

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board's End Results policies
Accordingly, the CEO shall:

1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall: (a) Assign highest priority to the correction of unsafe conditions; (b) Include maintenance costs as necessary to enable facilities to reach their intended life cycles; and, (c) Disclose assumptions on which the plan is developed, including growth patterns, and the financial and human capital impact individual projects will have on other parts of the organization.

In
Compliance



Evidence

Long Term Facilities Planning

Support Services conducts integrated construction, renovation, and maintenance planning with the understanding that planning and related activities in any one of these areas will impact each other, other areas of the organization and the educational learning setting. All facilities planning is based on: (1) the mission and goals of the District; and (2) long-, mid-, and short-range facility planning strategies for capital, maintenance, and utilities. The tools and outcomes of the District facility planning include:

- Six-Year Capital Facility Plan
- Enrollment projections
- Life cycle system replacement, school modernization and new school or school expansion planning for levy and bond measures
- Planned and preventive maintenance
- Macro project and maintenance scheduling
- Capacity studies
- Cash flow
- Boundary processes

The annual District Six-Year Capital Facility Plan addresses the:

- District's educational program direction and needs
- identifies the level of service for the types of space provided and teacher/student ratios
- impact of student enrollment projections on school capacities
- inventory of District facility space (both permanent space and portable classroom space) and sites
- identification of major projects that address capacity needs within the six-year timeframe of the report

This six-year plan is presented to the Board of Directors for approval each year and is the basis for receiving school impact fees from unincorporated King County, the City of Sammamish, and the City of Redmond for new residential development. The City of Kirkland did not adopt impact fees in the 2009-2010 school year requiring the District to seek mitigation fees from proposed developments within that city.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies Accordingly, the CEO shall:

1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall: *{see page 1}*

In
Compliance



Evidence {continued}

In addition to the Six-Year Capital Facility Plan, other District-generated data is involved in long-term facility planning that impact both capital and general fund facilities projects:

- State Study and Survey with Building Condition Evaluations
- Educational Specifications
- Maintenance work order reports
- Metrics and trending
- Occupancy plans and capacity studies
- Past bond and levy planning
- Total cost of ownership studies
- Predictive and planned work orders
- School/site surveys

Support Services continues to prepare for an additional state required planning tool, known as the Asset Preservation System (APS). The state implementation of the system began in the 2009-2010 school year. In response to APS, the Board adopted a District policy regarding APS in March 2009. Subsequently, the District a procedure and program have been developed along with the alignment of the plan with the State Study and Survey planning to be ready for the 2010-2011 implementation of the APS.

Planning for major system upgrades, replacements, and other capital projects is incorporated into voter-approved measures. These projects benefit maintenance resources and occupant satisfaction. They are usually identified by:

- anticipated life cycle replacement
- health and safety concerns
- business continuance
- needs identified by individual schools
- Support Services’ staff inspections and assessments
- third party (vendors and contractors) sources
- site staff

With a continued general fund budget shortfall anticipated for the 2010-2011 fiscal year in 2009-2010, Support Services considered “utility consumption reduction” projects a high priority in their planning with the intent to save the District \$450,000 in utility costs during the 2009-2010 school year. That savings goal was surpassed.

In addition, near the beginning of the 2009 calendar year , Support Services began the data gathering and scenario planning for the 2009-2010 levy and bond measures that would go to the voters in February 2010. These projects were summarized and first presented to a community-based Capital Facilities Advisory Committee, then the citizen based bond/levy committee, which was then followed by introducing them to the community for input on priorities and recommended level of funding through ballot measures. While the capital facilities levy was passed by District voters, the proposed bond measure did not pass. The defeat of the bond measure led to the planning for a capital projects levy that would go to the voters in February 2011.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies Accordingly, the CEO shall:

- | | | |
|--|------------------|-----|
| 1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall: <i>{see page 1}</i> | In
Compliance | ◀ ▶ |
|--|------------------|-----|



Evidence {continued}

Capital Facility Project Planning

In order to meet the schedule to complete Phase 2 School Modernization projects by the start of the 2014 calendar year, Support Services undertook a major revision to the management of the School Modernization and Capital Project program in 2009-2010. The revision centered on adopting a hybrid model to capital project management utilizing both in-house and contracted project management personnel. Through an Request for Qualifications (RFQ) process, the District: established requirements and criteria; solicited requests for qualifications; screened submittals; and, interviewed four finalist firms. The outcome of the process was the award of a contract with Heery International for the management of the capital program as well as management of capital projects. Subsequently, since February 2010, the capital program has exceeded expectations in productivity by not only aligning School Modernization projects with overall District program schedule, but also (but not limited to) establishing: Capital Project Management procedures; Design Guidelines and Standards; an automated financial tracking system; an automated “design team – contractor – District” communication system to track construction issues; a Principal Guide to School Modernization; and, the development of reporting processes. The retooled program restarted the remainder of the Phase 2 School Modernization projects so that eight major projects were on-line at various stages in the 2009-2010 school year with the goal to have all completed by the beginning of the 2014 calendar year. In addition, Heery began the development of the Capital program priority system and life cycle tracking system for the 2010 capital levy facilities projects. This new management model and developed systems has resulted in greater efficiencies and consistencies between projects along with greater customer satisfaction with the process.

Planning here is divided into two areas:

1. Major School Construction Projects (i.e. school modernization, new schools, and additions). This program:
 - provides a long-range systematic approach to planning and the extension of the useful life of buildings;
 - supports the educational delivery model adopted by the District
 - plans for 40-50 year building solutions;
 - places all schools in the District on a schedule for possible modernization in the future. Further, it assumes that, after the fourth phase in 2029, the four-phased cycle would begin again. Current decisions in building planning and design are done with the goal of future modernization and not necessarily replacement of facilities once the cycle starts over, depending upon building condition and educational program needs at the time
 - supported the start of a Facilities impact study in 2008-2009 that continued into 2009-2010, in relation to school configuration and new construction, initiated because of capacity issues at the elementary level

EL-15 Facilities

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In
Compliance



Evidence {continued}

- phases the modernization program so that it includes the following schools and timeframes:

