

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

November 17, 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)

**CIA:** Certificate of Individual Achievement

**CIP:** Continuous Improvement Process

**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

**GP:** Governance Process (Board)

**HCP:** Highly Capable Program

**HSBP:** High School and Beyond Plan

**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

**NSBA -** National School Board Association

**OSPI:** Office of Superintendent of Public Instruction

**PCC:** Professional Community & Collaboration

**PLC:** Professional Learning Community

**PLIE:** Planning, Learning, Implementation, and Evaluation

**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.

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

**RCW:** Revised Codes of Washington

**RTI:** Response to Intervention

**SALT:** Strategic Advisory Leadership Team

**SIOP:** Sheltered Instruction Observation Protocol

**SBAC:** Smarter Balanced Assessment Consortium

**SBE:** State Board of Education

**sMAS:** Secondary Mobile Access for Students

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

**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

November 13, 2014

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

Dear Mrs. Pendergrass:

I am transmitting herewith the agenda for the Board of Directors' regular meeting of November 17, 2014 beginning at 5:30 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. Consent Agenda
4. Non-Consent Agenda
5. Board Member Comments
6. Adjourn

Sincerely,



Traci Pierce  
Superintendent

**LAKE WASHINGTON SCHOOL DISTRICT**

**Board of Directors' Meeting**

**L.E. Scarr Resource Center Board Room**

**November 17, 2014**

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<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
5:30 p.m.	<b>Convene, Roll Call</b>			
	<b>Approve Agenda</b>			
	<b>Consent Agenda</b>	<b>GP-8</b>		<i>(Annual Agenda Planning)</i>
	▪ Minutes - November 3 study session & regular board meeting		1	1
	▪ Human Resources Report		2	8
	▪ Instructional Materials Adoption		3	9
	▪ Building Commissioning Report Rose Hill Middle School Replacement Resolution No. 2195		4	10
	▪ Donations		5	11
	<b>Non-Consent Agenda</b>			
	▪ JG, Student Discipline, Approval		6	12
	<b>Board Member Comments</b>	<b>GP-2</b>		<i>(Governing Style)</i>
	<b>Adjourn</b>			

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5:30 p.m. **Study Session**  
*Topic: Boundary Process & Graduation Requirements*  
*Location: Board Room*

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**Next Board Meeting:**

**December 8, 2014**

**5:30 p.m. Study Session**

*Topic: Communications Audit and Board Focus Group*

*Location: Hughes*

**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' Study Session  
November 3, 2014

The study session/linkage session was called to order by  
President Jackie Pendergrass at 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Present: Superintendent Traci Pierce.

A linkage session was held with city council members from  
the cities of Redmond and Sammamish to discuss long-term  
facility planning process for the Lake Washington School  
District.

TOPIC

The meeting was adjourned at 6:45 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  
November 3, 2014

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

CALL TO ORDER

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

ROLL CALL

Present: Superintendent Traci Pierce.

Nancy Bernard moved to approve the agenda. Seconded by Chris Carlson.

APPROVAL OF AGENDA

Motion carried.

Victor Scarpelli, Principal, Finn Hill Middle School, thanked the Jazz Band and Orchestra under the direction of Ron Maier and Kiera Merwind, for their wonderful performance; the culinary arts students who prepared the treats, and PTSA for their continued support. He highlighted the school programs and strategies used to improve student learning. They align their teaching with the district and common core state standards. Teachers analyze district, classroom, and state data to determine trends and establish teaching and learning goals as is stated in the Continuous Improvement Process (CIP) Plan. The teachers meet and consult during the year in Professional Learning Communities and with teachers from Thoreau, Sandburg, Bell, and Juanita elementary schools, Kamiakin Middle School, and Juanita High School. These meetings helped in the development of the CIP.

HOST SCHOOL

FINN HILL MIDDLE  
SCHOOL

Veronique Harris, 8<sup>th</sup> grade student, and member of the Kirkland Youth Council, described the WEB Leader Program. Devin Engledew spoke about math tutoring and LINKS grant. Nick Hanfelt, 8<sup>th</sup> grade student, talked about ASB activities and Leadership class.

