

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

March 25, 2019

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

AMO: Annual Measurable Objectives	MSP: Measurement of Student Progress
AMAO: Annual Measurable Achievement Objective in English Language Proficiency	NSBA - National School Board Association
AP: Advanced Placement	OSPI: Office of Superintendent of Public Instruction
AVID: Advancement Via Individual Determination	PCC: Professional Community & Collaboration
B/CR: Board/CEO Relationship	PLC: Professional Learning Community
CAA: Certificate of Academic Achievement	PLIE: Planning, Learning, Implementation, and Evaluation
CADR: College Academic Distribution Requirements	Policy Governance: A governance process used by the school board. This sets forth “End Results (ER)” that the superintendent must reach, while abiding by “Executive Limitations (EL).” ER include the district’s mission. EL provide the boundaries for how the superintendent and staff can get to the goals. See the board policy section on web site for more information.
CBA: Classroom-Based Assessments	Quest: Highly Capable program for students in gr. 2-8
CDSA: Common District Summative Assessments	RCW: Revised Codes of Washington
CEDARS: Comprehensive Education Data and Research System (CEDARS)	RTI: Response to Intervention
CIA: Certificate of Individual Achievement	SALT: Strategic Advisory Leadership Team
CIP: Continuous Improvement Process	SEL: Social Emotional Learning
CLT: Central Leadership Team	SIOP: Sheltered Instruction Observation Protocol
COE: Collection of Evidence	SBA: Smarter Balanced Assessment
CTE: Career & Technical Education	SBE: State Board of Education
DIBELS: Dynamic Indicators of Basic Early Literacy Skills	SCAP: School Construction Assistance Program
DLT: District Leadership Team (manager level and above, includes both certified and classified)	SGP: Student Growth Percentile
EL: Executive Limitations (See Policy Governance)	sMAS: Secondary Mobile Access for Students
ELL: English Language Learners	STEM: Science, Technology, Engineering, and Mathematics
ELPA21: English Language Proficiency Assessment for the 21st Century	WAC: Washington Administrative Codes
eMAS: Elementary Mobile Access for Students	WaKids: Washington Kindergarten Inventory of Developing Skills
EOC: End of Course	WaNIC: Washington Network for Innovative Careers
ER: End Results (formerly known as ENDs). Goals set forth by the board, including the mission of the district.	WCAS: Washington Comprehensive Assessment of Science
ESEA: Elementary and Secondary Education Act	WCAP: Washington Comprehensive Assessment Program
ESSA: Every Student Succeeds Act	WELPA: Washington English Language Proficiency Assessment
GC/CM: General Contractor/Construction Management	WSIF: Washington School Improvement Framework
GP: Governance Process (Board)	WSSDA: Washington State School Directors Association
HCP: Highly Capable Program	
HSBP: High School and Beyond Plan	
KISN: Kindergarten Intensive Safety Net	
KPI: Key Performance Indicators	
LC: Learning Community - The district is divided into four learning communities. Each one is made up of a high school and the elementary and middle schools that feed into it. The four learning communities are: Eastlake, Juanita, Lake Washington, and Redmond.	
LEAP: Learning Enhancement & Academic Planning	
MTSS: Multi-Tiered Systems of Support	

March 22, 2019

Siri Bliesner, President
Board of Directors
Lake Washington School District No. 414
Redmond, WA 98052

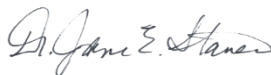
Dear Ms. Bliesner:

I am transmitting herewith the agenda for the Board of Directors' regular meeting of March 25, 2019 beginning at 5:30 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
5. Consent Agenda
6. Non-Consent Agenda
7. Program Report
8. Legislative Update
9. Board Member Comments
10. Adjourn

Sincerely,

A handwritten signature in cursive script, appearing to read "Dr. Jane E. Stavem".

Jane Stavem
Superintendent

LAKE WASHINGTON SCHOOL DISTRICT

Board of Directors' Meeting

L.E. Scarr Resource Center Board Room

March 25, 2019

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
5:30 p.m.	Convene, Roll Call			
	Approve Agenda			
	Consent Agenda	GP-8 (Annual Agenda Planning)		
	▪ Minutes {March 4 study session and board meeting}		1	1
	▪ Human Resources Report		2	9
	▪ Instructional Materials Adoption		3	12
	▪ Emergency School Closure		4	13
	▪ Building Condition Assessment (BAC) Report, 2018-2019		5	14
	▪ Donations		6	15
	Non-Consent Agenda			
	▪ Approval of Monitoring Reports	B/CR-5 (Monitoring CEO Performance)		
	✓ EL-2, Emergency CEO Succession		7	16
	✓ EL-4, Annual Report and District Calendar		8	17
	✓ EL-13, Facilities		9	18
	Program Report			
	▪ Health Services			
	Board Member Comments			
	Adjourn			

Next Board Meeting: April 22, 2019
5:00 p.m. Study Session
Topic: TBD
Location: Sammamish, Resource Center
7:00 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' Study Session
March 4, 2019

The March 4, 2019 study session was called to order by
President Siri Bliesner at 5:00 p.m.

CALL TO ORDER

Members present: Siri Bliesner, Cassandra Sage, Chris
Carlson, Mark Stuart, and Eric Laliberte.

ROLL CALL

Present: Superintendent Jane Stavem.

The topic discussed was:

TOPICS

- *Elementary Science Adoption*

The meeting was adjourned at 6:30 p.m.

ADJOURNMENT

Siri Bliesner, President

Jane Stavem, Superintendent

Diane Jenkins
Recording Secretary

OFFICIAL MINUTES
LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
March 4, 2019

The board meeting was called to order by President Siri Bliesner at 7:00 p.m.

CALL TO ORDER

Members present: Siri Bliesner, Mark Stuart, Chris Carlson, Eric Laliberte, and Cassandra Sage.

ROLL CALL

Present: Superintendent Jane Stavem

Eric Laliberte moved to approve the agenda. Seconded by Chris Carlson.

APPROVAL OF AGENDA

Motion carried.

A video depicting the culture at Juanita Elementary School was shown.

HOST SCHOOL

JUANITA ELEMENTARY

Dana Stairs, Principal, Juanita Elementary, highlighted their mission and vision. They have 413 students, one of the smallest elementary schools in the district. They are one of seven schools that provide pre-school programs. She reviewed the student demographics, student assessments, and strategies developed to ensure that all students succeed. Their equity team is studying culturally responsive teaching. There is also a parent education session scheduled about talking with children about race.

Edith Brumant, Associate Principal, talked about the new science standards and the outdoor education program at Islandwood which allows students to explore a variety of eco-systems. She described the variety of opportunities that empowers students such as Natural Helpers and student council. She noted that Juanita is proud partners with Green Schools. She thanked the Juanita Schools Foundation for their continued support for enrichment programs, funding for scholarships etc.

Staff and students talked about the five characteristics which are highlighted at an assembly each month. This has resulted in a significant improvement in behavior and ensures that students feel connected at school.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414
Board of Directors' Meeting
March 4, 2019

Mark Stuart read a proclamation proclaiming the week of March 11-15, 2019 as Education Support Professionals week and Eric Laliberte read a proclamation proclaiming April 2019 as School Library Month.

RECOGNITION

PROCLAMATIONS –

EDUCATION SUPPORT
PROFESSIONALS WEEK
MARCH 11-15 2019

SCHOOL LIBRARY
MONTH, APRIL 2019

Chris Carlson moved to approve the consent agenda. Seconded by Eric Laliberte.

CONSENT AGENDA

Siri Bliesner, yes; Mark Stuart, yes; Chris Carlson, yes; Eric Laliberte, yes; and Cassandra Sage, yes.

Motion carried.

The following February 2019 vouchers were approved:

APPROVAL OF
VOUCHERS

General Fund

362104-362306	\$5,271,370.91
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Payroll

2892-2900	\$6,430.50
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Accounts Payable Direct Deposit \$	15,987,573.50
Acquisition Card	895,105.19
Deferred Comp	127,073.00
Department of Revenue	6,186.51
Dept. of Retirement Systems	3,426,029.31
Dept. of Retirement Systems	1,034,908.51
DSHS – Division of Child Support	5,648.82
Flex Spending	44,452.38
American Fidelity HSA	9,760.96
Payroll Direct Deposit	14,443,703.55
Payroll Tax Withdrawal	5,111,859.78
Sodexo	68,204.42
TSA Envoy	347,729.35
VEBA	22,579.73
Vision/Northwest Benefit Network	76,930.00
Key Bank Processing Fees	\$ 2,850.71
	<u>\$41,610,595.72</u>

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Capital Projects

700001-700045 \$1,690,428.59

ASB

63560-63623 \$27,435.57

Transportation Vehicle Fund

\$0.00

Private Purpose Trust Fund

3030-3047 \$2,332.55

Approves minutes of the February 19 board meeting and study session.

APPROVAL OF MINUTES

Approves March 4, 2019 Human Resources Report.

APPROVAL OF HUMAN RESOURCES REPORT

Approves Resolution 2264 authorizing the district to participate in Washington Education Healthcare Pool Interlocal Agreement.

WASHINGTON EDUCATIONAL HEALTHCARE POOL INTERLOCAL AGREEMENT RESOLUTION NO. 2264

Approves the Preschool Program fee for the 2019-2020 school year.

PRESCHOOL PROGRAM FEES, 2019-20

Approves the following instructional materials for use in the Lake Washington schools -

INSTRUCTIONAL MATERIALS ADOPTION

Title: The Roar
Author: Emma Clayton
Publisher: Chicken House
Copyright: 2012
No. of Copies: TBD
Price: \$8.09
School Requesting: Redmond Middle School
Classification: Grade 6

Title: The Mysteries of Cove: Fires of Invention
Author: J. Scott Savage
Publisher: Shadow Mountain
Copyright: 2016
No. of Copies: TBD
Price: \$7.96
School Requesting: Redmond Middle School
Classification: Grade 6

LAKE WASHINGTON SCHOOL DISTRICT NO. 414
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Title: We Were Liars
Author: E. Lockhart
Publisher: Delacorte Press
Copyright: 2014
No. of Copies: 10
Price: \$10.99
School Requesting: Finn Hill Middle School
Classification: Grade 8

Title: Project 1065
Author: Alan Gratz
Publisher: Scholastic
Copyright: 2016
No. of Copies: 32
Price: \$5.24 per book
School Requesting: Kirkland Middle School
Classification: Grade 8

Title: The Captain's Dog
Author: Roland Smith
Publisher: HMH Books for Young Readers
Copyright: 2008
No. of Copies: 60
Price: \$6.99 per book
School Requesting: Rosa Parks Elementary School
Classification: Grade 4

Authorizes the superintendent or her designee to approve construction Change Order No. 4 with Lydig Construction, Inc. for the Ella Baker Elementary School project in the amount of \$220,629 plus sales tax. Approval of this change order results in a revised GMP of \$35,292,754.