<i>Phase</i>	<i>Timeframe</i>	<i>Schools/Sites</i>
Phase 1 <i>(complete)</i>	1998 – 2005	Audubon El, Twain El, Lakeview El, Redmond Jr, Thoreau El, Redmond High School, Kirkland Jr, Mann El, Franklin El, Juanita El, Rose Hill El
Phase 2 <i>(in progress)</i>	2006 – 2013	Site 52 El (Carson), Frost El, Lake Washington High & Northstar Jr, Finn Hill Jr, & Environmental Adventure School, Rush El, Rose Hill Jr, Sandburg El & Discovery School, ICS & Community El, Muir El, Keller El, Bell El
Phase 3	2014 – 2021	Juanita High School, Kamiakin Jr, Kirk El, Mead El, Rockwell El, Evergreen Jr, Alcott El, Smith El, Wilder El
Phase 4	2022 - 2029	McAuliffe El, Inglewood Jr, Dickinson El, Eastlake High School, Best High School, Support Services, Einstein El, Redmond El, Blackwell El

- Before the start of each phase, the educational specifications for elementary, junior high, and senior high schools are updated for use for the assessment and planning baseline for school construction for the subsequent modernization phase.
- In February 2006, voters approved a \$436 million Bond measure to fund Phase 2 of the school construction and modernization program.
- Projects that involve new school construction (e.g. Rosa Parks Elementary and Carson Elementary schools) will be added to the long-range school modernization plan phases that occur after Phase 4 (2022-2029).
- Planning, design and construction of Phase 2 School Modernization projects in 2009-2010 included:
 - *Frost Elementary School* – Construction is complete and the modernized school opened in September 2009.
 - *Lake Washington High School* – In construction. The gymnasium and athletic building opened on time in May 2010. The remainder of the school is projected to open in September 2011.
 - *Finn Hill Junior High School* – Design and bidding was completed in 2009-2010. Construction started in the summer of 2010. The school is projected to open in September 2011.
 - *Muir Elementary School* – Design for this school restarted in February 2010. A site earthwork and grading construction contract was awarded with that work completed in September 2010. Building construction began in the winter of 2010. The school is projected to open in 2012.
 - The remainder of the Phase 2 School Modernization projects began their planning toward the end of the 2009-2010 school year. Those projects include: Keller Elementary, Sandburg Elementary, Rose Hill Junior High, Rush Elementary, Bell Elementary, and ICS/Community Elementary School.

EL-15 Facilities

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1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall: <i>{see page 1}</i>	In Compliance	◀ ▶
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Evidence {continued}

- *New School Construction* projects are based on the evaluation of student enrollment trends and student housing capacity. Current planning indicates the need for at least two additional elementary schools (the Redmond Ridge East development and another in the north Redmond area). These projects are dependent upon approval of future capital funding measures.

2. Individual Capital Projects

- Project implementation is planned in light of: building and site system/component life cycles, facility assessments, maintenance work order reports, school surveys and requests, third-party sources, and resource capacity.
- In addition, emphasis in 2009-2010 was placed on capital projects that would reduce utility costs in order help offset general fund budget reductions. Due to this priority, the District applied for and received \$3,263,754 in grant monies to implement energy saving projects at various schools.
- Capital improvement requests are received and tracked via the same web-based electronic system that tracks maintenance, repair, and operations work requests. Consideration is made for the District’s/site’s educational calendar and school specific events in order to minimize disturbance as well as cash flow and resource capacity to manage the projects.
- Because of the growth in the number of students in the District in 2009-2010, capacity projects were implemented. Those included portables being added to Rosa Parks Elementary (4 portable classrooms), Einstein Elementary (1 portable classroom), and Rockwell Elementary (2 portable classrooms). In addition, the art/science rooms at Lakeview Elementary and Rose Hill Elementary were converted into regular classrooms.
- Capital improvement requests (CIR’s) received and completed:

	<i>2009-2010</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>	<i>2005-06</i>
<i>CIR’s received</i>	167	463	249	225	331
<i>CIR’s completed</i>	85	195	186	218	187

The types of projects completed in 2009-2010 included energy and utility projects, portables, ADA enhancements, conversion of common spaces into classroom spaces, playfields, flooring projects, weatherization of buildings, etc.

Correcting Unsafe Conditions

Support Services’ Facilities (both capital projects and maintenance) has established systems to assign the highest priority to the correction of unsafe conditions. Safety and health is the first priority when assessing the importance and scheduling of a facilities request.

Individual Capital Project Prioritization

- Capital requests identified during the levy process and determined to address health and safety issues receive the highest priority. The capital projects team also prioritizes health and safety issues that arise during the levy cycle during regular in-house Capital Project Committee meetings. Also, twice a year, a community-based Capital Facility Projects Advisory Committee helps to affirm the prioritization and focus of capital projects.

EL-15 Facilities

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1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall: *{see page 1}*

In
Compliance



Evidence {continued}

- Capital improvement requests are assessed by the following priorities (listed in order of priority):
 - Health and safety (includes seismic and accessibility – i.e. ADA and special needs improvements)
 - System life-cycles (A major planning component of the 2010 capital levy)
 - Energy and resource conservation
 - Compliance
 - Program changes
 - Building systems and site improvements
 - Playground, fields and athletic facility improvements

Maintenance, Repair & Operations (MRO) Prioritization

- Similarly, safety and health conditions are corrected either through “emergency” or “high” priority work requests.
 - The following chart shows the number of maintenance work requests received by priority:

Maintenance Work Requests by Priority

	<i>2009-10</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>	<i>2005-06</i>
<i>Emergency</i>	89	49	48	70	76
<i>High</i>	546	439	609	305	475
<i>Medium</i>	9,246	8,577	8,044	7,558	8,461
<i>Low</i>	80	65	118	7	12
<i>Safety</i>	10	2	5	2	9
<i>Scheduled</i>	245	285	60	29	24

- Priorities are intended to serve as a response levels for MRO, and as the basis of understanding for processing and appropriate disposition of work requests inside the department.
 - *Emergency Priority* (Goal 0 day response with a 0 to 2 day resolution): Immediate danger to health, welfare or safety of persons using facility, violations of fire/safety codes, repair to fire safety/security detection systems, or major disruption to the educational program.
 - *High Priority* (Goal 0 to 5 days resolution): Cause serious disruption to educational programs, instructional needs of existing programs or work which will result in additional damage if not corrected.
 - *Medium Priority* (Goal 0 to 20 days resolution): Program, or building system need that does not immediately affect programs, education or building systems, code/regulation, work to relieve a continuing problem.
 - *Low Priority* (Goal 0 to 365 days resolution): Conditions identified as non-hazardous, non disruptive to existing educational program, will remain stable under continued normal use
 - *Scheduled Priority*: Work that requires detailed or long-range planning, non-maintenance facility adaption or expansion work

EL-15 Facilities

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Evidence {continued}

- Average responses to work requests remained the same in 2009-2010.