Dana Greenberg, Associate Principal, spoke about the student learning intervention program known as College Prep that takes place during personalization period known as Falcon Time.

A video, "A Day in the Life of a Finn Hill Student," was shown.

Associate Principal Chris Bede, Eastlake High School; Principal Christina Thomas, Lake Washington High School; and Principal Gregory Moncada, ICS, recognized students who were named National Merit Semifinalists and Commended Scholars.

**National Merit Commended Scholars:**

Eastlake High School

Benjamin Chang, Grace Johnson, Kayleigh McGuigan, Madelyn Mendlen, Elisabeth Rowley, Jessica Sanford, Dane Thorn, Chase Whyte, Nicolas Wong, and Angela Zou

Lake Washington High School

Emily Dorsey, Allen Gear, William Gear, Odette Nsengimana, and John Showalter

ICS

Hali Han, Sonia Jaidka, Dorothy Jiang, Thomas Karagounis, Madeleine McDermott, and Mia Richards

**National Merit Semi-Finalists**

Eastlake High School

Akanksha Bawa, Ashwathy Goutham, Gabriel See, and Cheng Shan

Lake Washington High School

Megan LeGresley and Roland Munsil

ICS

Jacqueline Chai and Aarthi Ganapathi

The meeting was recessed at 7:35 and reconvened at 7:40 p.m.

Nancy Bernard moved to approve the consent agenda. Seconded by Chris Carlson.

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

Motion carried.

RECOGNITION

NATIONAL MERIT  
SEMIFINALISTS &  
COMMENDED SCHOLARS

LAKE WASHINGTON HIGH  
SCHOOL

EASTLAKE HIGH SCHOOL

INTERNATIONAL  
COMMUNITY SCHOOL

BREAK

CONSENT AGENDA

LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
 Board of Directors' Meeting  
 November 3, 2014

October 2014 Vouchers

General Fund  
 346804-347059 \$5,905,441.94

Payroll  
 2324-2331 \$4,845.86

Accounts Payable Direct Deposit	\$ 479,101.29
Acquisition Card	1,195,172.53
Deferred Comp	69,256.00
Department of Revenue	12,696.04
Dept. of Retirement Systems	1,474,900.91
Dept. of Retirement Systems	664,704.59
Flex Spending	46,983.04
Payroll Direct Deposit	8,990,808.40
Payroll Tax Withdrawal	3,248,296.18
Sodexo	62,192.25
TSA Envoy	257,754.86
VEBA	17,722.83
Vision/(NBN)	65,238.78
Key Bank Processing Fees	<u>\$ 9,960.53</u>
	\$16,594,788.23

Capital Projects  
 35220-35256 \$687,946.85

ASB  
 57740-57780 \$105,592.25

Transportation Vehicle Fund  
 \$0.00

Private Purpose Trust Fund  
 1938-1964 \$4,754.00

Approval of October 20, 2014 board meeting and work session minutes.

Approval of November 3, 2014 Human Resources Report.

Approves the Theater Managers Bargaining 2014 - 2017 Collective Bargaining agreement.

APPROVAL OF VOUCHERS

APPROVAL OF MINUTES

APPROVAL OF HUMAN RESOURCES REPORT

THEATER MANAGERS UNION INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES (IATSE) COLLECTIVE BARGAINING AGREEMENT, 2014-2017

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

November 3, 2014

DONATIONS

Accepts the donations/grants as identified -

Acceptance from Lake Washington Schools Foundation to Lake Washington Schools in the amount of \$130,500.00 to support the LINKS Mentoring and Tutoring Program (\$72,500.00), STEM Signature Programs (\$25,000.00), Safe School Ambassadors Program (\$15,000.00), and instructional support for second year teachers (\$18,000.00).

Acceptance from Lake Washington Schools Foundation to Muir and Dickinson Elementary in the amount of \$ 4,320.00 to provide stipends for Reaching for Success program to Muir Elementary (\$2,090.00), and purchase subscription renewal for IXL Math for Dickinson Elementary (\$2,230.00).

