

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

April 21, 2014

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

**AMAO:** Annual Measurable Achievement Objective in English Language Proficiency

**AP:** Advanced Placement

**AVID:** Advancement Via Individual Determination

**B/CR:** Board/CEO Relationship

**CAA:** Certificate of Academic Achievement

**CADR:** College Academic Distribution Requirements

**CBA:** Classroom-Based Assessments

**CDSA:** Common District Summative Assessments

**CEDARS:** Comprehensive Education Data and Research System (CEDARS)

**CIP:** Continuous Improvement Plan

**CLT:** Central Leadership Team

**COE:** Collection of Evidence

**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)

**EL:** Executive Limitations (See Policy Governance)

**ELL:** English Language Learners

**EOC:** End of Course

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

**ESEA:** Elementary and Secondary Education Act

**GLE:** Grade Level Expectations (state)

**GP:** Governance Process (Board)

**HCP:** Highly Capable Program

**HSPE:** High School Proficiency Exam

**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 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

**PLC:** Professional Learning Community

**Policy Governance:** A governance process used by the school board. Sets forth "End Results" (goals) that the superintendent must reach, while abiding by "Executive Limitations." End Results 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 web site for more information.

**Quest:** Highly Capable program for students in gr. 2-8

**RCW:** Revised Codes of Washington

**RTI:** Response to Intervention

**SALT:** Strategic Advisory Leadership Team

**sMAS:** Secondary Mobile Access for Students

**STEM:** Science, Technology, Engineering, and Mathematics

**TEALS:** Technology Education and Literacy in Schools is a grassroots employee driven Microsoft program that recruits, mentors, and places high tech professionals as part-time teachers in a team teaching model.

**WAC:** Washington Administrative Codes

**WaNIC:** Washington Network for Innovative Careers

**WELPA:** Washington English Language Proficiency Assessment

**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 17, 2014

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 April 21, 2014 beginning at 7:00 p.m. in the Board Room of the Resource Center, 16250 NE 74<sup>th</sup> Street, Redmond, WA.

Order of Business

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

Sincerely,

A handwritten signature in cursive script that reads "Traci Pierce". The signature is written in black ink on a light-colored background.

Traci Pierce  
Superintendent

# LAKE WASHINGTON SCHOOL DISTRICT

## Board of Directors' Meeting

L.E. Scarr Resource Center Board Room

April 21, 2014

- 
- 5:30 p.m.    **Work Session**  
*Topic: Discipline and Harassment, Intimidation, and Bullying*  
*Location: Robert Hughes Room*
- 6:30 p.m.    **Executive Session** re personnel
- 

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
7:00 p.m.	<b>Convene, Roll Call</b>			
	<b>Approve Agenda</b>			
	<b>Host School</b>			
	▪ <i>Melissa Pointer, Principal, Einstein Elementary</i>			
	<b>Public Comment</b>	<b>GP-3</b> (Board Job Description)		
	<b>Consent Agenda</b>	<b>GP-8</b> (Annual Agenda Planning)		
	▪ Approval of Vouchers			
	▪ Minutes – {Mar. 17 and Mar. 21-23 work sessions and Mar. 17 board meeting}		1	1
	▪ Human Resources Report		2	6
	▪ Emergency School Closure – February 12, 2014		3	9
	▪ School Meal Program Prices, 2014-15		4	10
	▪ Instructional Materials Adoption		5	11
	▪ Surplus of Equipment Resolution 2181		6	13
	▪ Authorized Signatures for School Construction Resolution No. 2182		7	14
	▪ Change Order No. 23 Finn Hill Middle School Replacement		8	15
	▪ Approval of Monitoring Report	<b>B/CR-5</b> (Monitoring CEO Performance)		
	✓ EL-3, Communication and Counsel to the Board		9	17
	▪ Donations		10	18

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
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**Non-Consent Agenda**

- Monitor Board Policy **B/CR-5** (*Monitoring CEO Performance*)
  - ✓ ER-2, Interdisciplinary Content Knowledge, &
  - ✓ ER-3, Interdisciplinary Skills & Attributes -  
Senior High School
  - ✓ ER-1, Mission of Lake Washington School District

**Superintendent Report**

**EL-3** (*Communication & Council to the Board*)

**Legislative Update**

**GP-3** (*Board Job Description*)

**Board Follow-Up**

**GP-3** (*Board Job Description*)

**Future Agenda Items**

**EL-3** (*Communication & Council to the Board*)

**Debrief**

**GP-2** (*Governing Style*)

**Board Member Comments**

**Adjourn**

**Next Board Meeting:** **Monday, May 5, 2014**  
**5:30 p.m. Work Session**  
*Topic: Middle School Report Card, Elementary Literacy, and Professional Learning*  
*Location: Robert Hughes Room*

**7:00 p.m. Board Meeting**  
 Location: Board Room

**L.E. Scarr Resource Center**  
**16250 NE 74<sup>th</sup> Street**  
**Redmond, WA 98052**

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Work Session  
March 17, 2014

The work session was called to order by Vice President Nancy Bernard at 5:45 p.m.

CALL TO ORDER

Members present: Nancy Bernard, Chris Carlson, Siri Bliesner, and Mark Stuart.

ROLL CALL

Excused: Jackie Pendergrass

Present: Superintendent Traci Pierce.

The topics discussed were:

TOPIC

- *Post Levy & Bond Planning: Technology & Facilities.*

The meeting was adjourned at 9:10 p.m.

ADJOURNMENT

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Jackie Pendergrass, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
March 17, 2014

The board meeting was called to order by Vice President Nancy Bernard at 5:30 p.m.

CALL TO ORDER

Members present: Nancy Bernard, Chris Carlson, Siri Bliesner, and Mark Stuart

ROLL CALL

Excused: Jackie Pendergrass

Present: Superintendent Traci Pierce.

Chris Carlson moved to approve the agenda. Seconded by Mark Stuart.

APPROVAL OF AGENDA

Motion carried.

Chris Carlson moved to approve the consent agenda. Seconded by Siri Bliesner .

CONSENT AGENDA

Nancy Bernard, yes; Chris Carlson, yes; Siri Bliesner, yes; and Mark Stuart, yes.

Motion carried.

Approves minutes of the March 3, 2014 work session and board meeting.

APPROVAL OF MINUTES

Approves March 17, 2014 Human Resources Report.