GC/CM CONSTRUCTION
CHANGE ORDER NO. 4
ELLA BAKER
ELEMENTARY SCHOOL
(SITE 31)

Accepts the donations/grants as identified -

DONATIONS

Acceptance from Audubon Elementary PTSA to Audubon Elementary School in the amount of \$2,804.41 to provide stipends for choir and book club.

Acceptance from Alexander Graham Bell PTSA to Bell Elementary School in the amount of \$7,500.00 to support field trips.

Acceptance from Robert Frost PTSA to Frost Elementary School in the amount of \$1,830.00 to support intermural sports.

Acceptance from Juanita Elementary PTA to Juanita Elementary School in the amount of \$3,794.88 to purchase soccer goals (\$2,585.95) and support field trips (\$1,208.93).

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Acceptance from Christa McAuliffe PTSA to McAuliffe Elementary School in the amount of \$7,548.47 to provide stipends (\$1,270.30); purchase site licenses for Accelerated Reader (\$448.37), occupational therapy supplies (\$200.00) and PE mats (\$2,515.80); and support recess coaching (\$1,650.00) and professional development (\$1,464.00).

Acceptance from Redmond Elementary PTSA to Redmond Elementary School in the amount of \$1,728.65 to purchase library books.

Acceptance from Carl Sandburg PTSA to Sandburg Elementary School in the amount of \$19,709.91 to support field trips (\$4,072.50) and outdoor education (\$15,637.41).

Acceptance from Samantha Smith PTSA to Smith Elementary School in the amount of \$40,808.93 to purchase playground equipment.

Acceptance from Mark Twain PTSA to Twain Elementary School in the amount of \$3,700.00 to support classroom enrichment.

Acceptance from Laura Ingalls Wilder Elementary PTSA to Wilder Elementary School in the amount of \$7,406.00 to provide stipends for Math Olympiad, motor skills enrichment, and games club (\$7,251.00); and purchase library books (\$155.00).

Acceptance from Environmental and Adventure School PTO to EAS in the amount of \$16,950.00 to support extracurricular activities and field trips.

Acceptance from Evergreen Middle School PTSA to Evergreen Middle School in the amount of \$7,015.83 to purchase Scholastic magazines (\$5,491.02) and purchase classroom supplies (\$1,524.81).

Acceptance from Redmond Middle School PTSA to Redmond Middle School in the amount of \$1,560.00 to support Family Night.

Acceptance from Eastlake High School PTSA to Eastlake High School in the amount of \$5,500.00 to support classroom enrichment.

Acceptance from Juanita Rebels Booster Club to Juanita High School in the amount of \$3,208.00 to purchase gymnastics uniforms.

Acceptance from Juanita High School PTSA to Juanita High School in the amount of \$4,548.21 to provide classroom enrichment (\$2,150.00) and Scholastic magazines (\$141.45) and purchase classroom and career center supplies (\$2,256.76).

Acceptance from First Washington to Lake Washington High School in the amount of \$1,796.85 to support robotics.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

March 4, 2019

Acceptance from Lake Washington High School PTSA to Lake Washington High School in the amount of \$1,210.00 to provide stipend for robotics.

TOTAL \$138,620.14

NON-CONSENT AGENDA

Dr. Stavem indicated that the district held four Community Engagement Forums in January and February.

FINDINGS AND
RECOMMENDATIONS -
COMMUNITY
ENGAGEMENT FORUMS

January

- Thursday, January 10, 2019 @ Kirkland Middle School
- Thursday, January 24, 2019 @ Redmond Middle School

February

- Thursday, February 7, 2019 @ Evergreen Middle School
- Thursday, February 21, 2019 @ Kamiakin Middle School

The purpose of these meetings was to solicit community feedback through structured conversations that will emerge as big picture recommendations to the Board of Directors. The Board will use this information as they engage in the process of updating our current district strategic plan and student profile documents. The recommendations will be considered along with current areas of priority as we focus on the future direction of our school district.

The co-chairs of each of the group presented their findings and recommendations:

Student Achievement - Jen Rose, Director, Teaching & Learning and Swarnima Aswinkumar, Parent. (*Mindy Mallon, Associate Director, Teaching and Learning, Technology Integration, was unable to be present.*)

Technology & Innovation - Sally Askman, Director, Technology Operations; and Cori Hartje, Community Member.

Safety & Security - Rick Burden, Director, School Support, Lake Washington LC; Scott Emry, Manager, Risk, Health, and Safety Management; and Georgina Bulkley, Parent.

Staffing - Recruit, Hire and Retain - Emily Young, Associate Director, Human Resources, Recruitment & Talent Acquisition; and Masika Olumide, Parent.

Facilities & Finance - Brian Buck, Director, School Support; Barbara Posthumus, Associate Superintendent, Business & Support Services; and Bryan Melerski, Staff.

Community Engagement - Jon Holmen, Deputy Superintendent; Shannon Parthemer, Director, Communications & Community Engagement; and Laura D'Urso, Parent.

Dr. Stavem thanked the committee members for participating in these forums. The findings and recommendations of the Community Engagement Forum are available online. The next steps will be for the board to review and digest this information as the district's strategic plan is revised. This work will guide the work of the district. She noted that there will be an opportunity to provide feedback at a later date.

Each of the board members thanked each of the committee members for their enthusiasm and participation throughout this process.

Dr. Stavem noted at the December 3, 2018 board meeting, ER 2, Science, was presented.

APPROVAL OF
MONITORING REPORT
ER 2-3, SCIENCE

Following board discussion, the monitoring report and Assertion of Progress and Exception form for ER-2, Science, was presented for approval.

Eric Laliberte moved to approve the ER-2, Science, monitoring report and Assertion of Progress and Exception form as presented, recognizing that reasonable interpretation is aligned with the Ends Policy and represents appropriate targets for outcomes. Further, this monitoring report demonstrates while there was not full achievement of the Ends Policy Interpretation, the Board believes that the evidence demonstrates reasonable partial achievement toward the Ends Policy interpretation. Seconded by Mark Stuart.

Motion carried.

A ten-minute recess was taken. The meeting was recessed at 8:30 p.m. and reconvened at 8:40 p.m.

BREAK

PROGRAM REPORT

Matt Manobianco, Associate Superintendent, Student and Professional Learning Services, and Stephen Bryant, Director, Professional Learning, presented information on Professional Learning for staff.

PROFESSIONAL
LEARNING

Dr. Stavem indicated that plans are being developed to make-up time from closing of schools due to snow. A plan will be announced next week.

SUPERINTENDENT
REPORT

Eric Laliberte noted that the board has developed a set of legislative priorities. One of the priorities is to increase federal funding for those areas not covered by the state. He then highlighted some of the legislative bills – simple majority, modifying funding for school construction, school employee benefit program.

LEGISLATIVE UPDATE

Eric Laliberte moved to adjourn. Seconded by Chris Carlson.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 9:35 p.m.

Siri Bliesner, President

Jane Stavem, Superintendent

Diane Jenkins
Recording Secretary

Human Resources Board Report

March 25, 2019



NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Bellefeuille, James	Bus Driver	Transportation	\$25.57	09/20/18	Budgeted
Blum, Rebecca P3	Teacher	Elem Pool	D-1	08/26/19	Budgeted
Cummings, Curran P3	Teacher	Elem Pool	A-0	08/26/19	Budgeted
Currey, Rachelle	Instructional Assist	Juanita Elem	\$16.88	09/18/18	Budgeted
Doyle, Chelsea	School Secretary	Redmond HS	\$22.50	09/03/18	Repl. M. Roberts
Hartmann, Rylee P3	Teacher	Elem Pool	A-0	08/26/19	Budgeted
Jacobson, Victoria P3	Teacher	Elem Pool	C-0	08/26/19	Budgeted
Kayla, Genevieve P3	Teacher	SpEd Pool	A-0	08/26/19	Budgeted
Khalsa, Gursimrat	Health Services Specialist I	Special Services	\$42.94	10/22/18	Budgeted
Kim, Sue P3	Teacher	Elem Pool	C-0	08/26/19	Budgeted
Konopinski, Adeana	Instructional Assist/Sp Ed Para Ed	Bell Elem	\$16.88/\$19.40	09/24/18	Budgeted
Koura, Stephanie	Webmaster	Resource Center	\$89,655.00	12/10/18	Repl. S. Kuffel
Leto, Heidi	Instructional Assist	Redmond HS	\$16.88	09/27/18	Budgeted
Millard, Regina P3	Teacher	Elem Pool	C-0	08/26/19	Budgeted
Palm, Jeanie	Counseling Secretary	Redmond HS	\$22.50	10/01/18	Repl. S. Lindsey
Postadan, Teddy	Custodian	Redmond Elem	\$21.28	10/29/18	Repl. J. Jo
Premkumar, Nisha	Special Ed Para Ed	Inglewood MS	\$19.40	09/07/18	Budgeted
Santiago Lozano, Glidys	Health Room Secretary/IA	Redmond Elem	22.50/16.88	10/12/18	Budgeted
Scully, Kari	Special Ed Para Ed	Rose Hill MS	\$19.40	10/22/18	Budgeted
Sharma, Sarika	Special Ed Para Ed	Dickinson Elem	\$19.40	09/10/18	Budgeted
Shaw, Katelyn P3	Teacher	SpEd Pool	C-0	08/26/19	Budgeted
Soetomo, Widajati	Instructional Assist/Secretary	Bell Elem	\$16.88/\$22.50	09/20/18	Budgeted
Sparkuhl, Alexis P3	Teacher	Elem Pool	C-0	08/26/19	Budgeted
Talcott, Garrett P3	Teacher	Elem Pool	A-0	08/26/19	Budgeted
Terwilliger, Allison P3	Teacher	WaNIC	D-0	02/28/19	Budgeted
Torres-Allen, Giselle	Ready Start/Head Start Teacher	Bell Elem	\$24.14	08/27/18	Budgeted
Vacknitzt, Victori P3	Teacher	Elem Pool	A-0	08/26/19	Budgeted
Van Houdt, Maria P3	Teacher	Elem Pool	C-0	08/26/19	Budgeted
Wilt, Katie	Special Ed Para Ed	Dickinson Elem	\$19.40	08/28/18	Budgeted
Wright, Cherie	Special Ed Para Ed	Sandburg Elem	\$19.40	08/28/19	Budgeted