Acceptance from Rachel Carson PTSA to Carson Elementary in the amount of \$18,609.50 to provide stipends for intramurals program, outdoor education, student council, website, and choir/ music (\$11,784.50); and support field trips (\$4,000.00) and science department (\$2,825.00).

Acceptance from Emily Dickinson PTSA to Dickinson Elementary in the amount of \$10,740.00 to provide stipends for ASB, math club, choir, and outdoor education (\$10,740.00).

Acceptance from Ben Franklin PTSA to Franklin Elementary in the amount of \$25,595.28 to support academic enrichment (\$5,100.28) and staff development (\$5,000.00); provide stipends for student intervention, reading wizards, student leadership, outdoor education, choir, KFN News and intramurals (\$13,995.00); and purchase IXL Math subscription renewal (\$1,500.00).

Acceptance from Margaret Mead PTSA to Mead Elementary in the amount of \$ 6,713.98 to purchase subscription renewals for Accelerated Reader, STAR and IXL Math.

Acceptance from Rosa Parks PTSA to Rosa Parks Elementary in the amount of \$ 9,400.50 to provide stipends for drama, math and music.

Acceptance from Rose Hill Elementary PTSA to Rose Hill Elementary in the amount of \$19,298.00 to support assemblies, field trips and art in residence and tutoring/mentoring programs (\$10,756.00), provide stipend for choir (\$1,192.00); and to purchase picture dictionaries, recorders for music department, P.E. equipment, student homework folders, subscriptions to Scholastic News magazine, and to reimburse copy machine supplies (\$7,350.00).

Acceptance from Ben Rush PTSA to Rush Elementary in the amount of \$1,161.50 to provide stipend for music.

Acceptance from Redmond Middle School PTSA to Redmond Middle in the amount of \$ 1,986.42 to support counseling office, ELA/SS, Quest, and math and science programs.

**TOTAL \$228,325.18**

NON-CONSENT AGENDA

2015 LAKE WASHINGTON  
SCHOOL DISTRICT  
LEGISLATIVE POSITIONS

Dr. Pierce noted that last year the board adopted a legislative platform; the board reviewed and discussed revisions to the 2015 Legislative Platform. At the October 6, 2014 work session, the board discussed their legislative priorities and identified the following items to form their 2015 legislative platform:

**Full Funding for Basic Education**

- We believe the Legislature should fully comply with its “paramount duty” to provide ample funding for all K-12 children by funding and implementing all aspects of Washington’s redefined program of Basic Education (HB 2261 [2009]) and SHB 2776 (2010) through a comprehensive, stable, and sustainable funding system.
- We believe the Legislature should include public school employee compensation in the Basic Education funding system. We believe the Legislature should review and take action on the final report submitted by the Compensation Technical Working Group (June 2012). However, we believe that a regional cost of living allowance should be implemented as part of a Basic Education funding system for public school employee compensation.

**School Construction Funding and Bond Approval Requirements**

- We believe the Legislature should increase the state’s funding formulas for school construction so that the allocation of square feet per student at least meets the national average, is adjusted to address the changes in class size and changing graduation requirements, and reflects the actual costs of construction for the implementation of legislation.
- We believe the Legislature should propose a constitutional amendment that would provide for the approval of school district bonds by simple majority and would eliminate the supermajority approval requirements based on voter turnout in the previous elections.

**Flexibility and Local Control**

- We believe the Legislature should ensure that local school communities maintain flexibility to fund enrichment beyond Basic Education. We believe that local districts should maintain the authority to collect local dollars to fund local needs, above and beyond Basic Education. We believe that the ability to collect local funds should be consistently applied to all districts and the legislature should address the inherent inequities that currently exist as a result of both salary and levy lid grandfathering.

Chris Carlson suggested changing the order and placing School Construction Funding and Bond Approval Requirements ahead of Flexibility and Local Control. Mark Stuart suggested developing message boxes for each of the items. Dr. Pierce

referred to the “talking points” that were developed that includes message boxes for each of the above items. Siri Bliesner suggested that this be discussed at an upcoming study session.

Siri Bliesner moved that the Board approve the 2015 Legislative Platform. Seconded by Mark Stuart.