Maintenance Work Request Time to Close (in days)

	<i>2009-10</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>	<i>2005-06</i>
<i>Average for all requests</i>	24	24	24	35	24
<i>Emergency</i>	6	7	5	12	3
<i>High</i>	12	16	22	41	23
<i>Medium</i>	25	24	34	35	25
<i>Low</i>	16	15	33	38	43

- Time to resolve a work order is shorter than time to close it.
- The reduction in the average days to close work requests in the "emergency" and "high" categories is due to a greater focus on work order performance and the use of maintenance metrics.
- "Medium" priority requests increased in response time because requests remain open until issues are completely resolved.
- "Low" priority requests closed faster than medium because 60% of the low priority requests were Grounds related. Grounds work is largely comprised of scheduled mowing, spraying, pruning, etc. Grounds receive fewer work order requests per person and the requests are simpler to perform allowing them to work them into the schedule faster.
- MRO began running "aging" reports in 2009-2010 to identify any work requests that were 30, 60 or 90 days old. Once identified, supervisors met with trades staff to reprioritize aged requests.
- The following chart shows the number of planned and requested maintenance work request and their resolution:

Maintenance Work Order (W/O) Report

	<i>2009-10</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>	<i>2005-06</i>
<i>Requested Maintenance W/O Submitted</i>	10,216	9,417	9,991	8,482	9,202
<i>Planned Maintenance W/O Submitted</i>	6,502	4,484	765	21	2
<i>Total W/O Submitted</i>	16,718	13,901	10,756	8,503	9,204
<i>Total Requested Maintenance W/O Completed</i>	9,900	9,031	9,053	8,815	8,172
<i>Total Planned Maintenance W/O Completed</i>	6,502	4,484	765	21	2
<i>Total W/O Completed</i>	16,402	13,515	9,818	8,836	8,174
<i>Total Maintenance W/O's Denied</i>	8	5	1	24	27
<i>Total Req. Maint. W/O Remaining Open at Years End</i>	316	386	538	395	1,030
<i>Total Planned Maint. W/O Remaining Open at Years End</i>	0	0	0	0	0
<i>% Open W/O Completed</i>	95.9%%	93.6	88%	92.9	--

EL-15 Facilities

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In
Compliance



Evidence {continued}

Unplanned Incidents

- There were several unplanned facility incidents in 2009-2010. All were addressed without any loss of school days.
 - During the winter of 2009, both Twain and Audubon Elementary Schools experienced frozen pipes due to the single digit temperatures. Both incidents occurred the first week of winter break. Crews worked around the clock so that both schools were able to open the first day of school after winter break.
 - Evergreen Junior High School and Dickinson Elementary School had a sewage line (shared by both schools) blockage in 2009. It resulted in the need to create alternative means to handle the sewage waste from the schools so that they could remain open.
- Site staff alerts Support Services to unsafe conditions during the day or to the emergency on-call service after hours. In addition, someone from the facilities group is always available to respond to emergencies reported during the day or off hours.
- Weather conditions are regularly monitored in preparation for potential damaging storms.

Enabling facilities to reach their intended life cycles

Capital Projects and MRO work together to enable site and building systems to reach their intended life cycles. That is done in tandem through life cycle planning, standards review, planned replacement of equipment, planned maintenance, and also, capital improvement request and maintenance work request assessment and planning. Life cycle planning is foundational, informs and gives direction to how capital and maintenance teams prioritize and approach their work.

The life cycle plan is managed by Capital Facilities with input from Maintenance and School Modernization. The plan is the heart of the Asset Preservation System (APS) which in turn helps avoid the risk of deferred maintenance or replacement of equipment to the extent possible.

Individual Capital Projects

In 2009-2010, life-cycle planning was formalized. It was used as the basis for the February 2010 capital facilities levy planning and focuses on scheduled system upgrades at the end of a systems life cycle. Building and site systems tracked include (but are not limited to): heating and ventilation; roofing; lighting; fire; water piping; flooring; and so on. The life-cycle methodology looks at whole systems at a site instead of just a few units or areas. For example, if the heating and ventilation system at a school is at the end of its life-cycle, the goal is to upgrade the entire heating and ventilation system for the building.

Life-cycle planning not only matches project load with available resources but also ensures appropriate cash and project flow with the goal of reducing the need for additional general fund resources in the future. In addition, it informs the MRO preventive maintenance (PM) system so that PMs are accomplished in a timely manner during the life of a system in order for that system so that the life of the system is not shortened.

EL-15 Facilities

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In
Compliance



Evidence {continued}

Maintenance, Repair, and Operations (MRO)

The MRO team is responsible for maintaining (preventive and active), repairing (reactive) and operating of existing buildings, building systems, and sites to extend their useful life.

- MRO planned and regular maintenance is managed through a formalized preventive maintenance (PM) program that is informed by life-cycle planning.
 - The preventive maintenance process allows for appropriate scheduling of maintenance work in order to address system requirements that extend the useful life of equipment.
 - In 2009-2010, MRO increased the number of PM work orders addressed throughout the District. In 2008-2009, 4,484 PM work orders were issued. That number increased 2009-2010, when 6,502 PM work orders were issued.
 - The MRO electronic work request system helps measure Support Services’ 27 trades staff utilization and efficiencies, provide a means to determine work-load allocation, reduce turn-around time, and provide for short- to mid-range planning. The shift in the emphasis of work is toward planned (predictive and preventive work orders) instead of only reactive work (emergency and repair work orders).
- The 2009-2010 fiscal year refined MRO department metrics introduced in 2007-2008.
- MRO also keeps a master maintenance schedule to ensure that required inspections and regular code required items are performed.

Disclosing planning assumptions

Planning assumptions for major capital projects are included as part of the Six-Year Capital Facilities Plan.

Planning assumptions for smaller capital projects, maintenance and utilities have revolved around the assumption of inadequate state funding, increases in unfunded mandates, and increased costs for goods and services. These conditions have resulted in the district’s need to invest capital resources to offset maintenance and other general fund costs.