Human Resources Board Report

March 25, 2019



RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Aguila, Martha	Special Ed Para Ed	Frost Elem	10/22/13	03/29/19	Resignation
Averman, Maggie	Teacher	LOA	12/18/12	06/30/19	Resignation
Balderson, Jesse	Teacher	Mead Elem	08/11/15	06/30/19	Resignation
Blair, Kelly	Counselor	LOA	08/27/12	06/30/19	Resignation
Brandenfels, Christina	Teacher	LOA	08/25/14	06/30/19	Resignation
Buyarski-Crauer, Susan	Teacher	LOA	09/02/97	03/07/19	Resignation
Ceron Contreras, Hector	Custodian	Inglewood MS	10/27/14	02/15/19	Deceased
Dick, Danielle	Head Start Teacher	Bell Elem	10/01/12	06/30/19	Resignation
Dieppa, Natasha	Teacher	Inglewood MS	08/27/18	06/30/19	Resignation
Drake, Debra	Teacher	LOA	09/05/00	06/30/19	Resignation
Durbin, Sharlene	Teacher	Keller Elem	09/01/95	06/30/19	.2 Resignation
Eviota III, Fidel	Custodian	Inglewood MS	01/22/19	03/08/19	Resignation
Foster, Melissa	Instructional Assist	Kirk Elem	11/26/18	03/08/19	Resignation
Hambleton, Brittany	Teacher	LOA	03/11/09	06/30/19	Resignation
Hiraoka, Kristine	Instructional Assist	Lakeview Elem	01/23/04	06/30/19	Resignation
Hodges, Robyn	Teacher	Rush Elem	08/30/04	06/30/19	.4 Resignation
Hossienzadeh, Ben	Campus Security Monitor	Juanita HS	09/15/15	03/07/19	Resignation
Immel, Corinne	Counselor	Eastlake HS	08/24/15	06/30/19	Resignation
Kittredge, Tobey	Teacher	LOA	08/25/14	06/30/19	Resignation
Long, Brenda	Special Ed Para Ed	Trans Academy	11/18/04	06/30/19	Resignation
Manobianco, Matthew	Associate Superintendent	Resource Center	07/01/96	06/30/19	Retirement
Miller, Holly	Teacher	Emerson HS	08/26/03	06/30/19	Resignation
Moffatt, Allyson	Teacher	Audubon Elem	08/13/14	06/30/19	Resignation
Nelson, Joey	Teacher	Evergreen MS	08/26/16	06/30/19	.2 Resignation
Northrup, Megan	Teacher	LOA	08/28/17	06/30/19	Resignation
Orndorff, Jessica	Teacher	LOA	08/13/13	06/30/19	Resignation
Phillips, Elise	Teacher	LOA	08/24/15	06/30/19	Resignation
Pona, Kelli	Teacher	LOA	08/24/15	06/30/19	Resignation
Pomerinke, Richard	Campus Security Monitor	Redmond MS	09/03/13	06/30/19	Resignation
Sunderland, Marlee	Senior Buyer	Resource Center	10/01/02	03/08/19	Resignation

Human Resources Board Report

March 25, 2019



RETIREMENTS/RESIGNATIONS/TERMINATIONS - Con't

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Underbrink, Kinsey	Teacher	Kamiakin MS	08/24/15	06/30/19	Resignation
Voet, Martina	Teacher	Rose Hill MS	08/29/16	06/30/19	Resignation
Vrabek, Lindsey	Counselor	LOA	06/28/12	06/30/19	Resignation
Wendell, Barbara	Teacher	Inglewood MS	09/05/95	06/30/19	.2 Resignation
Wiscombe, Russell	Bus Driver	Transportation	09/03/18	03/15/19	Resignation
Young, Steve	Bus Driver	Transportation	12/05/07	03/18/19	Resignation

CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Owens, John	Lakeview Elem	.9 P3 to 1.0 P3	2/25/2019

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>
Andera, Michael	Supervisor	Manager	03/01/19	Reorganization	\$89,655.00
Baker, Deanna	Instructional Assist	Special Ed Para Ed	08/28/18	Budgeted	\$19.40
Stone, Tatiana	Instructional Assist	Sp Ed Para Ed/Instruction Assist	08/29/18	Repl. R. Bae	\$19.40/\$16.88
Weaver, Mary	Teacher	Instruction Assist/Health Rm Sec	03/06/19	Repl. J. Rao	\$16.88/\$22.50

INSTRUCTIONAL MATERIALS ADOPTION

March 25, 2019

SITUATION

RCW 28A.320.230 and the SPI Bulletin No. 191-67 establish that each school district shall maintain an Instructional Materials Committee to assist in recommending instructional materials to be used in the respective schools of the district and that the final approval of such material is the responsibility of the Board of Directors.

The following books have been recommended by the Instructional Materials Committee for district-wide adoption. The items recommended for adoption are:

Title:	Character Strong Advisor Curriculum
Author:	Multiple
Publisher:	On-line materials
No. of Copies:	8
Price:	\$3,199.20
School Requesting:	LWSD Resource Center – Matt Gillingham & Dr. Jen Rose
Classification:	Grades 6-8

Title:	Harry Potter and the Sorcerer’s Stone
Author:	J.K. Rowling
Publisher:	An Imprint of Scholastic Inc.
Copyright:	1997
No. of Copies:	78
Price:	\$5.19
School Requesting:	Blackwell Elementary School
Classification:	Grade 3

Title:	Alfred’s Essentials of Music Theory, Complete
Author:	Andrew Surman
Publisher:	Alfred Publishing
Copyright:	2009
No. of Copies:	30
Price:	\$10.29
School Requesting:	Juanita High School
Classification:	Grade 9

Title:	Essential Chemistry for Cambridge IGCSE – 2nd Edition
Author:	Roger Norris
Publisher:	Oxford University Press
Copyright:	2015
No. of Copies:	70
Price:	\$33.41
School Requesting:	Cambridge Program at Juanita High School
Classification:	Grade 9

RECOMMENDATION

The district’s Instructional Materials Committee has reviewed a series of instructional materials as to their instructional purpose, readability level, and treatment of minorities and gender. The above instructional materials satisfy the selection criteria as cited in the local administrative policy IIAA-R and it is recommended that the instructional materials be adopted for use in the Lake Washington schools.

EMERGENCY SCHOOL CLOSURE

March 25, 2019

SITUATION

During the weeks from February 4 through February 15, the Puget Sound region experienced significant snowfall. In addition, the Governor declared a statewide state of emergency due to a severe winter storm from February 8-15, 2019. Given the inability for staff and students to access roads and schools, the decision was made to close schools district-wide on February 4-5, 2019 and again on February 11-13, 2019 for a total of five days. WAC 392-129-125 requires the district to report the closures to the Office of the Superintendent of Public Instruction (OSPI).

During a state of emergency, WAC 392-129-105 allows OSPI to waive missed school days and still provide the full funding allocation as long as the district meets the required 1,027 district-wide annual average instructional hour offerings. After analysis of the requirements, it has been determined that a total of 3.5 days must be made up to maintain compliance with the required instructional hours. Therefore, the district will be making up 3.5 school days and requesting a waiver from OSPI for 1.5 days.

The district finalized plans to make up for the required days and time missed and communicated that information to parents, families, and staff on March 13, 2019. The following modifications will be made to the 2018-19 school calendar:

1. Wednesday, May 1: change from an early release to a **full day for students**
2. Wednesday, May 8: change from an early release to a **full day for students**
3. Friday, May 24: change from a non-school day to a **school day for students**
4. Tuesday, May 28: change from a non-school day to a **school day for students**
5. Wednesday, June 19: change from a half day to a **full day for students**
6. Thursday, June 20: added as a **half day for students** (last day of school)

These changes were made in consideration of students, families and staff.

RECOMMENDATION

The Board of Directors approves the submittal of a letter to the Office of the Superintendent of Public Instructions detailing the decision to close schools district-wide during the dates above and subsequently request that OSPI waives 1.5 school days per WAC 329-129-125 and WAC 392-129-105.

BUILDING CONDITION ASSESSMENT (BCA) REPORT, 2018-19

March 25, 2019

SITUATION

Districts must complete Building Condition Assessments on any district building that has received School Construction Assistant Program (SCAP) since December 31, 1993. Such buildings become part of the state's Asset Preservation Program (APP). In order to remain eligible for future SCAP funding, districts must fulfill the requirements of APP. Those requirements include maintenance of the building to ensure a 30-year expected life and completion of an annual Building Condition Assessment (BCA) to generate the required report and issue it to the school board. The requirements and details of the Building Condition Assessment are described by Office of Superintendent of Public Instruction (OSPI) as follows:

"The Building Condition Assessment (BCA) is a systematic rating of common building components and is based on "Unifomat" coding and categories. The five major Assemblies are substructure, shell, interiors, services, and furnishings. Under the five major Assemblies are Sub-Assemblies and Components. The BCA scoring consists of ratings at the component level with choices that include excellent, good, fair, poor, and unsatisfactory. The individual component scores are combined to produce a total building condition score based on a 100 point scale."

The above component ratings are entered into OSPI's Information and Condition of Schools database (ICOS) and computed into a numeric score. The scores are then compiled into a single number per building and automatically generated in a report. The attached ICOS report shows the score of buildings required under the state's Asset Preservation Program.

RECOMMENDATION

The Board of Directors accepts the 2018-19 Building Condition Assessment Report.