Motion carried.

Traci Pierce related that at the October 20 study session, proposed revisions to board policies listed below were discussed. These governance policies (GP) are being presented for first reading and will be presented for approval at the November 20, 2014 board meeting

BOARD POLICIES GP-7  
AND GP-11  
FIRST READING

- ✓ GP-7 Board Members’ Code of Conduct
- ✓ GP-11 Board Use of Electronic Resources – Board Approval Use Procedures (AUP)

The Board of Directors discussed the proposed revisions to Board Policies GP 7 and GP-11 as listed above.

Jon Holmen, Associate Superintendent of Student and School Support Services, and Matt Manobianco, Associate Superintendent of Student & Professional Learning Services, presented ER- 2, Interdisciplinary Content Knowledge, and ER-3, Interdisciplinary Skills and Attributes, for the middle school level. They responded to board members questions.

ER-2, INTERDISCIPLINARY  
CONTENT KNOWLEDGE &  
ER-3, INTERDISCIPLINARY  
SKILLS AND ATTRIBUTE  
MIDDLE SCHOOL

Traci Pierce referred to the inquiries about bike policies in the district at the last board meeting. She relayed there is no districtwide policy related to riding bikes to elementary schools. Given the recent inquiries, increased public interest, and emphasis on bicycling in the State’s Safe Routes to Schools, the district will be reviewing and updating the guidance provided in order to provide more consistency. This information will be provided in the student handbooks. Work is underway in this area.

SUPERINTENDENT  
REPORT

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

November 3, 2014

She continued and addressed the transportation issues that have been raised. She thanked the transportation department for their hard work. There has been a driver shortage; transportation has worked hard to recruit drivers. All routes were covered at the start of the year, but there were some resignations. In addition, an additional route had to be provided to accommodate Public School Choice. Transportation office staff have had to leave their regular duties to drive buses and some drivers have had to cover multiple routes. Work is continuing to recruit, hire, and train new bus drivers. In the meantime, adjustments to bus routes are being made to fill the gaps.

In addition, concerns have been raised transportation to Lake Washington High School from the Audubon area. District staff is working with Metro to provide an additional route (probably in February), at district expense. It is anticipated that an additional route would have been needed next year due to the phased-in movement of Audubon area students to Lake Washington High School.

Siri Bliesner reminded everyone to vote in tomorrow's election. Also, individual meetings will be set up with the legislators to share the board's legislative platform.

LEGISLATIVE REPORT

Siri Bliesner toured the green portables in the Edmonds School District.

BOARD COMMENTS

Nancy Bernard moved to adjourn. Seconded by Chris Carlson. Motion carried.

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

ADJOURNMENT

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Jackie Pendergrass, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

# Human Resources Board Report

## November 17, 2014



### NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Aristizabal, David NC	Teacher	Redmond Elem	A-5	10/20/14	Budgeted
Borhani, Kikumi	Instructional Assist	Extended Day	\$13.21	04/14/14	Repl. D. Sherrow
Rogers, Mercedes	.2 Teacher	Dickinson Elem	A-0	09/08/14	Budgeted
Sawadogo, Rasmane	Instructional Assist	Computer Center	\$21.96	04/23/14	Repl. R. Yamamoto
Dennis, Karen	Instructional Assist	Computer Center	\$21.96	07/02/14	Repl. P. Moore

### RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Coley, Katheryn	Teacher	Carson Elem	11/10/09	11/07/14	Resignation
Darby, Kimberley	Admin Sec III	Support Svcs	11/06/00	11/14/14	Resignation
Harel, Helly	Teacher	Inglewood MS	08/29/14	10/31/14	.4 Resignation
Kurtovic, Sucrija	Custodian	Inglewood MS	12/16/10	11/07/14	Resignation
Underwood-Spackman, C	Extended Day	Lakeview Elem	09/09/13	10/31/14	Resignation

### CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Brooks, Emily	Inglewood MS	.6 NC to .8 NC	08/25/14
Mayo, Ashley	Special Services	.8 NC to 1.0 NC	09/22/14