APPROVAL OF HUMAN  
RESOURCES REPORT

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

INSTRUCTIONAL  
MATERIALS ADOPTION

Title:	Six Million Paper Clips: The Making of a Children's Holocaust Memorial
Author:	Peter W. Schroeder and Dagmar Schroeder-Hildebrand
Publisher:	Kar-Ben Publishing
Copyright:	2004
No. of Copies:	Unlimited
Price:	\$20.85 for an E-book with unlimited copies
School Requesting:	Rose Hill Middle School
Classification:	Grade 8

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

March 17, 2014

Title: Lily Renee, Escape Artist from Holocaust Survivor to Comic Book Pioneer  
Author: Trina Robins  
Publisher: Graphic Universe  
Copyright: 2011  
No. of Copies: Unlimited  
Price: \$43.93 for an E-book with unlimited copies  
School Requesting: Rose Hill Middle School  
Classification: Grade 8

Title: Why Did the Holocaust Happen?  
Author: Sean Sheehan  
Publisher: Gareth Stevens Publishing  
Copyright: 2011  
No. of Copies: Unlimited  
Price: \$47.93 for an E-book with unlimited copies  
School Requesting: Rose Hill Middle School  
Classification: Grade 8

Title: The Holocaust: Jews, Germany, and the National Socialists  
Author: James Norton  
Publisher: Rosen Publishing  
Copyright: 2009  
No. of Copies: Unlimited  
Price: \$47.93 for an E-book with unlimited copies  
School Requesting: Rose Hill Middle School  
Classification: Grade 8

Title: Ask Me No Questions  
Author: Marina Budhos  
Publisher: Scholastic  
Copyright: 2006  
No. of Copies: 35  
Price: \$8.99 per book  
School Requesting: Kamiakin Middle School  
Classification: Grades 7-8

Title: Inside Out and Back again  
Author: Thanhha Lai  
Publisher: Scholastic  
Copyright: 2011  
No. of Copies: 30  
Price: \$4.99 per book  
School Requesting: Kamiakin Middle School  
Classification: Grades 5+

Title: A Long Walk to Water  
Author: Linda Sue Park  
Publisher: Houghton Mifflin Harcourt  
Copyright: 2010  
No. of Copies: 30  
Price: \$5.99 per book  
School Requesting: Kamiakin Middle School  
Classification: Grades 5+



LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

March 17, 2014

Title: Reimagining Global Health: An Introduction  
Author: Paul Farmer, Jim Yong Kim, Arthur Kleinman, and Matthew Basilico  
Publisher: University of California Press  
Copyright: 2013  
No. of Copies: 30-60  
Price: \$35.00  
School Requesting: Redmond High School  
Classification: Grade 12

Ratifies the appointment of the Susan Baird-Joshi, Kerri Nelsen, and Matt Loschen, Lake Washington Citizens Levy Committee, to prepare a statement in favor (pro) and Mike Nykreim and Steven Swedenburg to prepare a statement in opposition (con) to Proposition 1, General Obligation Bonds to be included in King County Elections Voters' Pamphlet for the April 22, 2014 election.

Approves Change Order No. 19 to Cornerstone General Contractors, Inc. for work at the Alexander Bell Elementary School replacement project in the amount of (\$88,091), decreasing the contract amount to \$20,292,811.

Approves Resolution No. 2179 and accepts the final Building Commissioning Report recommendations for the new Secondary STEM School by Rushing as presented.

Accepts the donations/grants as identified -

Acceptance from The Intermec Foundation to Juanita High School in the amount of \$3,000.00 in the amount of to purchase laboratory equipment and science materials.

Acceptance from Louisa May Alcott to Alcott Elementary in the amount of \$4,870.92 to purchase sound system and accessories.

Acceptance from Elizabeth Blackwell PTSA to Blackwell Elementary in the amount of \$8,346.77 to support leadership team (\$2,000.00), field trips (\$4,346.77), teachers (\$1,000.00), and specialists (\$1,000.00).

Acceptance from Rachel Carson PTSA to Carson Elementary in the amount of \$2,090.00 to provide stipend for intramurals program.

RATIFICATION OF  
COMMUNITY MEMBERS,  
STATEMENT FOR  
APRIL 2014 KING COUNTY  
ELECTIONS VOTERS'  
PAMPHLET

CHANGE ORDER NO. 19  
ALEXANDER GRAHAM  
BELL ELEMENTARY  
SCHOOL REPLACEMENT  
PROJECT

BUILDING  
COMMISSIONING  
REPORT SECONDARY  
STEM SCHOOL PROJECT  
RESOLUTION NO. 2179

DONATIONS

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

March 17, 2014

Acceptance from Christa McAuliffe PTSA to McAuliffe Elementary in the amount of \$15,865.00 to support classroom enrichment (\$5,800.00) and professional development (\$4,000.00); and provide funds for computer lab door repair (\$3,065.00) and reimbursement for copy machine usage (\$3,000.00).

Acceptance from Carl Sandburg PTSA to Sandburg Elementary in the amount of \$1,995.68 to support after school math club (\$1,308.24) and study stars program (\$687.44).

Acceptance from Inglewood Middle School PTSA to Inglewood Middle School in the amount of \$2,000.00 to purchase IXL Math license.

Acceptance from Kirkland Middle School PTSA to Kirkland Middle School in the amount of \$1,500.00 to purchase emergency preparedness supplies.

Acceptance from Redmond Middle School PTSA to Redmond Middle School in the amount of \$4,282.13 to purchase supplies for language, reading, and science (\$977.85); education kits for problem-solving skills (\$298.97); camera equipment (\$477.00); P.E. equipment (\$976.61); and whiteboards (\$402.70); and support Meet the Composer (\$350.00) and Career Cruising (\$799.00) programs.

Acceptance from Renaissance School PTSA to Renaissance School in the amount of \$6,122.00 to support outdoor education at Camp River Ranch.

Acceptance from Lake Washington High School PTSA to Lake Washington High School in the amount of \$2,500.00 to purchase books for English department.

**TOTAL \$52,572.50**

NON-CONSENT AGENDA

Cindy Duenas, STEM School Principal, reviewed the process used to select a name for the new STEM School. She indicated that the process followed the administrative policy. She noted that the school went through the process twice due to some concerns which had arose earlier. She announced that the new name of the school would be Nikola Tesla Science Technology, Engineering and Math High School.

APPROVAL OF NAME  
NEW SECONDARY STEM  
SCHOOL/SITE 73

LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
March 17, 2014

Chris Carlson moved to approve the nominated name, Nikola Tesla Science Technology, Engineering and Math High School, as the name for the STEM-focused high school, Site No. 73. Seconded by Siri Bliesner. Motion carried with Mark Stuart voting nay based on concerns discussed in a previous board meeting.

Chris Carlson moved to adjourn. Seconded by Siri Bliesner.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 5:40 p.m.