A major component of planning in 2009-2010 was in area of utility management. The goal was to implement capital project strategy that resulted in the reduction of utility consumption. Along with life-cycle projects, utility projects became the focus of the 2010 levy. The District took advantage of grant monies available through the Department of Commerce, the Office of the Superintendent of Public Instruction, and Puget Sound Energy to leverage levy dollars allowing the District to accomplish more utility related projects and, in turn, save general fund dollars.

Utility Management

Support Services had oversight of a \$5,665,000 million utility budget in 2009-2010. Utilities include electricity, natural gas, water, sewer, surface water management (SWM), garbage, and recycling.

- Along with District staff’s greater awareness of the need to be conscience about utility consumption, the implementation of utility related capital projects has allowed the annual budget for utilities to remain about the same.

EL-15 Facilities

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In
Compliance



Evidence {continued}

	<i>2009-10</i>	<i>2008-09</i>	<i>2007-08</i>
<i>Annual Budget</i>	5,665,000	\$5,665,000	\$5,200,000

- This is notable in light of modernized schools having more square footage than non-modernized schools.
- For the 2009-2010 school year, the District set a goal of reducing utility costs by \$450,000 vs. the 2009-2010 budget total for utilities. That goal was met.
- It is to be noted that in addition to the capital outlay for utility projects, other factors led to savings in 2009-2010. Those factors included: unusually warm weather; a natural gas rate decrease; opening a modernized Frost Elementary; and, continued effort on the part of all District staff to reduce energy consumption.

- Rate Changes

	<i>2009-10</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>
<i>Natural gas</i>	-17%	12%	4%	3.9%
<i>Electricity</i>	2.8%	3.5%	2%	-2.7%

- Though utility rates increased over the years, the RCM strategy (*accounting measures, behavioral awareness, and capital projects*) has resulted in decreasing resource consumption, significantly offsetting rate increases. In fact, 2005 energy consumption totals multiplied by 2010 utility rates show that the District would have paid approximately \$865,000 more in energy costs in the 2009-2010 fiscal year. On average, LWSD conservation efforts are saving the District nearly \$1.5 million/yr in avoided utility costs.

- Modernized vs. Non-modernized School Energy Consumption

The District tracks the utility and energy consumption to assess planning and inform design of modernized schools.

Energy Cost & Consumption

	<i>Modernized Schools</i>		<i>Non-modernized schools</i>	
	<i>2009-10</i>	<i>2008-09</i>	<i>2009-10</i>	<i>2008-09</i>
<i>Average energy cost per square foot</i>	\$0.98	\$1.08	\$1.16	\$1.32
<i>Average energy cost per student</i>	\$117.00	\$150.79	\$141.00	\$177.72
<i>Average non-energy cost per square foot</i>	\$0.23	\$0.32	\$0.35	\$0.58
<i>Average non-energy cost per student</i>	\$26.00	\$44.43	\$45	\$50

- Utility management also includes oversight of storm water management (SWM) fees.
 - These fees are paid out of the general fund and not generally defrayed by capital projects. However, by review and correction of SWM calculations and implement of SWM strategies on new projects, the costs seem to have leveled off.

EL-15 Facilities

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Evidence {continued}

- The only jurisdictions requiring SWM fees are the City of Kirkland and the City of Redmond. Fees in King County and the City of Sammamish are waived based on District curriculum related to storm water and environmental concerns.

<i>Fiscal Year</i>	<i>Kirkland SWM Fees</i>	<i>Redmond SWM Fees</i>
2009-2010	\$187,351	\$184,579
2008-2009	\$187,351	\$174,520
2007-2008	\$195,288	\$184,546
2006-2007	\$173,557	\$175,355
2004-2005	\$146,500	\$123,000

2. Secure board authorization before building or undertaking major renovation of buildings.	In Compliance	◀ ▶
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Evidence

Board authorization for major renovation is secured as follows:

- Board authorization of building and major renovation projects/programs is done by
 - approval of proposed bond and capital levy measures
 - approval of the annual capital budget
 - awarding of contract for major construction or modernization projects
- Board approval is also sought for the related construction activities for major construction and modernization projects:

<ul style="list-style-type: none"> ○ Facilities State Study and Survey ○ Selection of the architects ○ New-in-lieu or modernization construction ○ Final project educational specifications ○ Verification that project will not result in or aggravate a racial imbalance 	<ul style="list-style-type: none"> ○ Assures commitment to build the project ○ Value engineering analysis ○ Constructability review ○ Award of the construction contract ○ Change orders ○ Commissioning report ○ Final acceptance of project
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- Board authorization for major projects in 2009-2010 included:
 - On June 21, 2010, the Board awarded a construction contract to Babbit Neuman Construction Company for the construction of a new school in lieu of modernizing Finn Hill Junior High School.
 - On July 19, 2010, the Board awarded a construction contract to Allied Construction, Inc. for the construction of a new school in lieu of modernizing Muir Elementary School.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies. Accordingly, the CEO shall:

3. Recommend land acquisition by first determining growth patterns, comparative costs, construction and transportation factors, and environmental factors.	In Compliance	◀ ▶
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Evidence

There were no acquisitions of land in the 2009-2010 fiscal year.

4. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.	In Compliance	◀ ▶
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Evidence

Major school modernization construction budgets did not substantially change from approved plans in 2009-2010.

Schedules

- Phase 1 School Modernization for eleven schools started in 1998 and concluded in 2005. All projects were completed within the program timeframe.
- Phase 2 (also for eleven schools and includes one new school - Carson Elementary) started in 2006 and will conclude in 2014.

<i>Phase 2 Schools</i>	<i>School Opening per 2006 Bond Schedule</i>	<i>School Opening per 2009-2010 Bond Schedule</i>
<i>Carson Elementary</i>	2008	2008 (complete)
<i>Frost Elementary</i>	2009	2009 (complete)
<i>Finn Hill Junior High</i>	2010	2011 (under construction)
<i>Muir Elementary</i>	2010	2012 (under construction)
<i>Lake Washington High</i>	2011	2011 (under construction)
<i>Rush Elementary</i>	2011	2013
<i>Sandburg Elementary</i>	2012	2012
<i>Rose Hill Junior High</i>	2012	2013
<i>Keller Elementary</i>	2013	2012
<i>ICS/Community</i>	2013	2013
<i>Bell Elementary</i>	2014	2013

EL-15 Facilities

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4. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.	In Compliance	◀ ▶
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Evidence

Budgets

- Phase 1 (1998-2005) School Modernization projects were within the program budget of the 1998 bond measure.
- The following chart shows the budget and expenditures for Phase 2 (2006-2013) modernized schools through the end of 2009-2010. To date, two Phase 2 schools have completed construction (Carson and Frost Elementary Schools).