# INSTRUCTIONAL MATERIALS ADOPTION

November 17, 2014

## SITUATION

RCW 28A.320.230 establishes 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:** Of Beetles and Angels  
**Author:** Mawi Asgedom  
**Publisher:** Little, Brown Books for Young Readers  
**Copyright:** 2010  
**No. of Copies:** 30  
**Price:** \$7.20 per book  
**School Requesting:** Kamiakin Middle School  
**Classification:** Grade 8

**Title:** Outcasts United  
**Author:** Warren St. John  
**Publisher:** Ember/Random House  
**Copyright:** 2012  
**No. of Copies:** 30  
**Price:** \$12.00 per copy  
**School Requesting:** Kamiakin Middle School  
**Classification:** Grade 8

**Title:** A Civil Action  
**Author:** Jonathan Harr  
**Publisher:** Vintage Books  
**Copyright:** 1995  
**No. of Copies:** 150  
**Price:** \$13.00 per book  
**School Requesting:** Tesla STEM  
**Classification:** Grade 10

**Title:** A Sand County Almanac  
**Author:** Aldo Leopold  
**Publisher:** Ballantine Books  
**Copyright:** 1949  
**No. of Copies:** 150  
**Price:** \$8.00 per book  
**School Requesting:** Tesla STEM  
**Classification:** Grade 10

Instructional Materials Adoption

November 17, 2014

Page 2

**Title:** Second Step Bullying Prevention Unit  
**Author:** Committee for Children  
**Publisher:** Committee for Children  
**Copyright:** 2014  
**No. of Copies:** 2 for Grade 4, 1 for Grade 5  
**Price:** \$179.00 per unit  
**School Requesting:** Mann Elementary  
**Classification:** Grades 4-5

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.

BUILDING COMMISSIONING REPORT  
ROSE HILL MIDDLE SCHOOL REPLACEMENT  
RESOLUTION NO. 2195

November 17, 2014

SITUATION

In accordance with WAC 392-343-080, building commissioning is the process of verifying that the installation and performance of selected building systems meet or exceed the specified design criteria and therefore satisfy the design intent. Building commissioning shall include a physical inspection, functional performance testing, listing of noted deficiencies, and a final report.

As a requirement of the School Construction Assistance Program, the Board of Directors must accept the final commissioning report.

The Commissioning Agent for the Rose Hill Middle School Replacement project, Hargis Engineers., has evaluated the building systems and selected electrical systems and found them to be functioning within design parameters.

In accordance with WAC 392-343-080 building commissioning was performed, and per WAC 392-344-160 and WAC 392-344-165 the School Board is to approve a resolution accepting the building commissioning report as a part of project acceptance.

The commissioning consultant has concluded that the general contractor has completed their responsibilities for building commissioning.

RECOMMENDATION

The Board of Directors approves Resolution No. 2195 and accepts the final Building Commissioning Report recommendations for Rose Hill Middle School Replacement project by Hargis Engineers as presented.

BUILDING COMMISSIONING REPORT  
ROSE HILL MIDDLE SCHOOL REPLACEMENT PROJECT  
Resolution No. 2195

WHEREAS, the State has granted project approval for the construction of Rose Hill Middle School; and

WHEREAS, WAC 392-343-165 requires written certification by the school district Board of Directors that the facility project authorized state construction funding assistance will be commissioned and that a commissioning report be accepted by the board; and

WHEREAS, the Washington Administrative Code 392-344-165 requires the Board of Directors to accept the building commissioning as complete; and

WHEREAS, the Washington Administrative Code 392-344-160 requires the Board of Directors to accept the project as complete.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Washington School District No. 414 hereby certifies that the Rose Hill Middle School has been commissioned and that they accept the commissioning report from Hargis Engineers, commissioning agent, as complete.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 17<sup>th</sup> day of November 2014.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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Attest:

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

October 20, 2014

Mr. Michael Romero  
Lake Washington School District, No. 414  
Support Services Center  
15212 NE 95<sup>th</sup> Street  
Redmond, WA 98052

**Project:** Rose Hill Middle School/Stella Schola  
13505 NE 75<sup>th</sup> Street  
Redmond, WA 98052

**Regarding:** Building Commissioning  
Letter of Acceptance

Dear Mr. Romero:

This letter is to confirm that Hargis Engineers (Hargis) has submitted the Cx Final Report for services provided at the Rose Hill Middle School/Stella Schola. Commissioning was completed as required by applicable State and Local energy codes and per contract documents. Electrical copies of the Cx Final Report have been sent to the Lake Washington School District.