ICOS

School Facilities and Organization
INFORMATION AND CONDITION OF SCHOOLS
Asset Preservation Program (APP) Report by Building

LAKE WASHINGTON

Board Report Present Date: 3/25/2019

-----2018-2019-----						
SITE	BUILDING	BUILDING BOARD ACCEPTANCE DATE	APP YEAR	BUILDING CONDITION ASSESSMENT %	ANNUAL REVIEW COMPLETED BY	NEXT CERTIFIED BCA DUE
International Community School	Main Building	6/23/2014	4	87.36	District	2023
Juanita Elementary School	Main Building	8/7/2006	12	85.03	District	2023
Lake Washington High School	Main Building	4/30/2014	4	89.24	District	2023
Lake Washington High School	Gym Building	4/30/2014	4	89.75	District	2023
Blackwell Elementary School	Main Building	3/20/2009	10	78.34	District	2023
Parks Elementary School	Main Building	6/25/2007	11	88.51	District	2023
Rush Elementary School	Main Building	6/23/2014	4	90.13	District	2023
Lakeview Elementary School	Main Building	1/6/2003	16	87.31	District	2023
Redmond High School	Main Building	5/7/2001	17	85.07	District	2023
Franklin Elementary School	Main Building	8/7/2006	12	86.34	District	2023
Keller Elementary School	Main Building	4/30/2014	4	90.02	District	2023
Mann Elementary School	Main Building	10/4/2004	14	85.33	District	2023
Thoreau Elementary School	Main Building	1/26/2004	15	82.06	District	2023
Redmond Elementary School	Main Building	6/12/2011	7	85.50	District	2023
Kirkland Middle School	Main Building	9/26/2005	13	81.53	District	2023
Finn Hill Middle School	Main Building	4/30/2014	4	88.71	District	2023
Rose Hill Elementary School	Main Building	3/19/2007	12	90.02	District	2023
Twain Elementary School	Main Building	1/7/2002	17	79.03	District	2023
Sandburg Elementary School	Main Building	4/30/2014	4	91.06	District	2023
Frost Elementary School	Main Building	5/17/2010	8	87.99	District	2023
Carson Elementary School	Main Building	4/20/2009	9	87.92	District	2023
Muir Elementary School	Main Building	4/30/2014	4	90.02	District	2023
Redmond Middle School	Main Building	6/28/2004	14	79.01	District	2023
Bell Elementary School	Main Building	5/19/2014	4	90.18	District	2024

DONATIONS
March 25, 2019

SITUATION

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

<u>From</u>	<u>Amount</u>	<u>Purpose</u>
Ella Baker PTSA to Ella Baker Elementary School	\$3,192.00	To provide stipend for choir.
Ben Franklin PTA to Franklin Elementary School	\$8,297.02	To provide stipends for math club, choir, volleyball, and Watch DOGS (\$6,817.29); and purchase playground supplies (\$1,479.73).
Lakeview Elementary PTSA to Lakeview Elementary School	\$6,655.00	To purchase digging garden.
Redmond Elementary PTSA to Redmond Elementary School	\$1,500.00	To support outdoor education.
Norman Rockwell PTA to Rockwell Elementary School	\$6,362.00	To support academic enrichment.
Rosa Parks PTSA to Rosa Parks Elementary School	\$10,872.00	To provide stipends for choir and drama.
Carl Sandburg PTSA to Sandburg Elementary School	\$1,859.95	To purchase library books.
Inspirus Credit Union to Twain Elementary School	\$2,500.00	To provide bus transportation for outdoor education.
Eastlake High School Band Boosters to Eastlake High School	\$2,125.96	To purchase musical instruments.
International Community School PTSA to ICS School	\$3,350.00	To purchase musical instruments.
TOTAL	\$46,713.93	

RECOMMENDATION

The Board of Directors accepts the donations as identified at the March 25, 2019 board meeting.

APPROVAL OF MONITORING REPORT
EL-2, EMERGENCY CEO SUCCESSION

March 25, 2019

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. All areas of EL-2, Emergency CEO Succession, are in compliance and it is now being presented for approval.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-2, Emergency CEO Succession, as presented.

**Lake Washington School District
Executive Limitation Monitoring Report**

**EL-2 Emergency CEO Succession
March 25, 2019**

Executive Limitation: In order to protect the Board in the event of sudden and unexpected loss of CEO services, the CEO shall assure that at least one other executive staff member is familiar with Board and CEO issues and processes and is capable of assuming CEO responsibilities on an emergency basis.

	In Compliance	◀ ▶
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Evidence

The Deputy Superintendent will provide district leadership in situations where the CEO is not available to provide services. The Deputy Superintendent will assume leadership responsibilities for the organization and is aware of and familiar with Board and CEO issues and processes to ensure these CEO responsibilities can be assumed on an emergency basis. In the event the Superintendent and Deputy Superintendent are out of the district, an Associate Superintendent or Director will be designated as the on-site administrator.

I certify the above to be correct as of March 25, 2019.

Jane Stavem, Superintendent

APPROVAL OF MONITORING REPORT
EL-4, ANNUAL REPORT AND DISTRICT CALENDAR

March 25, 2019

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. All areas of EL-4, Annual Report and District Calendar, are in compliance and it is now being presented for approval.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-4, Annual Report and District Calendar, as presented.

Lake Washington School District Executive Limitation Monitoring Report

EL-4 Annual Report and District Calendar March 25, 2019

Executive Limitation: The CEO shall prepare and publish an annual progress report to the public. The CEO shall also develop a district calendar for the school year that provides for the number of instruction and student contact hours and days determined by the Board and that best meets the instructional needs of students and the professional needs of teachers.

Accordingly, the CEO shall:

1. Publish an annual report that includes: <ul style="list-style-type: none"> a. Student performance data indicating student progress toward accomplishing the Board's End Results policies. b. Information about school district strategies, programs, and operations intended to accomplish the Board's End Results policies. c. Revenues, expenditures, and costs of major programs and elements of district operations. 	In Compliance	◀ ▶
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Evidence

The district publishes an annual report to the community that provides information on academic performance, financial results, and district strategies, programs, and operations.

- School annual reports will be completed prior to Spring Break. They will then be posted on school websites and distributed to families.
- The 2017-18 Annual Report includes a Strategic Plan update. It is in process and will arrive at homes in early April.

2. Implement a school district calendar that plans for 180 days of instruction/contact time for students, including provisions for professional needs of teachers and parent-teacher conferences.	In Compliance	◀ ▶
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Evidence

Each year, the Lake Washington School District's district calendar provides at least 180 days of instruction for students and scheduled time for parent-teacher conferences. The calendar also provides negotiated time for the professional needs of teachers, including the dedication of seven (7) full days of time, in addition to the two hours per week for Learning Enhancement and Academic Planning (LEAP). LEAP time dedicated to professional learning, collaboration with colleagues, and curricular and instructional planning and preparation.

EL-4 Annual Report and District Calendar

Executive Limitation: The CEO shall prepare and publish an annual progress report to the public. The CEO shall also develop a district calendar for the school year that provides for the number of instruction and student contact hours and days determined by the Board and that best meets the instructional needs of students and the professional needs of teachers.

Accordingly, the CEO shall:

3. Ensure that any change in the calendar, except for emergency closings or other interruptions due to unforeseen and uncontrollable circumstances, be preceded by adequate and timely notice to students, parents and teachers.	In Compliance	◀ ▶
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Evidence

The district strives to communicate all schedule changes well in advance to students, parents, and teachers. Weather-related and emergency closures are the exception: the district has multiple communication tools in place to reach families in these cases, such as recorded phone calls to all families, website notifications, social media and notices via local media.

- Due to a power outage, Ben Franklin Elementary opened two hours late on February 9, 2018.
- Due to snow, all schools in Lake Washington School District were closed on Monday, February 26, 2018. The snow day was made-up by extended the school year by one day.
 - Wednesday June 20 became a full school day for students
 - Thursday, June 21 became the last day of school. It was a half (1/2) day for students and a full day for staff.

4. Assure the availability of a copy of the calendar for all parents/guardians of students enrolled in district schools.	In Compliance	◀ ▶
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Evidence

Every year, a one-page calendar with all key dates is included in the parent information booklet distributed to all parents at the beginning of the school year. The printable one-page calendar and one-month per page calendar are posted on the district's website. Upcoming district calendar events are posted on the home page of the district website and all school websites.

- In June 2017, the district and the Lake Washington Education Association agreed to school year calendars through 2020-21. They are all posted on the district website. Calendar availability was announced in parent newsletters and via the media.
- The district's calendar is included in the Parent Information Booklet provided to all parents at the beginning of each school year.

I certify the above to be correct as of March 25, 2019.

Jane Stavem, Superintendent

APPROVAL OF MONITORING REPORT
EL-13, FACILITIES

March 25, 2019

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. All areas of EL-13, Facilities, are in compliance and it is now being presented for approval.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-13, Facilities, as presented.

Lake Washington School District Executive Limitation Monitoring Report

EL-13 Facilities
March 25, 2019

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;
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, and
d. Ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance. | In
Compliance | ◀ ▶ |
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Evidence

Long-term planning is accomplished by way of “capital planning” and “preventive/predictive maintenance planning.” These planning measures work in tandem to provide integrated strategies for district construction, maintenance, and operations in order to establish priorities that result in present and continually “safe and functional buildings” (Administrative policy DA, Fiscal Management Goals) in alignment with the District's strategic goals: *Goal 2* - Provide safe and innovative learning environments; and, *Goal 4* – Use resources effectively and be fiscally responsible. Planning balances the facilities' needs with prudent use of resources to minimize the potential impact of taking funding away from classroom instruction.

Capital Planning


Capital planning efforts include: 1) the Six-Year Capital Facilities Plan; 2) growth and modernization/replacement project planning; 3) development tracking, school capacity studies, occupancy utilization, and enrollment projections; 4) total cost of ownership studies and resource impact analysis; 5) real estate planning; 6) the State Study and Survey; 7) the State Asset Preservation Program building condition analysis; and, 8) district educational specifications for schools. The district updates baseline educational specifications prior to a bond measure and uses total cost of ownership studies to help determine building and site solutions that are durable and align with available resources.