	<i>Amount Budgeted</i>	<i>Amount Spent</i>	<i>Reason for Overage</i>
<i>Carson Elementary</i>	\$24,975,000	\$26,386,000	Sewer connection, land improvements & railing corrections
<i>Frost Elementary</i>	\$25,600,000	\$24,091,360	
<i>Lake Washington High School</i>	\$88,878,000	\$62,843,341	In Progress
<i>Finn Hill Junior High</i>	\$46,600,000	\$7,970,240	In Progress
<i>Muir Elementary</i>	\$27,825,000	\$2,138,119	In Progress
<i>Keller Elementary</i>			In Design
<i>Sandburg Elementary</i>			In Design
<i>Rose Hill Junior High School</i>			In Design
<i>Bell Elementary</i>			In Design
<i>Rush Elementary</i>			In Design
<i>ICS/Community Elementary</i>			In Design

Change Orders

- Phase 2 School Modernization project change order (CO) percentage summary, as of the end of the 2009-2010 school year, is shown in the following chart:

	Type of Project	Change order % in construction contract dollar change *	Status
<i>Carson Elementary (Fall 2008)</i>	New	9.65%	Completed
<i>Frost Elementary (Fall 2009)</i>	New-in-Lieu	3.93%	Completed
<i>Lake Washington High School</i>	New-in-Lieu	3.36%	In Construction
<i>Finn Hill Junior High</i>	New-in-Lieu	0%	In Construction
<i>Muir Elementary</i>	New-in-Lieu	0%	In Construction

Average of all Phase 2 completed projects 6.79%

* Change order % reflects dollar percentage change from the original construction contract amount to the ending construction contract amount.

- At this point, for all Phase 2 modernization projects that are complete, the average CO percentage is 6.79. The average CO percentage for all projects (complete and in construction) is 5.65%. These percentages reflect the difference from the original construction contract dollar amount to the final contract dollar amount that includes board approved change orders.
- The District continued to be below best practices benchmarking that average modernization projects around a 10% change order rate. The District target is to have no more than a 7% change order rate.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies Accordingly, the CEO shall:

4. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.	In Compliance	◀ ▶
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Evidence

- The chart below shows the average % of change orders for completed Phase 1 and 2 School Modernization and new construction projects.

<i>Phase 1 Schools</i>	<i>Type of Project</i> Modernization, New-in-Lieu & New	<i>Average change order % in construction contract dollar change *</i>
<i>Phase 2 Schools</i>	Modernization, New in Lieu & New	6.09%
Average of all Phase1 & 2 completed projects		6.44%

* Change order % reflects dollar percentage change from the original construction contract amount to the ending construction contract amount.

5. Provide students and staff with an uncompromised and healthy environment.	In Compliance	◀ ▶
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Evidence

- **Inspections of Vital Systems**
Periodic inspections are completed in order to ensure the safe, continued operation of vital systems (those that impact human safety or are essential for occupancy of a building) and compliance. The District utilizes both in-house staff and outside vendors in conducting inspections. Site and building systems inspected include:

<i>Inspectors</i>	<i>Systems Inspected</i>
Custodians	Playgrounds, sites/walkways, fire extinguishers, moveable walls/curtains, asbestos, roof drains, toilet fixtures, faucets/blubbers, generators, HVAC air filters, portable ramps, interior/exterior lighting, indoor environmental concerns.
Trades	Water flushing systems, oil separator, HVAC controls monitoring, fire extinguishers, bleachers, irrigation systems, playground surfacing, pavement/concrete walks, science lab acid neutralization tanks.
Vendors	Fire alarm systems, fire sprinkler systems, alarm systems, drinking water backflow devices elevators boilers/pressure vessels, kitchen fire suppression/hoods/grease traps, bleachers/grandstands, asbestos, sewer lift stations, surface water management, water quality

- **Custodial Services**
Custodial operations management made a major change in 2009-2010. It transitioned from a decentralized site based management model to a centralized model. The shift in the management model included:
 - The outsourcing of custodial management and supervision to SODEXO AMERICA, LLC.
 - Consolidating and centralizing custodial supply purchasing.
 - Cleaning practices, equipment and supplies were standardized, as well as levels of service defined and communicated to schools.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board's End Results policies. Accordingly, the CEO shall:

5. Provide students and staff with an uncompromised and healthy environment.

In
Compliance



Evidence {continued}

The change allowed custodial operations to:

- make appropriate alignments in the staffing plan.
- for the first time, provide supervision for evening custodial shift.
- improved relationship with the custodial union.
- focus custodial services on cleaning.
- inventory all spaces to development unitization of work (i.e. breaking tasks into 5 minute intervals) resulting in measurably cleaner sites and well as creating a consistent standard level of service across the District.
- formalized training and inspections of custodial cleaning. The inspections are being used as a tool for coaching to improve the specific site issues.
- identified, removed and disposed of all non-standard custodial chemicals, as well as adopting a line of green cleaning products and methodologies.
- fully implemented a communicable disease cleaning protocol.

Some of the lessons learned in 2009-2010 from this transition include:

- the need for careful selection of custodial manager and supervisors.
- the importance of partnering with the vendor.
- earlier establishment of defined levels of service, as well as clarifying roles and responsibilities between custodial management and site management.

- **Indoor Environmental Quality (IEQ)**

Support Services works closely with the Risk and Safety Management Department and, if needed, a contracted industrial hygienist to address facility issues that might potentially compromise a healthy learning environment. IEQ includes indoor air quality (IAQ) but also responds to other potential environmental issues.