Hargis recommends the School Board review and acceptance of the Cx Final Report as required by WAC 392-344-160.

On behalf of HARGIS ENGINEERS,



Greg Red  
Hargis Engineers, Inc.  
(206) 448-3376  
(206) 778-8082  
[greg.red@hargis.biz](mailto:greg.red@hargis.biz)

GR/cs  
m:\jobs\11\11132\ca\commissioning\final report pdfs\11123 20141020 letter romero.docx

**H A R G I S**  
1201 third avenue  
suite 600  
seattle, wa 98101  
o 206.448.3376  
f 206.448.4450  
w hargis.biz

October 20, 2014

Mr. Michael Romero  
Lake Washington School District, No. 414  
Support Services Center  
15212 NE 95<sup>th</sup> Street -  
Redmond, WA 98052

**Project:** Rose Hill Middle School/Stella Schola  
13505 NE 75<sup>th</sup> Street  
Redmond, WA 98052

**Regarding:** Cx Final Report Executive Summary  
Letter of Acceptance

Dear Mr. Romero:

The following is the Executive Summary including the Cx Final Report.

**A. Project Information and Description:**

Project Name: Rose Hill Middle School/Stella Schola  
Owner: Lake Washington School District  
Project Location: 13505 NE 75<sup>th</sup> St. Redmond, WA. 98052  
Project Size: 135,613 Sq. Ft.  
Project Description: This is a new construction project to replace the existing middle school. There are four levels in the school, plus mechanical penthouses. Each floor of each zone provides a separate learning center.

**B. Building Mechanical, Plumbing and Electrical Systems:**

1. Mechanical Systems:

The primary heating for the building is provided by a gas-fired boiler system. Heating water is piped to the coils within each of the four heat recovery units, the six air handling units, and associated terminal units, as well single-zone fan coil units. Hydronic cabinet heaters and unit heaters provide heating for auxiliary spaces.

The HRU's provide exhaust capability for most of the building. Fin tube radiation is provided in the classrooms. Space cooling is provided by miscellaneous exhaust fans. MDF, IDF, Communications, and Elevator Equipment rooms are cooled 24/7 by split-system air conditioning units.

The kitchen hoods and associated makeup air units serve the kitchen.

The building fire alarm system and DDC system interface for controlled shutdown during a fire alarm event.

**H A R G I S**

1201 third avenue  
suite 600  
seattle, wa 98101

o 206.448.1376  
f 206.448.4450

w hargis.biz

2. Electrical Systems:

The building electrical systems include a highly energy-efficient lighting control system which automatically turns lights off when rooms are vacant, and automatically dims or turns off lights in day lit areas when there is ample sunlight. Exterior lighting operates on a schedule, allowing the lights to illuminate only when scheduled, and when the photocell indicates there is not ample daylight. Emergency power is supplied to the building by a natural gas-power generator.

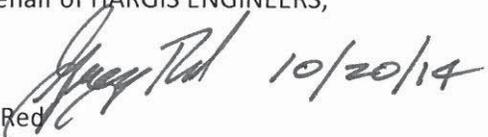
**C. Services Provided:**

Hargis Engineers (Hargis) provided commissioning authority services for the project Owner. Hargis provided design document review and comments during the DD and CD phases of the design period. Mechanical equipment and control submittals were reviewed for conformance with the design. During the construction phase Hargis provided a Commissioning Plan and Commissioning Schedule to keep the project team involved and informed of progress. On an ongoing basis, Hargis held Cx Meetings to discuss and revolve issues, and distributed to the team Meeting Minutes along with the Cx Issues Log and any Activity Reports resulting from commissioning activities and observations.