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Jackie Pendergrass, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

OFFICIAL MINUTES

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Work Session

March 21-23, 2014

The work session was called to order by President Jackie Pendergrass at 7:00 p.m. on March 21, 2014.

CALL TO ORDER

Members present: Jackie Pendergrass, Nancy Bernard, Chris Carlson, Siri Bliesner and Mark Stuart.

ROLL CALL

Present: Superintendent Traci Pierce.

The meeting was convened into executive session at 7:00 p.m. to discuss personnel issues to discuss the evaluation of the superintendent and reconvened at 10:50 p.m.

EXECUTIVE SESSION

The meeting was recessed until 8:30 a.m. on March 22, 2014.

The meeting was reconvened at 8:40 a.m. on March 22, 2014.  
The topics discussed were:

TOPICS

**Policy Governance**

- End Results Monitoring Reports Revisions

**Strategic Items**

- Student and School Support Services
  - Continuous Improvement Process (CIP)
  - Student and Parent Data Views
- Student and Professional Learning Services
  - Senior High
    - 1080 and Core 24

The meeting was recessed at 12:00-1:00 and reconvened at 1:00 p.m.

The topics discussed were:

**Operational Items**

- Communications
- Budget Process/Aligning Resources to Strategic Work

The meeting was recessed at 5:40 p.m. until 8:30 a.m. on March 23, 2014.

The meeting was reconvened at 8:30 a.m. on March 23, 2014.

The topics discussed were:

**Operational Items**

- Facility Planning/Post Bond Planning

**Board Processes, Linkage & Work Session Planning and Retreat Evaluation**

The meeting was adjourned at 12:14 p.m. on March 23, 2014.

ADJOURNMENT

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Jackie Pendergrass, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

# Human Resources Board Report

## April 21, 2014



### NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Adler, Michelle	Instructional Assist	Rockwell Elem	\$13.21	10/28/13	Budgeted
Aguila, Martha	Special Ed Para Ed	Frost Elem	\$16.21	10/22/13	Budgeted
Alm, Zorica	Admin Secretary I	Resource Center	\$17.24	10/23/13	Repl. J. Gordon
Bercey, Hitomi	Special Ed Para Ed	Blackwell Preschool	\$16.21	09/26/13	Budgeted
Breda, Shannon	Instructional Assist	Bell Elem	\$13.21	10/22/13	Budgeted
Christianson, Nicole NC	Teacher	Elem Pool	C-0	08/25/14	Leave Replacement
Culley, Aaron	Bus Driver	Transportation	\$21.78	09/03/13	Budgeted
Ferry, Cheryl	Instructional Assist	Redmond HS	\$13.21	12/09/13	Repl. S. Ryan
Fuller, Georgi	Bus Driver	Transportation	\$21.78	09/26/13	Budgeted
Goff, Bill	Prof Tech	Juanita HS	\$25.91	12/09/13	Repl. B. Carson
Hanson, Becky	Bus Driver	Transportation	\$21.78	09/19/13	Budgeted
Jones, Tiffany	Instructional Assist	Lake Washington HS	\$13.21	10/23/13	Repl. J. Robertson
Mohr, Craig NC	Teacher	Rosa Parks	C-16	01/06/14	Leave Replacement
Overland, Ryan	Instructional Assist	Kirk Elem	\$12.95	10/29/13	Repl. M. Ahrensfield
Powell, Beth	Special Ed Para Ed	Dickinson Elem	\$16.21	09/26/13	Budgeted
Redlin, Julie	Instructional Assist	Extended Day	\$12.95	10/14/13	Repl. M. Holroyd
Spiers, Arlene	Office Manager II	Rosa Parks	\$20.76	11/16/13	Repl. M. Ruiz
Stinnett, Margaret	Special Ed Para Ed	Blackwell Elem	\$16.21	11/15/13	Budgeted
Vandecar, Jennifer	Occupational Therapist	Special Services	C-0	08/25/14	Leave Replacement
Welcome, Debra	Instructional Assist	Mead Elem	\$13.21	10/21/13	Budgeted

### RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Adair, Monica	Teacher	Bell Elem	08/28/06	06/18/14	Resignation
Brotherton, Rachel	Teacher	LOA	08/28/06	02/13/13	Resignation

# Human Resources Board Report

## April 21, 2014



### RETIREMENTS/RESIGNATIONS/TERMINATIONS - Con't

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Bunday, Marilyn	Teacher	LOA	08/27/01	01/15/14	Retirement
Gilliland, Erica	Teacher	Redmond HS	08/24/05	06/18/14	Resignation
Glynn, Kali	SLP	Special Services	08/29/07	06/18/14	.2 Resignation
Halsell, Melissa	Teacher	Rockwell Elem	08/28/06	06/18/14	Resignation
McElfish, Barbara	Teacher	Franklin Elem	08/29/07	06/20/14 (rev)	Retirement
Riley, Dawn	Counselor	Evergreen MS	09/02/93	06/30/14 (rev)	Retirement
Rumberger, Alyson	Teacher	Franklin Elem	08/27/09	06/18/14	Resignation
Tavares, Melissa	Teacher	Alcott Elem	09/01/11	04/02/14	Resignation
Toresdahl, Jodie	Teacher	LOA	08/29/07	06/15/14	Resignation
VanAken, Patricia	Teacher	Rosa Parks Elem	10/29/96	06/18/14	Retirement
Vega, Deanna	Teacher	Franklin Elem	08/24/04	06/18/14	Resignation
Ward, Lindsey	Teacher	Thoreau Elem	08/27/08	06/18/14	Resignation
Watson, David	Bus Driver	Transportation	03/22/07	03/07/14	Resignation
Wilk, Joanne	Teacher	Inglewood MS	04/13/88	06/18/14	Retirement

### CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Maslova, Iryna	Redmond HS	.6 NC to .7 NC	02/03/14

### 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>
Bede, Christopher	Assoc Vice Principal	Interim HS Principal	02/24/14	Repl. B. Malloy	\$129,690.00
Bowers, Jeff	Systems Admin II	Infrastructure Architect	03/03/14	Reorganization	\$101,735.00
Elsemore, Claudia	Project Manager I	Project Manager II	03/03/14	Reorganization	\$83,805.00