- There were a total of six IEQ concerns at schools in 2009-2010. None of the concerns led to a loss of educational time. All concerns were addressed and completely in a timely manner except for one issue. After testing, it was concluded that the one unresolved issue is not facility related.
- Risk and Safety Management helps determine whether the problem is behavioral or facilities related. If the IEQ issue is facilities related, Maintenance Repair and Operations (MRO) will address the situation and make the necessary corrections.
- Support Services checks ensure the appropriate function of HV (heating and ventilation) equipment, air filters are regularly changed, and that staff and students are receiving the proper fresh air exchanges as determined by code. This is accomplished via preventative maintenance electronic work requests and by responding to work requests submitted by school sites.
- Construction and maintenance projects, to the extent possible, are planned with natural products that also have low or no odor (volatile organic compounds).
- Since 2003-2004, architects have been charged with designing learning environments that do not encourage the collection of dust and execute caution in the placement of outside air intake vents – both of which might lead to an IEQ issue.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board's End Results policies. Accordingly, the CEO shall:

5. Provide students and staff with an uncompromised and healthy environment.

In
Compliance



Evidence {continued}

- Building materials and products

- Support Services has a standards committee for the purpose of reviewing building materials and products.
- Architects/engineers are charged with designing projects that do not utilize asbestos, lead, PCBs, or other regulated materials. They are required to certify that they have not designed the building with any asbestos or other hazardous containing materials. In addition, contractors have the responsibility of not building with materials that have regulated substances. They are required to certify that they have not built the building with any asbestos or other hazardous containing materials.
- Processes that might cause a disturbance due to noise or odor pollution are planned for times when a building/site is least occupied.
- Custodial chemicals are dispensed in closed pre-measured amounts so that there are no spills and the appropriate amounts of chemicals are applied. Only approved chemicals (least toxic, low or no-odor and environmentally friendly) are allowed for cleaning at schools and all chemicals utilized are required to have Material Safety Data Sheets available.
- Paper towel dispensers that do not require direct hand contact with dispenser have been installed at all schools to help control the spread of germs.
- Concrete floors in corridors are now a standard to help eliminate health issues that can result from carpeting and floor tile. Also, flooring projects design hard surface, not carpet, around sink areas, below drinking fountains, and under vending machines.
- Building materials are tested for the potential of being included as a District standard. For example, the testing of mold-resistant gypsum board has led to the standardization of this product in wet areas (exterior walls, restrooms, around drinking fountains, etc.).

- Day lighting

- New construction and modernized schools are being designed with better day lighting to each classroom. Studies show that student performance and health are enhanced by good day lighting of learning spaces.
- With the increase in the amount of glazing for day lighting, care is given to avoid potential heat gain and glare.

- Asbestos

- Protocols have been developed that identify all locations of *asbestos* containing building materials and the appropriate removal of the regulated material if needed. The guidelines have been developed in line with EPA (the Environmental Protection Agency) regulations.
- Custodial and trades staff are trained annually in how to handle issues related to this material.
- Informal inspections are conducted by trained site custodial staff every six months and a formal inspection is conducted by an outside professional service every three years. The next three-year re-inspection is scheduled for 2013.

EL-15 Facilities

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5. Provide students and staff with an uncompromised and healthy environment.

In Compliance



Evidence {continued}

• **Pesticides Program** (e.g., insecticides, herbicides, and rodenticides)

The District operates an *Integrated Pest Management* (IPM) program to keep unwanted vegetation and pests at acceptable levels in effective, environmentally safe, and economical ways. The methodology is:

- District staff and contractors first utilize preventative and non-chemical methods of pest and vegetation management to the extent possible.
- Staff and parents/guardians are notified at the beginning of the school year that there is a potential that pesticides might be utilized to control a pest population.
- Pesticides are used only as a last resort.
- If chemicals are used, the District uses the minimum effective amount of the least toxic pesticide in a manner with the least potential for human exposure.
- If pesticides are used, the standard is to not apply them during the school week and all regulations regarding notification are followed.
- In the event chemicals are used while school is in session, notifications are sent home with students from the school involved. In 2009-2010, there was one such notification at Mead Elementary for a yellow jacket nest under a portable ramp.
- Support Services works with schools, jurisdictions and organizations so that only appropriate products are used and requires approval and notification of the use of any pesticide product. There was one incident in 2009-2010 where an unapproved product (fertilizer with 24D – “Ace Weed and Feed Green Turf”) was used by the Eastlake Booster Club on the hardball field at Eastlake High School. The District does not use any products that have a “#3 Caution” label, however, the fertilizer used by the booster club did have a #3 Caution label. When discovered, the district investigated and notified the club of the violation.
- Several insecticide products were removed from the approved list in 2009-2010.
 - Stingray (wasp and hornets), MicroCare (ants, bees, spiders), Outsmart (ants), and Suspend (ants).
- Details of products and quantities used either by District staff or vendors in 2009-2010 are found on the attached chart.

In 2009-10, an addendum was added to the District IPM protocol allowing the schools to work with Support Services and become a "Chemical Free" site. To achieve this status requires specific involvement by site personnel to maintain shrubs, beds, and walkways in a manner that eliminates the need for chemical herbicides.

Support Services’ electronic work request system initiates the IPM protocol. Each incident is evaluated to determine:

1. If there is a problem
2. The cause of the problem
3. Possible non-toxic remediation

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies. Accordingly, the CEO shall:

5. Provide students and staff with an uncompromised and healthy environment.	In Compliance	◀ ▶
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Evidence {continued}

Solutions might be as simple as removing food that could be attracting pests or preventing access to building interiors. The system also generates reports that provide valuable data on prevention strategies and information on actions taken for each site’s pest problems.

Staff is responsible to:

- Actively seek better approaches to control pest populations.
 - Assess methodologies to determine the most effective methods that are least toxic and doable within resources.
- Training staff and vendors is a priority. Site staff is critical for the success of the IPM program. They help assure that behaviors do not encourage insect pests and implement non-toxic first-line remedies. Site staff are trained to know how to identify and modify behaviors that might encourage unwanted pests. In addition to periodic specific training, annual training also occurs at the all-custodian meetings.
- Ensure compliance by vendors and contractors. Ongoing meetings are held with pest control vendors to review practices.
- Find and implement other pest reduction strategies such as design criteria for new buildings, removal of vegetation near buildings, and actively plug holes in buildings.

• **Vandalism**

Incidents of vandalism are treated as emergencies and responded to accordingly.

- In 2009-2010, there were a total of 164 incidents of vandalism in the district reported to Support Services requiring response. 37 occurrences were at high schools (with the highest site occurrence of 17 at one school), 46 at junior high schools (with the highest site occurrence of 20 at one school), 76 at elementary schools (with the highest site occurrence of 10 at one school), and 2 at a support building.
- The most frequent types of vandalism were graffiti (71 events) and field damage (21 events).