- In November 2014, the district convened a 63-member Long Term Facilities Planning Task Force to study and provide recommendations on how to address the district's growing enrollment and aging facilities. The Task Force finalized their recommendations in November 2015.
- The 2018-2023 Six-Year Capital Facilities Plan was adopted by the Board in June 2018. It was presented to the King County School Technical Review Committee (STRC). At the end of calendar year 2018, all jurisdictions (King County, City of Kirkland, City of Redmond, and the City of Sammamish) adopted the school impact fees as proposed by the District. The school impact fees on new residential development for calendar year 2019 are \$12,294 per single-family unit and \$624 for each multifamily unit. The single-family fee represents an increase of \$340 and the multi-family fee is a decrease of \$109 from the prior year's fees.

EL-13 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 for complete listing}</i> | In
Compliance |  |
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Evidence (continued)

Preventive Maintenance Planning

Preventative maintenance planning tools include but are not limited to: the Asset Preservation Program (*Appendix A*); life-cycle system replacement planning; planned, predictive, and preventive maintenance through an automated work order system; system surveys and assessments; failure analysis; metrics; monitoring; and, trending. Both capital levy and general fund monies are expended to address facilities (i.e. building and site) system upgrades and needs.

The priority of Facility Services is to avoid and/or correct unsafe conditions to provide educational (i.e. business) continuance and avoidance of injury. Unsafe conditions are known by way of various assessments and inspections or reports to Facility Services. Assessments and inspections as well as corrective, predictive, and preventive maintenance programs proactively inform capital (i.e. construction) planning.

The State Asset Preservation Program (APP) evaluates building/site systems to determine their general condition. This condition analysis (evaluation) is conducted annually, and it informs both the capital levy and preventive maintenance programs. A requirement of the APP is to annually report the findings of the evaluation to the Board of Directors, provide a record of that report to the Board, and then submit that evidence to the Office of the Superintendent of Public Instruction (OSPI) prior to April 1 each year.

Facility Services employs preventive/predictive maintenance, life-cycle planning, building condition and evaluation assessments to help ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance. These methodologies are reviewed and updated on a regular basis.

- In 2017-2018, Facility Services completed 5,256 preventive maintenance (PM) work requests. These types of requests are pro-active. They extend the useful life of varying building and site equipment, reducing unexpected or premature equipment failure.
- In 2017-2018, Facility Services received 17,208 new work orders as compared to 16,718 the prior year and resolved 17,039 work orders compared to 15,681 the prior year.
- The Remote Operations Center (ROC) monitors critical mechanical equipment throughout the district via the building automation systems. The ROC also serves as the first responder to thermal comfort issues and mechanical equipment alarms.
 - In 2017-2018, the center received 2,038 services requests compared to 2,339 the prior year.
 - 71.5% were resolved without the need to involve a LWSD technician.
 - 23.1% were routed to a LWSD technician with information to facilitate resolutions. This process reduces the amount of time spent troubleshooting the issue.
 - 5.4% either required no action or were incorrectly assigned.

EL-13 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 for complete listing}</i>	In Compliance	◀ ▶
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Evidence (continued)

- The report of the annual APP evaluation has been completed and results reported in Appendix A - see Building Condition Assessment (BCA) scores from August 2017. The assessment focuses on the physical condition of general building systems.

Together, capital and preventive maintenance planning help ensure that: unsafe conditions are the highest priority to correct; facilities reach their intended life-cycles; changes in demographics and a sensitivity of project impacts on the organization are accommodated; facilities and equipment are not subject to premature failure; and, buildings remain open to support student education.

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

The State School Construction Assistance Program (SCAP) is adhered to for major school construction projects. The method requires Board of Director authorization at various points of a project, including new-in-lieu or replacement vs. rebuild decisions; project educational specifications; racial balance compliance verifications; commitments to build projects; value engineering analyses; constructability reviews; commissioning reports, and final acceptances. The Board must authorize the district to enter into a contract with a general contractor for major building construction or renovation.

- In 2017-2018, there were twenty-one (21) Board authorized actions related to major school construction.

Date	Site	Resolution No.	Action
10/2/17	72	N/A	GC/CM Contract Amendment #4 Guaranteed Maximum Price (GMP) New Middle School in Redmond Ridge (Site 72)
1/22/18	82	N/A	GC/CM Contract Amendment #2 Juanita High School Rebuild and Enlarge Project (Site 82)
1/22/18	28	N/A	GC/CM Construction Change Order No. 1 New Elementary School in North Redmond (Site 28)
1/22/18	31	N/A	GC/CM Construction Change Order No. 1 New Elementary School in Redmond Ridge East (Site 31)
1/22/18	72	N/A	GC/CM Construction Change Order No. 1 New Middle School in Redmond Ridge (Site 72)
3/5/18	09	2249	Authorization to Proceed with Initial Construction Peter Kirk Elementary School Rebuild and Enlarge Project (Site 09)
3/5/18	58	2150	Authorization to Proceed with Initial Construction Margaret Mead Elementary School Rebuild and Enlarge Project (Site 58)
3/5/18	82	N/A	Value Engineering Report Juanita High School Rebuild and Enlarge Project (Site 82)

EL-13 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:

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

Date	Site	Resolution No.	Action
3/19/18	09	N/A	Value Engineering Report Peter Kirk Elementary School Rebuild and Enlarge Project (Site 09)
3/19/18	58	N/A	Value Engineering Report Margaret Mead Elementary School Rebuild and Enlarge (Site 58)
3/19/18	82	N/A	Constructability Review Report Juanita High School Rebuild and Enlarge Project (Site 82)
4/16/18	09	N/A	GC/CM Contract Amendment No. 2 Peter Kirk Elementary School Rebuild and Enlarge Project (Site 09)
4/16/18	58	N/A	GC/CM Contract Amendment No. 2 Margaret Mead Elementary School Rebuild and Enlarge Project (Site 58)
4/16/18	28	N/A	GC/CM Construction Change Order No. 2 Clara Barton Elementary School (Site 28)
4/16/18	82	N/A	GC/CM Contract Amendment No. 3 Guaranteed Maximum Price (GMP) Juanita High School Rebuild and Enlarge Project (Site 82)
6/25/18	09	N/A	GC/CM Contract Amendment No. 3 Peter Kirk Elementary Rebuild and Enlarge Project (Site 09)
6/25/18	09	N/A	Constructability Review Report Peter Kirk Elementary Rebuild and Enlarge Project (Site 09)
6/25/18	58	N/A	GC/CM Contract Amendment No. 3 Margaret Mead Elementary Rebuild and Enlarge Project (Site 58)
6/25/18	58	N/A	Constructability Review Report Margaret Mead Elementary School Rebuild and Enlarge Project (Site 58)
8/13/18	28	N/A	GC/CM Construction Change Order No. 3 Clara Barton Elementary School (Site 28)
8/13/18	82	N/A	GC/CM Construction Change Order No. 1 Juanita High School Rebuild and Enlarge Project (Site 82)

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

The District monitors both short-term and long-term trends in demographics and updates projections annually. The monitoring includes tracking King County births, enrollment, and residential developments. These factors inform the District's Six-Year Capital Facilities Plan and help identify potential property acquisition needs. Property acquisition needs can also occur when changes are made by regulatory agencies regarding zoning or land use. If needed, a feasibility study is conducted to determine the viability of the acquisition. Then, based on the Board of Directors' agreement, due diligence is done on the property before the acquisition is presented to the Board for authorization to purchase.

EL-13 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 | ◀ ▶ |
|--|---------------|-----|



Evidence (continued)

In 2012, King County restricted school development in rural areas. The District owns several properties that are not able to be developed or will be restricted in use because of this ruling. The County's decision caused the District to begin to look at options for owned property in the urban area.

- | | | |
|--|---------------|-----|
| 4. Acquire, encumber, or dispose of real property only with Board authorization. | In Compliance | ◀ ▶ |
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Evidence

The acquisition, encumbrance, or disposal of property requires Board authorization.

Acquisition

Site acquisition needs are based on master planning existing sites in alignment with program and project planning and "the attendance area maps for future school neighborhoods" (Administrative Policy FB, Facilities Planning).

- There were no acquisitions of land in the 2017-2018 school year.

Encumbrance

Board Resolution No. 02 from April 1, 1982 gives the superintendent or his/her designee the authority to grant utility easements on district-owned property. There were four (4) utility easements recorded in the 2017-18 school year. Non-utility easements are submitted for Board of Directors' approval. Before being submitted to the Board, legal counsel and staff review each easement.

- No non-utility easements were granted in the 2017-2018 school year.

Disposal

Disposal of real estate property requires Board action and is done in accordance with Administrative Policy DN, School Properties Disposal Procedure. This includes any "intergovernmental disposition of property" (i.e. dedication or conveyance of property). Property records are maintained in the Support Services office.

- During the 2017-2018 school year, there were no dispositions of property.
- During the 2017-2018 school year, there were no dedications of property.

EL-13 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. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.

In
Compliance



Evidence

Facility Services staff work to prevent substantial changes in the schedule, budget, and change orders of construction projects. This is accomplished by weekly review of the contractors’ schedules and the scope of the work. In addition, there is regular review of the budget by both the project manager and district administrative staff.

Schedules

Schedules influence planning and budget (due to inflation and market conditions), while program, project phasing, unforeseen conditions, and other situations can cause schedule changes. The schedules are initially formed prior to a bond or levy measure that funds a project, which is then refined before the beginning of a project.

- The following chart shows as of August 2018, the opening status of all major construction projects in comparison to the original schedule. The timeline for Juanita High School was accelerated one full year due to efficiencies recognized by the district and design/contacting team in the phasing and sequence of construction.

Major Construction Projects	Original 2016 Bond Project Scheduled Opening	Revised 2016 Bond Project Scheduled Opening
Juanita High School	2021	2020
Timberline Middle School	2019	2019
Baker Elementary School	2018	2018
Barton Elementary School	2018	2018
Kirk Elementary School	2019	2019
Mead Elementary School	2019	2019
Old Redmond School House	2019	2019
Explorer Modular Replacement	2017	2017

Budgets

Budget parameters are initially determined prior to the capital bond or levy that funds identified projects. Each measure establishes a program budget, in which there are multiple projects. Project budgets are closely monitored with reports submitted to senior management to help ensure adherence to the set project budget. If additional budget beyond that which was initially established is needed, senior management approval is required to adjust the budget and/or allocate from project contingencies. Deviation from initial budget parameters can occur. Some reasons for such deviation include: unforeseen circumstances; changes in codes and regulations; and, changes in scope, programming, and/or project timing.