# Human Resources Board Report

## April 21, 2014



### CHANGE OF POSITION - Con't

<u>Name</u>	<u>Old Position</u>	<u>New Position</u>	<u>Effective Date</u>	<u>Reason</u>	<u>New Salary</u>
Holmen, Jon	Director of School Support	Assoc Superintendent of School & Student Learning	03/10/14	Repl. H. Sinclair	\$151,255.00
Kraft, Katherine	Family Support Specialist	Head Start Coordinator	11/01/13	Repl.M. Judd	\$25.91
Lee, Debbie	Technology Operations	Technology Support Manager	03/03/14	Reorganization	\$101,735.00
Lerner, Denorah	School Secretary	Office Manager I	04/01/14	Reclassification	\$20.10
McCracken, Patricia	Data Services	Project Manager II	03/03/14	Reorganization	\$83,805.00
Neely, Theresa	Accounting Tech II	Accounting Tech III	04/01/14	Reclassification	\$21.86



## EMERGENCY SCHOOL CLOSURE - FEBRUARY 12, 2014

April 21, 2014

### SITUATION

On Wednesday, February 12, 2014, the local area experienced an unexpected windstorm that resulted in the loss of electrical power at Evergreen Middle School, Dickinson Elementary, and Explorer Elementary. Given the loss of electrical power and the estimated time of repairs provided by Puget Sound Energy, the decision was made to close these schools. All other district schools operated as scheduled. WAC 392-129-145 requires the district to report the closure to the Office of the Superintendent of Public Instruction (OSPI). Due to the isolated nature of the closure, the district does not plan to make up the day. WAC 392-129-150 permits OSPI to excuse up to two days of school per incident for unforeseen situations while still providing the full funding allocation.

### 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 Evergreen Middle School, Dickinson Elementary, and Explorer Elementary due to the unforeseen loss of electrical power and to request OSPI to excuse the closure per WAC 329-129-150.

SCHOOL MEAL PROGRAM PRICES, 2014-15

April 21, 2014

SITUATION

In order to remain a self-supporting program and ensure high-quality services to children, it is necessary that the 2014-15 school meal prices be increased. Fees for the lunch program and breakfast program were last increased in 2011-12.

The cost of implementing the changes required by USDA Healthy-Hunger Free Kids Act, along with the impact of inflation and food and labor make a fee increase necessary. In addition, OSPI performs a calculation that compares the average lunch price and the differential between the free and reduced reimbursement rates. This calculation requires a higher lunch price in order to remain in compliance.

The following price increase is recommended for school meals beginning with the 2014-15 school year:

<b>Lunch</b>	<b>2013-14</b>	<b>2014-15 Proposed</b>
Elementary	\$2.50	<b>\$2.75</b>
Secondary	\$2.75	<b>\$3.00</b>
Adult	\$3.25	<b>\$3.75</b>

<b>Breakfast</b>	<b>2013-14</b>	<b>2014-15 Proposed</b>
Elementary	\$1.10	<b>\$1.25</b>
Secondary	\$1.50	<b>\$1.50</b>
Adult	\$2.00	<b>\$2.25</b>

2013-14 comparative fees for school lunch programs in other school districts are as follows:

<b>Lunch</b>	<b>Elementary</b>	<b>Secondary</b>
Bellevue	\$3.00	\$3.50
Mercer Island	\$3.50	\$3.75
Issaquah	\$3.50	\$3.75
Northshore	\$2.75	\$3.00
Lake Washington	\$2.50	\$2.75

<b>Breakfast</b>	<b>Elementary</b>	<b>Secondary</b>
Bellevue	\$2.25	\$2.50
Mercer Island	No breakfast program	
Issaquah	No breakfast program	
Northshore	\$1.50	\$1.75
Lake Washington	\$1.10	\$1.50

RECOMMENDATION

The Board of Directors approves the 2014-15 School Meal Program Prices as presented.

## INSTRUCTIONAL MATERIALS ADOPTION

April 21, 2014

### 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:** Stellarium  
**Author:** Multiple Authors  
**Publisher:** Free Software Foundation  
**Copyright:** 2002  
**No. of Copies:** 65  
**Price:** \$0  
**School Requesting:** Lake Washington High School  
**Classification:** Grades 10-12

**Title:** The Practice of Statistics for AP, 4<sup>th</sup> Edition with e-book  
**Author:** Dan Yates, David S. Moore, Daren S. Starnes  
**Publisher:** Bedford, Freeman & Worth  
**Copyright:** 2012  
**No. of Copies:** 230  
**Price:** \$120.00 per book  
**School Requesting:** District Advanced Placement  
**Classification:** Grades 11-12

**Title:** The Poisonwood Bible  
**Author:** Barbara Kingsolver  
**Publisher:** Harper Collins  
**Copyright:** 1998  
**No. of Copies:** 60  
**Price:** \$12.13 per book  
**School Requesting:** Juanita High School for Cambridge Program  
**Classification:** Grade 12

**Title:** Half of a Yellow Sun  
**Author:** Chimanda Ngozi Adichie  
**Publisher:** Anchor  
**Copyright:** 2006  
**No. of Copies:** 30  
**Price:** \$9.01 per book  
**School Requesting:** Juanita High School for Cambridge Program  
**Classification:** Grade 12

Instructional Materials Adoption

April 21, 2014

Page 2

**Title:** The Dispossessed  
**Author:** Ursula Le Guin  
**Publisher:** Harper Collins  
**Copyright:** 1974  
**No. of Copies:** 32  
**Price:** \$15.99 per book  
**School Requesting:** Eastlake High School  
**Classification:** Grade 12

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 women. 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.

SURPLUS OF EQUIPMENT AND MATERIALS  
RESOLUTION NO. 2181

April 21, 2014

SITUATION

In the normal course of district operations, materials and equipment become dated, damaged and in many cases, unusable or unsupportable. Our last surplus authorization for equipment was in May 2013. Since the time, we have been accumulating items that are no longer of any use to the schools or departments.

In order to dispose of the identified equipment and materials, they must be declared surplus to the needs of the district. Resolution No. 2181 has been prepared in order to do so.

Once this property is declared surplus by the board and appropriate public notifications are made, we will offer it for sale/redistribution consistent with the requirements of RCW 28A.335.180. This could include providing technology equipment to economically-disadvantaged students, sales to other private and public schools, sale to the general public and/or disposal. As appropriate, we will use the state surplus warehouse for disposal.

RECOMMENDATION

The Board of Directors adopts Resolution No. 2181 declaring the equipment and materials listed on the attached page as surplus to the needs of the district and authorizing the superintendent to proceed with the distribution, transfer, sale, or disposal of the items listed.