To assist in the thorough testing of each system, as well as to provide documentation of system setup and operation, Hargis developed System Manuals, complete with schematic on-line drawings to clearly illustrate each system. The Systems Manuals document the final sequence of operations for each building system based on the design documents, submittals and changes made during the commissioning process. These System Manuals were used to develop Functional Performance Tests (FPTs) specific for each system to ensure that all of the safeties and general functions were tested and the result were documents. During the functional performance testing of each system, any deficiencies were noted on the FPT form as well as on the Cx Issues Log. Occupant complaints were also documented.

After repeated trips to the site, identification of deficiencies in the programming of the control system, and back checking of the system operations, the system now appear to be functioning as designed or in accordance with agreed upon modifications.

On behalf of HARGIS ENGINEERS,

  
Greg Red  
Hargis Engineers, Inc.

## DONATIONS

November 17, 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>
Lake Washington Schools Foundation to Finn Hill Middle School	\$ 1,045.00	To provide stipend for Reaching for Success program.
Elizabeth Blackwell PTSA to Blackwell Elementary	\$ 11,450.00	To support library (\$850.00), and academic enrichment (\$10,600.00).
Robert Frost PTSA to Frost Elementary	\$ 5,370.00	To provide stipends for choir (\$1,192.00) and student council/ASB (\$4,178.00).
Margaret Mead Elementary PTSA to Mead Elementary	\$ 2,000.00	To support after-school art specialist.
Jonathan Friebert and Susan Anderson to Muir Elementary	\$ 1,700.00	To support outdoor education.
Ben Rush PTSA to Rush Elementary	\$ 11,350.00	To support field trips, assemblies, and young author's day (\$9,500.00), and purchase IXL Math subscription (\$1,850.00).
Carl Sandburg PTSA to Sandburg Elementary	\$ 9,805.23	To provide stipends for after-school music (\$4,767.20) and compensation for fall enrichment classes (\$3,924.65) and spirit squad (\$1,113.38).
Anonymous donor to Environmental & Adventure School	\$ 25,000.00	To support outdoor education.
Inglewood Middle School PTSA to Inglewood Middle	\$ 3,663.60	To provide stipend for tutoring program (\$2,088.60) and to purchase 6th grade novels (\$1,575.00).
Northstar Advisory Community to Northstar	\$ 11,346.00	To provide optional stipends for yearbook, community building, leadership, music, and field trip coordination.
Redmond High School PTSA to Redmond High	\$ 1,929.02	To purchase student planners.
<b>TOTAL</b>	<b>\$ 84,658.85</b>	

### RECOMMENDATION

The Board of Directors accepts the donations as identified at the November 17, 2014 board meeting.

POLICY JG, STUDENT DISCIPLINE  
APPROVAL

November 17, 2014

SITUATION

State statutes relating to student discipline were revised August 23, 2014. One of the new requirements is that "any student who has been suspended /expelled shall be allowed to make application for readmission at any time." The statute requires that "each school district board of directors shall adopt written rules which provide for such an application for readmission and set forth the procedures to be followed."

New language to outline these procedures has been integrated into Policy JG, Student Discipline.

RECOMMENDATION

The Board of Directors approves the proposed modifications to JG, Student Discipline, as presented.

## STUDENT DISCIPLINE

### Corrective Actions or Punishment

All students shall submit to the reasonable rules of the school district. Refusal to comply with written rules and regulations established for the governing of the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to corrective action or punishment:

- A. "Expulsion" is the exclusion from school or individual classes for indefinite period and is limited in duration to one year.
- B. "Emergency Expulsion" is the immediate exclusion from school or campus when the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process.
- C. "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
  - 1. A suspension is "short term" if it is for a period of 10 consecutive school days or less. Separate short-term suspension shall not total more than 10 school days in a semester for any student in grades K-4. Separate short-term suspension shall not total more than 15 days in a semester for a student in any other grade. Students' grades shall not be affected substantially as a result of a short-term suspension.
  - 2. Suspensions which exceed 10 consecutive school days are long-term suspensions.
- D. "Discipline" constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, or for up to two days or until a teacher-administrator conference is held whichever is sooner, and including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