In general, construction budgets include two types of costs: 1) “hard” (the construction contract cost for both site and off-site work) costs; and, 2) “soft” (e.g., taxes; fees [permit, legal, inspection and professional services]; easements; insurance; furniture, etc.) costs. The square foot cost of a building is based on the construction (i.e. “hard”) costs, including change orders, divided by the building’s total square footage.

- Major construction project budgets are shown on the table below. Eight major construction projects are being funded from the 2016 Bond, impact fees and expected state construction assistance funds.

EL-13 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. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.

In
Compliance



Evidence (continued)

Major Construction Projects	Amount Budgeted	Budgeted “Hard” Costs	Budgeted “Soft” Costs	Amount Spent as of August 31, 2018	Reason for Overage
Juanita High School	\$137,400,771	\$97,113,215	\$40,287,556	\$37,660,795	NA
Timberline Middle School	\$76,843,540	\$58,867,985	\$17,975,555	\$50,641,837	NA
Ella Baker Elementary School	\$46,150,750	\$34,799,144	\$11,351,606	\$42,576,979	NA
Clara Barton Elementary School	\$52,803,214	\$39,819,600	\$12,983,614	\$50,461,347	NA
Kirk Elementary	\$48,681,370	\$36,825,463	\$11,855,907	\$11,752,538	NA
Mead Elementary	\$50,778,499	\$38,687,403	\$12,091,096	\$10,008,366	NA
Old Redmond School House	\$7,837,000	\$4,807,000	\$3,030,000	\$698,107	NA
Explorer Modular Replacement	\$2,338,320	\$1,636,750	\$701,570	\$2,300,101	NA

Change Orders

Major construction projects are complex. All construction projects have change orders. Construction change orders are a “change management” process whereby agreed upon modifications to the original contract’s scope of work of a project are implemented. Such modifications are agreed upon by the owner, architect, and contractor. Reasons for change orders include: design coordination issues; regulatory agency requirements; unforeseen conditions; owner requested changes; allowance adjustments; and bid results. Historically the district’s goal is to have construction change order rates below ten (10) percent of the construction “hard” cost of the project. A change order rate greater than fifteen (15) percent would be considered a significant deviation from the intended project.

- The Clara Barton Elementary School project executed three (3) Construction Change Orders totaling \$1,031,679. This represented a 2.68% increase over the Final GMP of \$38.50M.
- The Ella Baker Elementary School project executed one (1) Construction Change Order totaling \$384,057. This represented a 1.14% increase over the Final GMP of \$33.79M.
- The Timberline Middle School project executed one (1) Construction Change Order totaling \$560,238. This represented a 0.96% increase over the Final GMP of \$58.08M.
- The Juanita High School Rebuild and Enlarge Project executed one (1) Construction Change Order totaling (\$664,300). This represented a 0.68% reduction of the Final GMP of \$97.11M.

EL-13 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. Provide students and staff with an uncompromised and healthy environment.

In
Compliance



Evidence

The district utilizes various strategies to promote healthy learning and working environments for students and staff that are in alignment with available resources.

Standards and Levels of Service

Various facilities and operational standards and levels of service have been established that support consistent healthy learning and working environments. These include and are not limited to: school design elements (e.g. day lighting, acoustics, building envelope integrity, and other sustainable building/site aspects); building materials that do not contain asbestos, lead, PCBs or other regulated materials and that have no or very low volatile organic compounds (VOCs); durable, easily maintained and cleanable surfaces; and, established custodial service levels and expectations. In addition, there are reviews, updates, and additions to standards and to levels of service.

- In 2017-2018 Facility Services continued to update processes, standards, guidelines, and protocols for the Painting Department Levels of Service (LOS). The interior painting lifecycle program which was developed in 2016-17 remained on schedule with (3) Elementary, (3) Middle Schools, and (1) High School being completed. This statement of work included corridors, common spaces, and restrooms. Each school can expect the interior to be painted every 6-7 years. In addition, lifecycle programs were developed for both Exterior Painting and Parking Lots. Schools can expect the exterior to be painted approximately every 10-12 years, and parking lots every 3-4 years.

Note: Exterior painting is included as part of the system construction program and funded by capital levy funds.

- In 2017-2018 Facility Services continued to update processes, standards, guidelines, and protocols for the Grounds Department Levels of Service (LOS). The Grounds LOS document uses Association of Physical Plant Administrators (APPA): Leadership in Education Facilities to design staffing levels, and desired outcomes. Annual assessments are planned to evaluate staffing and equipment, with consideration given to square footage, enrollment, frequency levels and budget. Tasks include but are not limited to Lawn Maintenance, Bed Maintenance, Hard Surfaces, Tracks and Athletic Fields. The most notable enhancement was an operational model change from centralized routing of the entire crew, to area assignments owned holistically by teams. This change is designed to increase efficiency and quality of care.

Inspections and Assessments

Planned and regular inspections as well as responsive assessments are conducted to maintain healthy conditions. Some examples are: the regular planned examination of vital building and site systems (*Appendix B*); various building condition evaluations that inform both planning and project implementation and fulfill State requirements; and, the prompt response to Indoor Environmental Quality (IEQ) concerns.

EL-13 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. Provide students and staff with an uncompromised and healthy environment.

In
Compliance



Evidence (continued)

Environmental and Health Concerns

To protect the health and safety of staff and students, district Custodial Services utilizes cleaning and paper products that are "Green Seal Certified." In addition to green certified products, green cleaning methods and standards are followed. Custodial practices, along with Facility Services solutions, help reduce the district carbon footprint and contribute to the reduction of harmful chemicals in the environment. All purchases (products, materials, and new equipment) are made with green practices and solutions as the goal.

Facility Services manages a variety of programs and makes notifications as appropriate. Protocols have been developed to manage specific programs such as Integrated Pest Management (IPM/*Appendix C*) to appropriately and pro-actively address various situations. In the event chemicals are used while school is in session, notifications from the school involved are sent home with students.

- In 2017-2018, chemicals were not used while school was in session, as such no notifications occurred.
- In 2017-2018, there were no Indoor Environmental Quality (IEQ) concerns that led to a loss instructional time.
- In 2017-2018, the district satisfied the requirements necessary to retain its IPM STAR Certification.
- In 2017-2018, the district continued its drinking water quality maintenance program. This program is designed to provide regular maintenance of drinking water fixtures through Custodial Services, district plumbers and preferred vendors as needed. The plan includes a survey of all drinking water fixtures and thorough documentation of repair/replacement of fixtures. The plan also includes testing for approximately one quarter of schools each year. The testing schedule is shown in *Appendix D*.

Response to Emergencies

Issues that are deemed an immediate danger to the health, welfare, or safety of persons using buildings or sites are considered emergencies and responded to the same day with the goal to resolve within two (2) days. Other situations that warrant the same type of response include violations to the fire code; repair of fire/security detection systems; roof leaks; or, situations that might lead to the major disruption of the educational program. In addition, incidents of vandalism are treated as emergencies and responded to accordingly.

- In 2017-2018, there were a total of 70 incidents of vandalism in the district reported to Support Services requesting response. The table below provides the number of incidents by level for the past five years:

	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
Elementary	17	38	39	31	31
Middle Schools	28	29	8	19	16
High Schools	25	24	23	10	20
Other Sites	0	0	0	0	0
Total	70	91	70	60	67

EL-13 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. Provide students and staff with an uncompromised and healthy environment.

In
Compliance



Evidence (continued)

- The most frequent types of vandalism were graffiti (53 events).

Vandalism, reported to Support Services for repair, cost the district \$38,739 during the 2017-2018 school year. If the perpetrators are caught, the district seeks restitution; \$2 was recovered in 2017-2018. The table below provides data for the past five years:

	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
Annual Cost of Reported Vandalism	\$38,739 With a recovery of \$2	\$25,236 With no recovery	\$12,052 With no recovery	\$11,564 With no recovery	\$12,561 With a recovery of \$326

7. 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:

- definition of permitted uses;
- a fair and reasonable fee structure;
- clear delineation of user expectations; and
- consequences and enforcement procedures for public users who fail to follow the established rules.

In
Compliance



Evidence

The district makes building and fields available for public use on a scheduled basis to ensure that school functions and the academic programs are not compromised. Each site is responsible for their own scheduling.

Permitted Use

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 specific guidelines for staff in charge of building use. These guidelines are reviewed annually and updated as needed.

Fees

User groups pay fees depending on their classification. Building use fees are increased on an annual basis per the Consumer Price Index (CPI). The district tracks the dollars received from building use. Schools receive 30% of fees collected, excluding the cost of custodial, supplies, and energy. In 2017-2018 a total of \$670,728 was collected for building use fees, exclusive of amounts paid for leases and reimbursement for custodial help. The table below provides a detailed breakout of fees collected for the past five years:

EL-13 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:

7. 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:
{see page 10 for complete listing}

In
Compliance



Evidence (continued)

	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
<i>Amount to Schools</i>	\$54,758	\$46,797	\$30,531	\$37,648	\$44,660
<i>Energy Use</i>	\$141,969	\$134,519	\$127,948	\$131,321	\$140,783
<i>Supply Fees</i>	\$64,899	\$55,035	\$56,963	\$54,294	\$58,909
<i>Amount to General Fund</i>	\$127,750	\$109,191	\$65,453	\$87,846	\$104,201
<i>Stadium Rental</i>	\$181,012	\$185,197	\$159,783	\$159,690	\$188,787
<i>Theater Rental</i>	\$100,340	\$117,825	\$115,149	\$105,203	\$108,011
<i>Total</i>	\$670,728	\$648,564	\$555,827	\$576,002	\$645,351
<i>Reimbursement for Custodial Help</i>	\$140,701	\$111,428	\$82,830	\$79,332	\$75,880

Expectations and Consequences

The "Application for Use of School District Facilities" form, completed by each requesting user group, delineates user expectations and consequences if procedures are not followed or if damage occurs to the building/site. User groups who cause any building or site damage, break equipment, vandalize school property, or make alterations to buildings or groups will be billed for repairs and corrections and may lose their right to be granted future building use.

I certify the above to be correct as of March 25, 2019.