SURPLUS OF EQUIPMENT AND MATERIALS

RESOLUTION NO. 2181

WHEREAS, in the course of normal operations, equipment and materials are purchased for use by the various schools and support functions of the district;

WHEREAS, this equipment and these materials have been used and have fulfilled their useful life or have been replaced by other equipment, materials or vehicles which fulfill to a greater degree the needs for which the original equipment, material or vehicles were purchased;

WHEREAS, it is no longer practical or economical to retain these items for possible future use due to cost of storage, handling, and maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Lake Washington School District, No. 414, declares that the personal property on the attached list is surplus to the needs of the district and that the administration is hereby authorized to dispose of this property in accordance with the regulations of the State of Washington.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 21<sup>st</sup> day of April 2014.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary, Board of Directors

**Surplus of Equipment and Materials****Resolution No. 2181****April 21, 2014**

<b>Quantity</b>	<b>Unit</b>	<b>Description</b>
8	each	Activboard, Promethean, Assorted
1	each	Air Compressor, Craftsman, 150 psi
1	lot	AV Equipment (VCRs, OH, DVD, Recorders, Tripod, Radio, TV, etc.)
1	each	Band Saw
1	each	Bin, Flour
25	each	Bins, Cambro transport, Assorted
1	each	Bookcase, Assorted
1	each	Cabinets, Storage, Assorted
2	each	Cashier Stand
4	each	Cashier work station
1	lot	Carts (AV, OH, Library, Computer, TV, etc.)
6	each	Carts, Datamation
14	each	Carts, Food Service, Assorted
1	lot	Casters
1	each	CD Recorder, Marcantz, CDR500
14	each	Cell Phones
1	lot	Chairs, Assorted sizes
12	each	Cold Cart, Assorted
1	lot	Computer, Assorted models HP/Compaq/Apple
1	lot	Computer parts (keyboards, mice, components)
2	each	Cooler
1	each	Cot, First Aid
1	lot	Custodial Equipment (scrubbers, pressure washers, vacuums, brush heads)
1	lot	Desks, Assorted
18	each	Digital Camcorder, Assorted
41	each	Digital Camera, Assorted
1	each	Disk Drive Storage Bay, Compaq
3	each	Display/Trophy Case
60	each	Document Camera, Assorted
1	each	Dowelling Machine, Ritter
2	each	Editing Deck, Macrosystem
1	each	Engraver, Newhermes, 11F11
1	lot	Filing Cabinets
1	each	Firewall, Netscreen
10	each	Food Warmer, Assorted
1	lot	Gym Mats
1	lot	Kitchen Smallwares
2	each	Laminator, GBC
1	lot	Laptop Computers, Assorted
1	lot	Lunch Trays
1	each	Mail Machine, Neopost
1	each	Microwave
1	each	Milk Cooler
1	each	Milling Machine
1	each	Mixer, Hobart

<b>Quantity</b>	<b>Unit</b>	<b>Description</b>
1	lot	Monitors, Assorted
1	lot	Mounting Trays
1	each	Mortising Machine
1	lot	Musical Instruments
4	each	Netbooks, Assorted
1	lot	Network Switches, Electronics
7	each	Offering Bar, Assorted
1	lot	OT/PT Equipment
6	each	Oven, Assorted
1	lot	Oven Racks, wire
3	each	Panini Grill
1	lot	Paper Towel Dispensers
1	each	Parallel Bars
1	lot	PDAs, Assorted
1	lot	PE Equipment (bats, balls, jump ropes, golf clubs, etc.)
1	each	Planer
1	each	Plotter, HP, 500
1	each	Portable Hand Washing Unit
1	lot	Printers, Assorted
13	each	Projector, LCD, Assorted
3	each	Rack, Rolling
1	each	Rack, Sheet Pan
1	each	Radial Arm Saw
1	each	Salad Bar, 6 foot
1	lot	Scanners, Assorted
2	each	Scroll Saws
1	each	Server, Proliant, HP, DL380
3	each	Service Cart, Hot & Cold
1	lot	Shelves, Assorted
1	lot	Sound/Audio Equipment
1	each	Soup Station, Campbells
1	lot	Speakers
1	each	Spotlight
3	each	Spring Boards
1	lot	Tables, Assorted
1	each	Table Saw
1	lot	Telephone Equipment
1	each	Treadmill, Nordic Track model C-2400
2	each	Wood Lathe, Magnum



AUTHORIZED SIGNATURES FOR SCHOOL CONSTRUCTION  
RESOLUTION NO. 2182

April 21, 2014

SITUATION:

WAC 392-344-120 requires that the school district provide the Superintendent of Public Instruction with the certified signatures of district personnel authorized by Board resolution for the purpose of signing documents required under the provision of WAC 392-344, which deals with state assistance for school facility construction.

This list needs to be. A resolution has been prepared for Board approval to comply with this requirement. It will update and replace Board Resolution No. 2001 dated June 25, 2007.

RECOMMENDATION:

The Board of Directors adopts Resolution No. 2182 authorizing the designated district employees to sign all necessary documents relating to the state assistance program for the construction of school facilities.

AUTHORIZED SIGNATURES FOR SCHOOL CONSTRUCTION

RESOLUTION NO. 2182

WHEREAS, WAC 392-344-120 requires the school district to provide the Superintendent of Public Instruction with the certified signatures of district personnel authorized by the Board to sign for and on behalf of the Board on all necessary forms and documents for state assistance in school construction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors that the following persons have been designated and are authorized to sign, on behalf of the Board, all required documents subsequent to April 21, 2014.

- Traci Pierce - Superintendent
- Janene Fogard - Deputy Superintendent of Operational Services
- Forrest W. Miller - Director of Support Services
- Barbara Posthumus - Director of Business Services
- Patrick Siegrist - Controller

ADOPTED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting thereof held on the 21<sup>st</sup> day of April 2014.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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\_\_\_\_\_  
\_\_\_\_\_

Attest:

\_\_\_\_\_  
Secretary, Board of Directors

CHANGE ORDER NO. 23  
FINN HILL JUNIOR HIGH SCHOOL REPLACEMENT PROJECT

April 21, 2014

SITUATION

Construction Change Order No. 23 is attached for your review. The change order includes fifteen (15) changes to the construction contract for the Finn Hill Junior High School replacement project. There are thirteen (13) additive cost changes and two (2) deductive cost change.

This is a unilateral change order. The amounts shown are costs incurred by the District to complete contract work not performed by the Contractor. Proper notice and justification has been provided to the Contractor under the terms and conditions of the contract. The Contractor failed or refused to perform the work even after receiving notice to perform/ notice of default from the District under the provisions of the Contract. The Contractor will not sign because they are in disagreement with the District's decision to take over the work and also to the costs. The Contractor may claim for cost and time pursuant to the contract terms and conditions and within the time limitations of the contract.