As a general rule no student shall be suspended for a short or long term unless other forms of corrective action or punishment reasonably calculated to modify his/her conduct have previously been imposed upon the student as a consequence of misconduct of the same nature, except in cases of serious or exceptional misconduct. An exception may be granted by an administrator

and/or hearing officer when warranted by extenuating circumstances. Suspensions or expulsions shall be used only for serious instances of student misconduct. The District will make reasonable efforts to assist the student and his or her parents or guardians in returning to an education setting by the end of the long-term suspension or expulsion. Building administrators may petition the superintendent to exceed the one-year limitation for an expulsion when warranted based on public health or safety under rules to be developed by the Office of Superintendent of Public Instruction (OSPI).

Any emergency expulsion shall be converted into a different form of discipline within ten school days of removal of the student from school, and the District shall provide a separate notice and right to a meeting with the principal, or his or her designee, for the conversion from the emergency expulsion to a different form of discipline.

Any student who has been suspended or expelled may apply for readmission at any time. The application shall be submitted to the principal of the school at which the student is enrolled. The application shall include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence that supports the request; and,
3. A supporting statement from the parent or other adults.

The principal shall consider the application, consult with the superintendent or designee, and advise the parent and student of his or her decision in writing. In cases of expulsion, or in cases where a short-term or long-term suspension has been grieved or appealed, the application for readmission shall be submitted to the Director of School Support for consideration. The Director shall consider the application, consult with the principal and superintendent or designee, and advise the parent and student of his or her decision in writing.

A reentry conference with the student and his or her parent or guardian will be held within twenty days of a long-term suspension or expulsion (and no later than five days before the student reenrolls) regardless of whether an appeal or request for early reentry was made. The purpose of the reentry conference is to discuss a plan to reengage the student in a school program. In doing so, administrators shall consider shortening the suspension or expulsion, imposing other forms of corrective action, and using supportive interventions. The district shall also create a reengagement and/or safety plan tailored to the student's individual circumstances. The plan must consider the incident that led to the discipline and aid the student in taking the necessary steps to remedy that situation. Reentry conferences are separate from petitions for readmission or formal appeals.

Prior to the imposition of a corrective action or punishment upon a student with a disability who is eligible for a 504 and/or special education services, the

school principal and special education staff and/or 504 coordinator who have knowledge of the student's handicapping condition shall determine if there is a causal relationship between the handicapping condition and the misconduct giving rise to the corrective action or punishment. When a relationship is found to exist, special education and/or 504 programming procedures shall be employed.

Corporal punishment, consisting of spanking a child, striking a child, or other physical or bodily punishment, whether administered by a teacher or administrator, is not permitted. Corporal punishment does not include the use of reasonable and moderate force to maintain order or to prevent a student from harming himself/herself, other students, school staff, and other persons or property. Corporal punishment does not include physical restraint or the use of aversive therapy as part of a behavior management program in a student's individual education program which has been signed by the parent and is carried out according to district procedures in compliance with WAC 392-172A-03120 through 392-172A-03135.

Once a student is expelled in compliance with district policy, the expulsion shall be brought to the attention of appropriate local and state authorities, including, but not limited to, the local juvenile authorities acting pursuant to the statutes dealing with the Basic Juvenile Court Act, in order that such authorities may address the student's educational needs.

No student shall be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process.

The superintendent shall have the authority to discipline, suspend, or expel students. The superintendent shall identify the conditions under which a teacher may exclude a student for all or any portion of a school day and shall also designate which staff have the authority to initiate or to impose discipline, suspensions, or expulsions.

Adopted: 5/7/90

Revised: 9/16/96  
8/10/98  
8/1/06  
10/14/13  
11/17/14

**LEGAL REFS.:**

RCW 28A.225600.010 - .022

WAC 392-400-2015

WAC 392-400-225

WAC 392-400-275 through 305

CONTRACT REF.: Lake Washington Education Association Agreement, Article 19

**CROSS REFS.:**

ECAB, Vandalism

GBC, Staff Ethics

JEDA, Truancy

JFC and JFC-R, Student Conduct on School Buses