Dr. Jane Stavem, Superintendent

Appendix A: Asset Preservation Program (APP)

Support Services annually assesses permanent buildings identified by the State for Asset Preservation Program (APP) tracking. Districts are required to assess any building that received State Construction Funding Assistance after 1993. The annual evaluation can be done by trained in-house staff with every sixth year requiring verification by a third-party evaluator. The APP is an additional and unfunded state-required planning tool (replacing the former “2% Rule”). Building scores will determine whether a proposed project will receive the intended eligible State Construction Funding Assistance or a percentage of the intended amount based on the condition rating of the existing building.

The state implementation of the system began in 2009-2010 school year. In response to APP, Lake Washington’s Board of Directors adopted an APP policy in March 2009. Subsequently, a district procedure and program have been developed along with the alignment of the plan with the State Study and Survey. The district began to implement APP building condition assessments in 2010-2011. Though not required, the district assessed and continues to assess and track all permanent buildings that include all non-APP schools. The reason for the more global approach is to ensure appropriate care for all buildings and to integrate planning strategies across all district facilities.

The State introduced the Joint Legislative Audit & Review Committee’s automated building inventory system (known as ICOS - i.e. Inventory and Condition of Schools) in 2010-2011 as the database system to capture facilities information from all school districts across the State. In 2010-2011, district staff worked with OSPI Facilities staff to plan the implementation of this database tool in 2011-2012 in our district and then to separately augment it into a database that will be the basis for ongoing life-cycle planning for the district and the in-take for the APP program.

Since its implementation in 2011-2012, the district has utilized a third-party vendor to conduct the Building Condition Assessment (BCA) for all permanent school facilities, and uploaded the data into ICOS. For the last three years, though not required by the State, the district has also assessed the entire portable classroom inventory. The following is a comprehensive annual summary report of the BCA scores for all district school facilities (both permanent and portable buildings), including those under the State Asset Preservation Program (APP).

There is currently no “passing score” in the APP program. The intent is that OSPI will develop a guideline range for where an APP school is expected to rate over time in order to be eligible for state assistance funding in the future. It is the district’s understanding that the range or minimum rating has not been set or developed yet. The reason seems to be that OSPI needs more data, but they have published a “proposed” Building Condition Standard (BCS). It is the criteria OSPI uses to correlate the quantitative rating of a system with a qualitative description, such as “good,” and to describe maintenance/investment.

<u>Description</u>	<u>Score Range</u>	<u>Maintenance</u>
Excellent	95% to 100%	Preventative
Good	85% to 94%	Routine
Fair	62% to 84%	Minor
Poor	30% to 61%	Major
Unsatisfactory	0% to 29%	Replacement

The OSPI rating system is designed so that a school condition assessment score will go reduce over time, even if the school is properly maintained. In general, a school's score should go from 100% at new construction to approximately 62% or "Poor/Fair" in 30 years (even if well maintained), when it is assumed that the school would be next eligible for state assistance funding. OSPI does not have enough data yet to develop a real effective Building Condition Standard (BCS), which would allow for a comparison of condition scores to a statewide average.

OSPI uses the Unifomat system for the Building Condition Assessments. The assessment looks at 19 major systems such as foundations, interior finishes, roofing, mechanical, electrical, and furnishings. Within the 19 major systems there are approximately 58 subcategories that are individually scored during the assessments. The aggregate score for a building is made up from the individual sub-categories, but certain systems are given more "weight" in the overall scoring (e.g. foundations, walls, and mechanical/HVAC).

There are a number of reasons that schools of similar design and age might have different conditions scores. For starters, there are very few schools that are exactly the same design, construction, and age. But assuming that two schools are similar (even prototypical schools), some reasons why the scores would vary include differences in: finishes and systems in design and construction; maintenance and upkeep; how the schools deteriorate and age over time (e.g. heavy use, use patterns and vandalism); what is replaced and upgraded over time; the result of code changes; and, subjectivity in assessments.

Building Condition Assessment (BCA) Scores 2017

Level	Name	Year Built	Mod Year	APP*	2017	Prior Year 2016
Elementary	Alcott	1986			77.74%	80.42%
	Audubon	1965	2001		80.64%	85.66%
	Bell	1966	2013	X	91.00%	93.43%
	Blackwell	1998			83.15%	84.11%
	Carson	2008	2008		89.34%	90.97%
	Dickinson	1992			79.55%	86.22%
	Einstein	1997			82.67%	84.94%
	Franklin	1967	2005	X	87.47%	87.50%
	Frost	1969	2009	X	90.00%	90.00%
	Juanita	1950	2005	X	85.19%	89.52%

Building Condition Assessment (BCA) Scores 2017

Level	Name	Year Built	Mod Year	APP*	2017	Prior Year 2016
Elementary	Keller	1969	2012	X	91.20%	93.24%
	Kirk	1975			59.74%	68.66%
	Lakeview	1955	2001	X	89.82%	89.94%
	Mann	1964	2003	X	86.36%	90.00%
	McAuliffe	1990			82.85%	88.39%
	Mead	1979			67.46%	72.80%
	Muir	1970	2012	X	92.22%	93.01%
	Redmond	1998		X	89.27%	90.74%
	Rockwell	1981			80.10%	81.49%
	Rosa Parks	2005	2006	X	86.38%	86.00%
	Rose Hill	1954	2006	X	89.97%	89.74%
	Rush	1970	2012	X	90.43%	93.64%
	Sandburg/Discovery	1970	2012	X	93.42%	94.00%
	Smith	1988			76.44%	77.15%
	Thoreau	1964	2003	X	84.57%	84.84%
	Twain	1962	2000	X	82.67%	84.99%
	Wilder	1989			86.89%	86.74%
Middle	Evergreen	1983			70.79%	76.72%
	Finn Hill/EAS	1967	2011	X	90.89%	92.56%
	Inglewood	1991			74.49%	78.15%
	International/Community	1965	2012	X	92.06%	93.46%
	Kamiakin	1974			64.06%	63.36%
	Kirkland	1961	2004	X	82.08%	85.23%
	Northstar (at Emerson HS)	2012	N/A		90.00%	90.00%
	Redmond	1958	2001	X	80.41%	86.71%
	Renaissance (at Eastlake HS)	2012	N/A		90.00%	90.00%
	Rose Hill/Stella Schola	1969	2013	X	92.02%	92.87%
High	Eastlake	1993			85.09%	86.59%
	Emerson	1983			74.55%	73.78%
	Juanita	1971			63.60%	63.60%
	Lake Washington	1949	2010	X	90.97%	94.26%
	Redmond	1964	2003	X	86.49%	90.25%
	Tesla STEM	2012	2012		91.48%	92.73%

Portable Building Condition Assessment (BCA) Scores 2017

Name	Portable Number	Year Built	BCA Rating 2017	BCA Rating 2016
Elementary Schools				
Alcott ES	P213	1986	Good	Good
	P267	1988	Fair	Fair
	P272	1989	Good	Good
	P289S	2007	Good	Good
	P292	1989	Good	Good
	P339	2007	Good	Good
	P340A	2007	Good	Good
	P340B	2007	Good	Good
	P380	2015	Excellent	Excellent
	P381	2015	Excellent	Excellent
	P382	2015	Excellent	Excellent
	P406	2016	Excellent	Excellent
Audubon ES	P212	1986	Poor	Fair
	P277	1989	Poor	Fair
	P383	2015	Excellent	Excellent
Blackwell ES	P204	1987	Fair	Good
	P247	1988	Fair	Good
	P269	1989	Fair	Good
Carson ES	P344A	2009	Good	Good
	P344B	2009	Good	Good
	P345A	2009	Good	Good
	P345B	2009	Good	Good
Dickinson/Explorer ES	P296	1990	Fair	Good
	P341A	2007	Fair	Good
	P341B	2007	Fair	Good
	P342A	2007	Fair	Good
	P342B	2007	Fair	Good
	P413	2017	Excellent	N/A
	P414	2017	Excellent	N/A
	P415	2017	Excellent	N/A
	P416	2017	Excellent	N/A
Einstein ES	P350	2010	Good	Good
Franklin ES	P205	1987	Good	Good
	P255	1988	Good	Good
	P403	2015	Excellent	Excellent
Frost ES	P386	2015	Excellent	Excellent
Keller ES	P407	2016	Excellent	N/A
Kirk ES	P207	1986	Fair	Good

Portable Building Condition Assessment (BCA) Scores 2017

Name	Portable Number	Year Built	BCA Rating 2017	BCA Rating 2016
Kirk ES (continued)	P208	1986	Fair	Good
	P333	1995	Fair	Good
Lakeview ES	P202	1986	Good	Good
	P293	1989	Good	Good
	P351A	2011	Good	Good
	P351B	2011	Good	Good
Mann ES	P376	2014	Good	Excellent
	P377	2014	Good	Excellent
	P378	2014	Good	Excellent
	P379	2014	Good	Excellent
McAuliffe ES	P160	1986	Fair	Good
	P161	1986	Fair	Good
	P162	1986	Fair	Good
	P163	1986	Fair	Good
	P221	1987	Fair	Good
	P222	1987	Fair	Good
	P223	1987	Fair	Good
Mead ES	P195	1990	Fair	Good
	P214	1986	Fair	Good
	P215	1986	Fair	Good
	P278	1989	Fair	Good
	P290	1989	Fair	Good
	P299	1990	Fair	Good
Redmond ES	P343A	2008	Good	Good
	P343B	2008	Good	Good
	P370	2014	Excellent	Good
	P371	2014	Excellent	Good
	P395	2015	Excellent	Excellent
	P396	2015	Excellent	Excellent
	P397	2015	Excellent	Excellent
	P398	2015	Excellent	Excellent
Rockwell ES	P288	1989	Good	Good
	P291S	1989	Good	Good
	P335A	1995	Good	Good
	P335B	1995	Good	Good
	P352	2011	Good	Good
Rosa Parks ES	P346A	2009	Good	Good
	P346B	2009	Good	Good
	P347A	2009	Good	Good
	P347B	2009	Good	Good