Four (4) Construction Change Directives (CCDs) are due to design coordination issues:

- CCD 210.1 increases amount provided in Change Order No. 16.
- CCD 272 increases catch basin rim elevation.
- CCD 308 increases amount provided in Change Order No. 18.
- CCD 322 adds diffusers in kitchen space.

One (1) CCD is due to regulatory agency requirements:

- CCD 222.1 removes soil from side slopes of rain gardens.

Ten (10) CCDs are due to owner requested changes:

- CCD 180.2 increases amount provided in Change Order No. 18.
- CCD 217.2 reimburses contractor for electrical permit fees for changes to the photoelectric system.
- CDD 218 accelerates the completion of the main parking lot to be ready for school opening.
- CCD 267.1 modifies hardware at three doors and adds power for magnetic hold open devices.
- CCD 280.1 adds removable bollards at top of ramp to mechanical space.

- CCD 281 increases amount provided in Change Order No. 16.
- CCD 296 increases amount provided in Change Order No. 18.
- CCD 305.1 increases amount provided in Change Order No. 18.
- CCD 324 back charges contractor for cleaning of storm detention vaults and storm drainage lines (deductive).
- CCD 325 back charges for Department of Ecology storm water discharge fees (deductive).

The cost of the changes from Change Order No. 23 is within the budget established for this project. The total for change orders is 5.27% of the original construction contract amount.

<u>Original Construction Contract Amount</u>	\$29,400,000.00
<u>Current Change Order</u>	
Change Order 23	\$41,062.00
<u>Total Change Orders</u>	
Change Orders 1 thru 23	\$1,551,754.18
<u>Contract Amount including this Change Order</u>	\$30,948,711.18

#### RECOMMENDATION

The Board of Directors approves Change Order No. 23 to Babbit Neuman Construction Company for work at the Finn Hill Junior High School replacement project in the amount of \$41,062 increasing the contract amount to \$30,951,754.18.

**CHANGE ORDER NO.**

**23**



Project: Finn Hill Junior High School

Contractor: Babbit Neuman Construction Company

Date: 04/09/14

Project #: 6363

Contract #: 346656

After signature the Contractor is directed to make the following changes in the Contract Amount for pay requests.

This Change Order resolves all issues related to the changes below and any CCDs, CPRs referenced below and constitutes full settlement for all known, estimated or foreseeable costs and time adjustments, including all delay and impact costs and direct and indirect damages, including consequential damages regardless of cause, related to the Change.

**Individual CPR/CCD Description:**

CPR	CCD		Amount
224	180.2	Acceleration - Concrete Pour (increase from CO#18)	\$451.00
258	210.1	Sheet Metal Trim at Windows (increase from CO#16)	\$900.00
359	217.2	PV Changes - Electrical Permit Fee	\$1,027.00
283	218	Phase 3 Parking Lot Acceleration	\$54,686.00
274	222.1	Rain Gardens Side Slope Soil Removal	\$9,274.00
318	267.1	Modify Hardware at Three Doors / add Power to Mag Devices	\$4,500.00
324	272	Revise Catch Basin Rim Elevation	\$743.00
329.1	280.1	Removable Bollards at EA&S	\$2,083.00
330	281	Automatic Severy Door Motors (increase from CO#16)	\$1,154.00
344	296	Add Loading Dock Bumper (increase from CO#18)	\$158.00
355	305.1	BAS Signal Monitoring Cx (ATS) (increase from CO#18)	\$1,494.00
358	308	Mechanical Hot Water Distribution (increase from CO#18)	\$233.00
262	322	Kitchen Diffusers	\$16,822.00
	324	Cleaning Storm Lines and Storm Water Vaults (allowance)	(\$49,420.00)
	325	Reimbursement for Department of Ecology water discharge permit 2011 & 2012	(\$3,043.00)

Combined Total: \$41,062.00

Not valid until signed by the Owner. Signature of the Contractor indicates agreement herewith, including any adjustments in the Contract Sum and the Contract time.

The Original Contract Sum was ..... \$29,400,000.00  
 Net Change by previously authorized Change Orders..... 1 through 22 \$1,507,649.18  
 The Contract Sum prior to this Change Order was..... \$30,907,649.18  
 The Contract Sum will be increased decreased ~~unchanged~~ by this Change Order..... \$41,062.00  
 The new Contract Sum including this Change Order is ..... \$30,948,711.18

The Contract time will be ~~increased~~ decreased unchanged by..... 0 days

The date of Substantial Completion as of the date of this Change Order .....

Amounts exclude State Sales Tax.

**CONTRACTOR'S ACCEPTANCE**

BY: Babbit Neuman  
 SIGNED: unilateral  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**ARCHITECT'S RECOMMENDATION**

BY: Mahlum  
 SIGNED:   
 TITLE: Principal  
 DATE: 4/14/2014

**CHANGE ORDER NO.**

**23**

Project: Finn Hill Junior High School

Contractor: Babbit Neuman Construction Company



Date: 04/09/14

Project #: 6363

Contract #: 346656

After signature the Contractor is directed to make the following changes in the Contract Amount for pay requests.

This Change Order resolves all issues related to the changes below and any CCDs, CPRs referenced below and constitutes full settlement for all known, estimated or foreseeable costs and time adjustments, including all delay and impact costs and direct and indirect damages, including consequential damages regardless of cause, related to the Change.

**Individual CPR/CCD Description:**

CPR	CCD		Amount
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**OWNER'S ACCEPTANCE**

BY: Forrest Miller

SIGNED: \_\_\_\_\_

TITLE: Director

DATE: \_\_\_\_\_

**PROGRAM MANAGER'S RECOMMENDATION**

BY: Mike Finnegan

SIGNED: Mike Finnegan

TITLE: Program Manager

DATE: 4/14/2014

APPROVAL OF MONITORING REPORT  
EL-3, COMMUNICATION AND COUNSEL TO THE BOARD

April 21, 2014

The Board's Governance Policies call for the monitoring of each policy based on the annual calendar in GP-6. All areas of EL-3, Communication and Counsel to the Board, are in compliance and it is now being presented for approval.

RECOMMENDATION

The Board of Directors approves the monitoring report for EL-3, Communication and Counsel to the Board, as presented.

**Lake Washington School District**  
**Executive Limitation Monitoring Report**  
**EL-3 Communication and Counsel to the Board**  
**April 21, 2014**

**Executive Limitation:** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

1. Submit monitoring data required by the Board (see policy <i>B/CR-5–Monitoring CEO Performance</i> ) in a timely, thorough, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.	In Compliance	◀ ▶
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**Evidence**

- The board and superintendent have developed a schedule and format for submitting monitoring reports.
- During the past 12 months, all Executive Limitation reports and End Results monitoring reports were submitted to the Board.
  - During the past 12 months, the Executive Limitation reporting format was changed in collaboration with the Board, to improve reporting format for ease of reading and to highlight updated data elements.