	2009-10	2008-09	2007-08	2006-07	2005-2006
<i>Elementary</i>	76	78	122	88	175
<i>Junior High</i>	46	51	69	70	73
<i>High School</i>	37	45	74	72	95
<i>Other Sites</i>	5	1	4	2	1
<i>Total</i>	164	175	269	232	344

- Vandalism, reported to Support Services for repair, cost the District \$23,353 during the 2009-2010 school year. If the perpetrators are caught, the District seeks restitution; the District was able to recover \$2,458.

	2009-10	2008-09	2007-08
<i>Annual cost of reported vandalism</i>	\$23,353 with a recovery of \$2,458	\$22,400 with a recovery of \$750	\$46,755 with recovery of \$8,601

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board’s End Results policies. Accordingly, the CEO shall:

6. Permit the public’s use of facilities, as long as student functions and the academic program are not compromised. Accordingly, the CEO shall develop a plan for public use of buildings that includes: (a) definition of permitted uses; (b) a fair and reasonable fee structure; (c) clear delineation of user expectations; and (d) consequences and enforcement procedures for public users who fail to follow the established rules.	In Compliance	◀ ▶
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Evidence

The District makes buildings available for public use on a scheduled basis to ensure that school functions and the academic program are not compromised. Each site is responsible for the scheduling of their building.

- To assist schools and the public in understanding the guidelines for community use, the District provides “Guidelines and Procedures for Use of School District Facilities” on the District website. Schools are also provided with specific guidelines for staff in charge of building use.
- In order to recuperate expenditures from use of the sites/buildings, user groups may need to pay fees (pending their classification as indicated in Use of School District Facilities guidelines). All non-school user groups pay an energy surcharge. Building use fees are increased on an annual basis per the Consumer Price Index (CPI) standards.
- Interested user groups submit an “Application for Use of School District Facilities” form for building use. The form delineates user expectations and consequences if procedures are not followed or if damage occurs to the site.

While the District does not have a central system to accumulate building use, the amount of dollars from building use is tracked.

- In 2009-2010, a total of \$626,248 was collected in building use fees. This includes energy use, theater, and stadium fees. It does not include leases or monies paid for custodial help. Schools receive thirty percent of fees collected from their building rental (excluding cost of custodial, supplies, and energy).
- Fees collected include:

	<i>2009-2010</i>	<i>2008-09</i>	<i>2007-08</i>	<i>2006-07</i>	<i>2005-06</i>
<i>Amount to Schools</i>	\$67,026	\$76,295	\$80,631	\$78,463	\$81,111
<i>Energy Use</i>	\$46,520	\$43,617	\$157,536	\$73,640	\$81,028
<i>Amount to Genera Fund</i>	\$110,208	\$148,061	\$188,140	\$183,073	\$236,055
<i>Pool rental</i>	\$5,288	\$36,549	\$57,009	\$42,982	\$40,143
<i>Stadium Rental</i>	\$201,297	\$173,332	\$237,731	\$183,073	\$288,451
<i>Theater Rental</i>	\$39,516	\$46,580	\$57,312	\$67,288	\$72,081
Total	\$626,248	\$524,434	\$778,359	\$628,757	\$801,869
<i>Reimbursement for Custodial Help</i>	\$90,807	\$91,924	\$108,110	\$57,679	\$127,043

Support Services is available to answer school or community-user group questions and is available on an on-call basis for emergencies as they may arise.

EL-15 Facilities

Executive Limitation: The CEO shall assure the availability of an appropriate education environment within physical facilities that are safe, efficient, and properly maintained and that support the accomplishment of the board's End Results policies Accordingly, the CEO shall:

6. Fail to permit the public's use of facilities, as long as student functions and the academic program are not compromised. Accordingly, the CEO may not fail to develop a plan for public use of buildings that includes: *{see page 20}*

In
Compliance



Evidence {continued}

Site use and interlocal agreements during 2009-2010:

- An interlocal agreement with the City of Kirkland Parks and Recreation Department provided for the City to assist the District in scheduling outdoor facilities (fields) at Kirkland area schools (all fields except the two stadiums at the high schools).
- A similar interlocal agreement with the City of Sammamish Parks and Recreation Department to maintain the schedule for the fields at each of the plateau elementary schools as well as the synthetic turf practice field at Eastlake High School.
- The District also has an Interlocal agreement with the City of Redmond Parks and Recreation Department which will be updated sometime in the next two (2) years.

Summary and Explanation of Partial Compliance: No areas identified as Non-Compliant

I certify the above to be correct as of May 2, 2011.

Chip Kimball, Superintendent

**IPM Allowable Product List
HERBICIDES
2009-2010**

PRODUCT	EPA REG.#	EPA DESIGN	USE	AREA	2009-2010	2008-2009
Burnout	N/A	Caution	weed control	plantings around structures	12 gal. dil	None
Casaron	400-168	Caution	Preemergent weed control	Flower beds	2348 lbs.	None
Freehand	7969-273	Caution	Pre emergent	Flower beds and track areas	2313 lbs	1710 lbs.
Garlon 4	62719-40	Caution	Meadow knapweed	Location determined by city or county inspector	2,000 ml	None
Ranger Pro	524-475	Caution	Post emergent herbicide	weed control in planted beds	13 gal 97.28 oz.	None
RoundUp Pro	524-475	Caution	Post emergent herbicide	weed control in planted beds	None	12.71 gal.
Snapshot TG	62719-175	Caution	Pre-emergence for broadleaf weeds and annual grasses	planting beds	1,193 lbs.	1384 lbs.
Surflan	62719-113	Caution	Pre-emergence for broadleaf weeds and annual grasses	planting beds	12.71 gal	None
Not Allowable Product						
Ace Green Turf Weed and Feed Fertilizer 2,4-D	2217-819	3 Caution	Not Permitted	Eastlake High Hardball field Lawn Fertilizer and weed control	40 pounds	None

DONATIONS

May 2, 2011

SITUATION

Individuals and/or groups periodically desire to make monetary donations or grants to the school district. Monetary donations and grants which exceed \$1,000 are submitted for board approval. Following is a list of those requests for the current month including the individual or group making the request, the amount of donations/grants, and the purpose for which the funds are to be used.