Portable Building Condition Assessment (BCA) Scores 2017

Name	Portable Number	Year Built	BCA Rating 2017	BCA Rating 2016
Rosa Parks ES (continued)	P348A	2010	Good	Good
	P348B	2010	Good	Good
	P349A	2010	Good	Good
	P349B	2010	Good	Good
	P353A	2011	Good	Good
	P353B	2011	Good	Good
Rose Hill ES	P354A	2011	Good	Good
	P354B	2011	Good	Good
Rush ES	P400	2015	Excellent	Excellent
	P401	2015	Excellent	Excellent
	P402	2015	Excellent	Excellent
Smith ES	P159	1986	Fair	Good
	P219	1986	Fair	Good
	P226	1987	Fair	Good
	P254	1988	Fair	Good
	P284	1989	Fair	Good
	P285	1989	Fair	Good
	P286	1989	Fair	Good
	P329	1995	Fair	Good
Twain ES	P258	1988	Fair	Fair
	P268S	1988	Fair	Fair
	P334A	1995	Good	Good
	P334B	1995	Good	Good
Wilder ES	P200	1990	Good	Good
	P273	1989	Good	Good
	P322	1990	Good	Good
	P328	1995	Good	Good
	P372	2014	Excellent	Good
	P373	2014	Excellent	Good
	P374	2014	Excellent	Good
	P375	2014	Excellent	Good
Middle Schools				
Evergreen MS	P104	1990	Fair	Good
	P106	1990	Fair	Good
	P248	1988	Fair	Good
	P250	1988	Good	Good
	P262	1988	Fair	Fair
	P263	1988	Fair	Fair
	P281	1989	Poor	Fair
	P287	1989	Poor	Fair

Portable Building Condition Assessment (BCA) Scores 2017

Name	Portable Number	Year Built	BCA Rating 2017	BCA Rating 2016
Evergreen MS (continued)	P337	1989	Fair	Good
	P384	2015	Excellent	Excellent
	P385	2015	Excellent	Excellent
	P404	2016	Excellent	Excellent
	P405	2016	Excellent	Excellent
Kamiakin MS	P211	1986	Fair	Good
	P236	1986	Fair	Fair
	P256	1988	Fair	Fair
	P257	1988	Fair	Good
	P261S	1988	Fair	Good
	P264	1988	Fair	Fair
	P316	1990	Fair	Fair
Redmond MS	P355A	2008	Good	Good
	P355B	2008	Good	Good
	P356A	2008	Good	Good
	P356B	2008	Good	Good
	P361A	2008	Fair	Fair
	P361B	2008	Fair	Fair
	P399	2015	Excellent	Excellent
High Schools				
Emerson Campus	P155	1986	Fair	Fair
	P156	1986	Fair	Fair
	P157	1986	Fair	Fair
Juanita HS	P169A	1986	Good	Good
	P169B	1986	Good	Good
	P197A	1986	Good	Good
	P197B	1986	Good	Good
	P198	1990	Fair	Fair
	P199A	1986	Good	Good
	P199B	1986	Good	Good
	P327	1991	Good	Good
Lake Washington HS	P388	2015	Excellent	Excellent
	P389	2015	Excellent	Excellent
	P390	2015	Excellent	Excellent
	P391	2015	Excellent	Excellent
	P392	2015	Excellent	Excellent
	P393	2015	Excellent	Excellent
	P394	2015	Excellent	Excellent
	P408	2016	Excellent	N/A
	P409	2016	Excellent	N/A

Portable Building Condition Assessment (BCA) Scores 2017

Name	Portable Number	Year Built	BCA Rating 2017	BCA Rating 2016
Lake Washington HS (continued)	P410	2016	Excellent	N/A
	P411	2016	Excellent	N/A
Redmond HS	P357A	2013	Good	Good
	P357B	2013	Good	Good
	P358A	2013	Good	Good
	P358B	2013	Good	Good
	359A	2013	Good	Good
	359B	2013	Good	Good
	360A	2013	Good	Good
	360B	2013	Good	Good

Appendix B: Inspection 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 a building) and compliance. The district utilizes both in-house staff and outside vendors in conduction inspections. Site and building systems inspected include:

Inspectors	Systems Inspected
Facilities Supervisors or Consultants	Asset Preservation Program building condition evaluations for five of the six-year cycle. The sixth-year evaluation must be conducted by a certified third party (i.e. another school district or consultants)
Custodians	Playgrounds, sites/walkways, fire extinguishers, moveable walls/curtains, asbestos, toilet fixtures, faucets/bubblers, generators, HVAC air filters, portable ramps, interior/exterior lighting, indoor environmental concerns.
Trades	Water flushing systems, HVAC controls and equipment, bleachers, generators, irrigation systems, playground surfacing and equipment, pavement/concrete walks, and tree health/risk.
Vendors	Fire alarm systems, fire sprinkler systems, intrusion alarm systems, drinking water backflow devices, elevators, fire extinguishers, boiler/pressure vessels, kitchen fire suppression/hoods/grease traps, bleachers/grandstands, asbestos, oil separators, sewer lift stations, science lab acid neutralization tanks, surface water management, water quality. Specialty (expert) assessments and surveys (e.g. roofing or playfield surveys).

Appendix C: Integrated Pest Management (IPM)

Lake Washington earned the IPM STAR Certification in 2014-2015 after passing a rigorous 37-point inspection conducted by the independent nonprofit IPM Institute of North America, becoming one of only 12 school districts in the state to hold this designation. The district satisfied the requirements necessary to retain IPM STAR Certification in 2017-2018. IPM is a common-sense approach to solving pest problems with minimum pesticide usage.

The word “pesticide” encompasses insecticides, herbicides, fungicides and rodenticides. The district is required to report the use of any of pesticide chemical except for traps or baits.

- Details of products and quantities used either by district staff or vendors in 2017-2018 are found on the attached charts.

Schools can elect to become a “Pesticide Free” site. To achieve this status requires specific involvement by site personnel to maintain shrubs, beds, and walkways in a manner that complies with state and local codes while eliminating the need for pesticides. Tesla STEM, Alcott Elementary, Sandburg Elementary, Thoreau Elementary, and Peter Kirk Elementary were “Pesticide Free Schools” in 2017-2018.

Herbicide Product Use 2017-2018

PRODUCT	EPA REG.#	EPA DESIG.	USE	AREA	2017-2018	2016-2017
Casoron	400-168	Caution	Pre-emergent weed control	Planting beds, tree wells, sign posts	246 lbs.	1,597 lbs.
Crossbow ¹	62719-260	Caution	Post emergent weed control	Planting beds, tree wells, cinder tracks, sidewalks, parking lots	9 gallons (diluted)	None Used
Ranger Pro	524-517	Caution	Post emergent weed control	Planting beds, tree wells, cinder tracks, sidewalks, parking lots	8 gallons (diluted)	48.1 gallons (diluted)
Round Up ProMax	524-579	Caution	Post emergent weed control	Planting beds, tree wells, cinder tracks, sidewalks, parking lots	64 gallons (diluted)	None Used
Spectacle G	432-1523	Caution	Pre-emergent weed control	Planting beds, tree wells, sign posts	2,142 lbs.	None Used

¹ Product information provided by district approved, licensed pest control vendor

Appendix C: Integrated Pest Management (IPM)

Insecticide Product Use 2017-2018

Product	EPA REG.	EPA DESIG.	USE	AREA	2017-2018	2016-2017
Advion ¹	352-746	Caution	Ants, Roaches	Interior (bait)	258 oz.	154 oz.
Arilon	100-15	Caution	Bees, Wasps	Exterior	15 oz	None Used
BTI Bricks ¹	6218-47	Caution	Mosquito Larva	Retention ponds	188 bricks	122 bricks
Delta Dust ¹	432-772	Caution	Ants, Roaches	Exterior	8 oz	None Used
Drione ¹	432-992	Caution	Ants, Wasps	Exterior	2.0 oz.	2.0 oz.
Evergreen Pyrethrum Dust	1021-1871	Caution	Ants, Wasps	Interior & Exterior	38 oz.	None Used
Max Force ¹	432-1259	Caution	Ants	Interior (Bait Gel Traps)	27 oz.	8 oz.
Phantom ¹	241-392	Caution	Ants	Exterior	71 oz. (diluted)	20 oz. (diluted)
P.I. ¹	499-444	Caution	Wasps, Flies, Ants	Interior	2.0 oz.	2.0 oz.
Talstar P ¹	279-3206	Caution	Wasps	Exterior	4.3 oz.	None Used
Tempo SC ¹	432-1363	Caution	Ants, Bees	Interior	32.5 oz.	10 oz.
Tempo Dust ¹	432-1373	Caution	Wasps	Exterior	7 oz.	3 oz.

¹ Product information provided by district approved, licensed pest control vendor

Tengard ¹	70506-6	Caution	Wasps	Exterior	.05 gallons	.05 gallons
Termidor ¹	7969-210	Caution	Termites	Interior / Exterior	1.8 gallons (diluted)	None Used
Wasp Freeze ¹	499-362	Caution	Bees, Spiders	Nests	43 cans	39 cans

¹ Product information provided by district approved, licensed pest control vendor

Appendix D: Drinking Water Testing Schedule

Year One	
School	Year Built
Juanita HS	1971
Kamiakin MS	1974
Kirk ES	1975
Mead ES	1979
Rockwell ES	1981
Evergreen MS	1983
Emerson Campus/Northstar	1983
Alcott ES	1986
Smith ES	1988
Wilder ES	1988
Year Two	
McAuliffe ES	1990
Inglewood MS	1991
Dickinson/Explorer ES	1992
Eastlake HS/Renaissance	1993
Einstein ES	1998
Blackwell ES	1998
Twain ES	2000
Audubon ES	2001
Lakeview ES	2001
Redmond MS	2002

Year Three	
School	Year Built
Redmond ES	1998
Mann ES	2003
Thoreau ES	2003
Kirkland MS	2004
Redmond HS	2004
Rose Hill ES	2005
Franklin ES	2006
Juanita ES	2006
Rosa Parks ES	2006
Carson ES	2008
Frost ES	2009
Year Four	
Finn Hill MS/EAS	2011
Lake Washington HS	2011
Keller ES	2012
Muir ES	2012
Sandburg/Discovery ES	2012
Bell ES	2013
Rush ES	2013
ICS/Community	2013
Rose Hill MS	2013
Tesla STEM HS	2012
Clara Barton ES	2018
Ella Baker ES	2018