2. Advise the Board in a timely manner of trends, facts, and information relevant to the Board’s work and implementation of Board policies.	In Compliance	◀ ▶
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**Evidence**

Advising the Board of trends, facts and information relevant to the boards work is done in a number of ways. This includes board briefs, board meeting agenda items, Superintendent Reports at board meetings, work sessions, as well as direct communication from the Superintendent on emergent issues. Annually the board is provided assumptions on which the budget is based. Each month, a status report for major changes to the budgeted assumptions is provided as part of the monthly financial reports. The board is also provided information on academic achievement as part of End Results reporting and through the data dashboard.

- Board Brief articles for the last 12 months (March 2013-February 2014) included the following:

<u>Subject/Nature</u>	<u>Frequency</u>
Board Calendar .....	31
Board Meetings.....	14
Board Procedures.....	27
Bond/Levy .....	4
Construction, Modernization, and Land .....	20
Curriculum .....	7
Finance.....	18
Intergovernmental Relations & Projects .....	8
Legal & Lawsuit .....	5
Legislature & Political Issues .....	4
Personnel, Administrative Information.....	21
School Specific .....	53
Specific Program.....	43
Student Assessment Info & Results.....	20
Superintendent Weekly Highlights .....	39
Support Services .....	14
Technology .....	16



***EL-3 Communication and Counsel to the Board***

***Executive Limitation:*** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

2. Advise the Board in a timely manner of trends, facts, and information relevant to the Board’s work and implementation of Board policies.	In Compliance	◀ ▶
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***Evidence {continued}***

- Work Sessions for the last 12 months (March 2013-February 2014) included the following topics:
  - ❖ *Intervention and Accelerated Programs*
  - ❖ *High School Strategy, Legislative Agenda Discussion, Budget Prioritization, and Other*
  - ❖ *Literacy Adoption & Capital and Bond Levy Planning*
  - ❖ *Board Evaluation and Capital Projects/Facilities*
  - ❖ *Bond & Levy and Board Evaluation*
  - ❖ *Bond and Levy Planning*
  - ❖ *Reconfiguration & Board Self-Assessment*
  - ❖ *Strategic Plan*
  - ❖ *Enrollment and Capacity*
  - ❖ *Budget & Strategic Work Prioritization*
  - ❖ *Follow-Up Enrollment & Capacity*
  - ❖ *Legislative Agenda & Informational Updates*
  - ❖ *Implementation Plans: 1080 Hours and Short-Term Plan for Housing Students*
  - ❖ *Temporary Boundary Committee Process and Timeline & Intervention Programs*
  - ❖ *Professional Growth & Evaluation and Long-Term Plan for Professional Learning and Intervention Programs Follow-up*
  - ❖ *High School and Beyond & Culminating Project and Assessment Strategy*

3. Advise the Board of significant transfers of money within funds or other changes substantially affecting the district’s financial condition.	In Compliance	◀ ▶
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***Evidence***

Transfers between funds have been authorized by the Board as part of the Budget process.

- In August 2013 in conjunction with the Budget process, the board authorized Resolution 2157 which transferred \$150,000 of capital projects fund investment earnings into the general fund for the 2012-13 school year to purchase instructional supplies and materials expenditures as a result of the implementation of the Teaching and Learning Framework
- The adopted budget authorizes transfers from the capital projects fund to the general fund, as required by OSPI, to account for ongoing on-line fees, subscriptions, or software licenses, and ongoing training related to the installation and integration of technology.
- The adopted budget also authorizes transfers from the capital projects funds to the debt service fund in order to pay the principal and interest on the Limited General Obligation bonds the board approved in May 2012.

*EL-3 Communication and Counsel to the Board*

**Executive Limitation:** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

4. Provide for the Board as many staff and external points of view and opinions as needed for informed Board decisions.

In  
Compliance



**Evidence**

Board decisions occur on a variety of issues through action at a board meeting. Budget, attendance boundaries, instruction materials, monitoring report, and ballot propositions are some of types of decisions that the board is responsible to make. The Superintendent uses a wide variety of input processes as well as legal counsel and professionals with domain expertise to ensure that the board has multiple perspectives for board decisions. These include both ongoing and topic specific processes.

The Instructional Materials Committee is an ongoing structure which includes staff, student and parent input as part of the review of instructional materials. The committee’s review and recommendation of materials approval is provided to the board on an ongoing basis prior to requesting board action on materials.

The district conducts a random sample, statistically valid survey of parent and community perspectives on a quarterly basis. These results track public perception of the district on a variety of issues over time. The perspectives from this survey are used to provide additional information for the purpose of Executive Limitation Reporting.

District legal council is consulted on an ongoing basis for questions related to procedural matters or ones which require legal considerations prior to Board action.

In addition to these ongoing processes, during the past 12 months, the following methods have been used to provide the board additional external viewpoints and perspectives related to Board decisions.

- A significant community input process to gather staff and external point of view was used in the development of levy and bond proposals. The input process included opportunities for input on options being considered for the three February 2014 ballot measures. The input included four meetings and an online input process, parent and community survey, and a staff/community advisory committee.
- In spring 2013, textbook selection committees for PreK-6 Literacy provided input to the board from staff and parents regarding selection of recommended textbooks.
- Input gathered at meetings as well as surveys were provided to the board as part of the temporary boundary process between Rockwell, Einstein and Mann elementary schools.
- Feedback was gathered this fall as part of the launch of a new publically facing Strategic Plan. The input was gathered through the launch of a new “Your Voice” page as part of the district web site. The page is dedicated to engaging our communities on important decisions as we develop strategic work to move toward our goals.
- A survey was conducted of parents and students regarding interest in options for students to take classes beyond the six currently offered. Two thousand and five (2,005) students and One thousand and thirty one (1,031) parents participated in the survey. The results of the survey were shared with the board to help inform strategic work. Results were also posted and available for the community on the “Your Voice” page of the website.

*EL-3 Communication and Counsel to the Board*

**Executive Limitation:** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

5. Advise the Board of anticipated significant media coverage.

In  
Compliance



**Evidence**

The Board is advised of anticipated media coverage, particularly television coverage when it may be controversial or negative in nature. The Board is also sent media press releases when they occur.