<u>From</u>	<u>Amount</u>	<u>Purpose</u>
Albert Einstein PTSA to Einstein Elementary	\$5,456.65	To support Nature Vision (\$600) and field trips (\$2,527.01); purchase playground equipment (\$263.13) and art supplies (\$331.51); and provide choir stipend (\$1,735.00)
Rosa Parks PTSA to Rosa Parks Elementary School	\$1,977.90	To provide stipend for Jump Rope Club.
Stella Schola PTO to Stella Schola	\$1,010.00	To provide science enrichment (\$750) and support field trips (\$260)
Laura Ingalls Wilder PTSA to Wilder Elementary	\$1,620.00	To provide enrichment tuition payment for Motor Skills and Wellness.
Carl Sandburg PTSA to Sandburg Elementary	\$4,930.24 \$11,541.89 *	To provide stipends for outdoor education (\$4,930.24) and student scholarships (\$2,020), and support for outdoor education program (\$4,591.65).
TOTAL	\$21,606.44	

* Corrected from April 18 board meeting

RECOMMENDATION

The Board of Directors accepts the donations/grants as identified at the May 2, 2011 Board Meeting.

BOARD POLICY, GP-2-E3,
BOARD MEETINGS
FIRST READING

May 2, 2011

SITUATION

At the April 18 board meeting, it was requested by a community member to review and clarify GP-2-3, Board Meetings. A review was made of this policy and changes made to include work sessions and provide a definition of linkage sessions. This policy is being presented for first reading and will be presented for adoption at the May16 board meeting.

RECOMMENDATION

The Board of Directors discusses the proposed revisions to Board Policies GP-2-E3 and approves first reading of the proposed policy changes.

Policy Type: Governance Process

Regular Board Meetings/Special Board Meetings/Executive Sessions/Work Sessions

1. Regular

The Board of Directors shall meet at ~~7:00 p.m.~~ in the Board Room of the district's administration center as determined by the Board-approved annual calendar. Any schedule changes will be announced through multiple communications channels.

Exceptions:

- (a) an emergency exists and it is unsafe to meet in the place designated; or
- (b) it is to be held at another location: notice of such change of location shall be made according to law and policy pertaining to special meetings. Regular meetings are open to the public; or
- ~~(c) summer activities permit a reduced schedule; or~~
- (c) board quorum cannot be met.

2. Special

A majority of the Board of Directors or its presiding officer may call a special meeting for any time and at any place by following legal requirements for notice. Final disposition shall be limited to the business stated in the notice. Notices of a special meeting may be dispensed with if it has been called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Special meetings are open to the public.

3. Adjourned

The Board of Directors may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment or at the time and place of regular meetings, with notice given as required by law. An adjourned meeting shall become a regular or special meeting depending upon its original purpose. Adjourned regular and adjourned special meetings are open to the public.

4. Executive Sessions

The Board of Directors may hold executive sessions during a regular or special meeting for any of the following reasons:

- (a) National security;
- (b) Selection of a site or the acquisition of real estate by lease or purchase or minimum price at which real estate would be offered for sale or lease, when the board determines publicity regarding such consideration would cause a likelihood of increased/decreased price;
- (c) ~~The appointment, employment, or dismissal of a public officer or employee;~~ To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee;
- (d) Hearing complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing;
- (e) Conferring with legal counsel to discuss pending or contemplated litigation, settlement offers, or matters of a similarly sensitive nature;
- (f) Planning or adopting the strategy or position to be taken during the course of collective bargaining negotiations, grievance or mediation proceedings, or reviewing the proposals made in such negotiations or proceedings while in progress.
- (g) Other reasons as allowed by law.

These meetings are closed to the public. Any minutes or notes taken at these sessions may be withheld from the public.

5. Work Sessions

The board will meet in work sessions as determined by the Board approved annual calendar. No actions will be taken at these meetings. Any schedule changes will be announced through multiple communications channels.

Work sessions provide the board an opportunity to study topics in-depth.

Work session may also be used as an opportunity to do a linkage with selected groups and persons whose insights and opinions will be helpful to the Board.

5-6. Hearings

Quasi-judicial hearings required by statute or Washington Administrative Code to be held by the board to consider such matters as the discharge or non-renewal of an employee or expulsion or suspension of a student are not special or regular meetings within the meaning of this policy. All such hearings shall be conducted in the manner and upon such notice as provided by statute or rule and may be closed to the public if requested by the affected employee or student.

Adopted: 07.07.03

Revised: 05.04.09

XX/XX/XX

Lake Washington School District
2011-12 Board Meeting Dates

May 2, 2011

- September 12 - Work Session- 5:00 p.m.
Regular board meeting - 7:00 p.m.
- September 26 - Regular board meeting - 5:30 p.m.
Work Session - 7:00 p.m.
- October 10 - Work Session - 5:00 p.m.
Regular board meeting - 7:00 p.m.
- October 24 - Regular board meeting - 5:30 p.m.
Work Session - 7:00 p.m.
- November 7 - Work Session - 5:00 p.m.
Regular board meeting - 7:00 p.m.
- November 21 - Work Session - 5:00 p.m.
- December 6 - Work Session - 5:00 p.m.
Regular board meeting - 7:00 p.m.
- January 9 - Work Session - 5:00 p.m.
Regular board meeting - 7:00 p.m.
- January 23 - Regular board meeting - 5:30 p.m.
Work Session - 7:00 p.m.
- January 28- Work Session - 8:30 a.m.
- February 6 - Work Session - 5:00 p.m.
Regular board meeting - 7:00 p.m.

March 5-	Work Session - 5:00 p.m. Regular board meeting - 7:00 p.m.
March 9-11	Work Session
March 19	Regular board meeting - 5:30 p.m. Work Session - 7:00 p.m.
April 9 -	Work Session - 5:00 p.m.
April 16 -	Work Session - 5:00 p.m. Regular board meeting - 7:00 p.m.
May 7 -	Work Session - 5:00 p.m. Regular board meeting - 7:00 p.m.
May 21 -	Regular board meeting - 5:30 p.m. Work Session - 7:00 p.m.
June 4 -	Work Session - 5:00 p.m. Regular board meeting - 7:00 p.m.
June 25 -	Work Session/ - 5:00 p.m. Regular board meeting - 7:00 p.m.
August 6 -	Work Session - 5:00 p.m. Regular board meeting - 7:00 p.m.