In the past 12 months, the board was informed regarding significant media coverage related to the following stories:

- Save Juanita Pool group
- AP Leader in Me story
- Get Jesse segment on replacement of fire alarm monitoring systems
- LWHS Teacher accused of duct taping student
- LWHS baseball field concerns

6. Advise the Board or individual members if, in the CEO's opinion, the Board or individual members are not in compliance with the board's policies on **Governance Process** and **Board-CEO Relations**.

In  
Compliance



**Evidence**

The superintendent discusses compliance with GP and BCR policies with the board president periodically and when necessary and will address compliance issues with individual board members, as appropriate.

- No issues have been identified this year.

7. Present information in a concise and easily understood format.

In  
Compliance



**Evidence**

The superintendent works to incorporate feedback from Board members to better meet their needs for presentation of information in a concise and easily understood format.

During the past 12 months, the following changes have been made:

- Continued modifications have been made to the End Result Reports.
- Implemented adjustments to the Work Session format based on board feedback.

***EL-3 Communication and Counsel to the Board***

***Executive Limitation:*** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed. Accordingly the CEO shall:

8. Provide a process for official Board, officer, and committee communications.

In  
Compliance



***Evidence***

For communications from constituents, an official district email account has been set up to allow constituents to communicate directly with the entire Board. Individual email accounts are also published on the district web site for those wishing to communicate with an individual board member. Constituent communication as well as communications from other individuals or agencies that comes to the district office is provided to the board in a weekly delivery.

Communications between board members is done in person at meetings, by phone, or via email, as allowed by law.

9. Work with the Board as a whole except when:  
 a. Fulfilling individual requests for information or counsel, provided such requests are not disruptive or do not require an inordinate amount of staff time or resources;  
 b. Working with officers or committees duly charged by the Board;  
 c. Communicating with the president.

In  
Compliance



***Evidence***

Communication with the board is done primarily as an entire board through board briefs, superintendent reports, work sessions, board meetings, and e-mail. Individual board member contact is typically limited to situations of counsel or seeking board member input. From time to time, responses are provided to a specific board member when appropriate; these contacts are infrequent.

10. Report in a timely manner any unanticipated noncompliance with any Board ***End Results*** or ***Executive Limitations*** policy.

In  
Compliance



***Evidence***

- No cases of unanticipated noncompliance were reported this year.

11. Supply for the consent agenda all items delegated to the CEO that are required by law or contract to be Board-approved, along with adequate information necessary to keep the Board informed.

In  
Compliance



***Evidence***

All items or decisions required by law or contract to be Board approved have been submitted through the consent agenda or occasionally through the action item agenda, along with necessary background information.

*EL-3 Communication and Counsel to the Board*

**Executive Limitation:** With respect to providing information and counsel to the Board, the CEO shall give the Board as much information as necessary to allow Board members to be adequately informed.  
*Accordingly the CEO shall:*

12. Establish a procedure for informing the Board in a timely manner of the administrative disposition of complaints presented to the CEO by the Board.

In  
Compliance



**Evidence**

Procedures are in place to inform the board regarding the status of issues as they are presented to the CEO by the board or presented in public meetings. Follow-up is done primarily through board briefs, superintendent reports, and e-mail communication.

13. Recommend for Board approval school attendance boundaries that consider the impacts on families' continuity with their school and community, and are appropriate to the effective and efficient operation of the district.

In  
Compliance



**Evidence**

- In the fall of 2013, the superintendent initiated a process to determine ways to alleviate overcrowding at Rockwell and Einstein elementary schools. As part of this process the superintendent:
  - Met with the school communities;
  - Determined that a temporary change in the boundaries involving Mann Elementary, would be the most efficient and effective way to relieve the overcrowding at Rockwell and Einstein elementary schools; and
  - Initiated a process to determine the temporary boundary, including two opportunities for the community to provide input.
- In January 2014, a final recommendation was made which considered the impacts on families' continuity with their school and community and the effective and efficient operation of the district as follows:
  - Moved unoccupied housing developments in Rockwell and Einstein to Mann effective for the 2014-15 school year;
  - Allowed students who would move into affected housing developments to attend Mann Elementary during the remainder of the 2013-14 school year.

I certify the above to be correct as of April 21, 2014.

\_\_\_\_\_  
Traci Pierce, Superintendent

## DONATIONS

April 21, 2014

### 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>
Eastside Native American Education Committee to Lake Washington School District	\$4,815.59	To support native education training.
Mariani Living Trust to Lake Washington High School	\$5,000.00	To support drama.
Lake Washington PTSA Council to Lake Washington School District	\$1,294.84	To purchase grids for reflections display.
Louisa May Alcott PTSA to Alcott Elementary	\$1,209.00	To purchase bench for playground.
Alexander Graham Bell PTSA to Bell Elementary	\$9,299.50	To purchase outdoor message center (\$2,882.00) and support field trips (\$6,417.50).
Benjamin Franklin PTSA to Franklin Elementary	\$7,290.49	To provide stipend for after-school unicycle class (\$1,062.00) and support school goals (\$6,228.49).
Horace Mann PTSA to Mann Elementary	\$1,596.00	To purchase Common Core Mentor texts.
Rosa Parks PTSA to Rosa Parks Elementary	\$6,150.00	To provide stipends for after-school drama club.
Samantha Smith PTSA to Smith Elementary	\$10,737.85	To purchase P.E. materials (\$3,062.80) and nonfiction books (\$945.71); provide stipend for choir (\$2,384.00); and support for music department (\$4,082.00) and general classroom supplies (\$263.34).
Laura Ingalls Wilder PTSA to Wilder Elementary	\$6,294.90	To support Math Olympiad (\$2,088.60) and Motor Skills (\$2,088.60); and purchase laminating machine (\$2,117.70).

Donations  
April 21, 2014  
Page 2

Finn Hill Middle PTSA to Finn Hill Middle School	\$4,388.81	To support school goals (\$425.00) and the following departments: Art, Language Arts/Social Studies, Math, Music, P.E., and Special Education (\$2,893.81), purchase classroom microphones (\$550.00), and classroom/admin supplies (\$520.00).
Redmond Middle PTSA to Redmond Middle School	\$3,609.00	To purchase dry-erase boards (\$182.32), safety radios (\$679.68), and storage shed (\$2,747.00).
Lake Washington High PTSA to Lake Washington High School	\$5,000.00	To purchase books for English department.
Redmond High PTSA to Redmond High School	\$7,686.60	To purchase biotechnology equipment for science and iPads and cases for the Transition Center.
<b>TOTAL</b>	<b>\$74,372.58</b>	

RECOMMENDATION

The Board of Directors accepts the donations as identified at the April 21, 2014 Board Meeting.