

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

BOARD OF DIRECTORS' MEETING

March 14, 2016

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

March 10, 2016

Nancy Bernard  
President, Board of Directors  
Lake Washington School District No. 414  
Redmond, WA 98052

Dear Mrs. Bernard:

I am transmitting herewith the agenda for the Board of Directors' regular meeting of March 14, 2016 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. Recognition
5. Public Comment
6. Consent Agenda
7. Non-Consent Agenda
8. Superintendent Report
9. Legislative Update
10. Board Follow-Up
11. Future Agenda Items
12. Debrief
13. Board Member Comments
14. Adjourn

Sincerely,



Traci Pierce  
Superintendent

LAKE WASHINGTON SCHOOL DISTRICT

Board of Directors' Meeting

L.E. Scarr Resource Center Board Room

March 14, 2016

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5:00 p.m.     **Board Study Session**  
*Topic: 6-8 Math Adoption*  
*Location: Hughes*

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<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>Rush Elementary School - Lucy Davies, Principal</i>			
	<b>Recognition</b>			
	▪ <i>Proclamation – Classified School Employee Week, March 14-18, 2016</i>			
	▪ <i>Proclamation – School Library Month, April</i>			
	<b>Public Comment</b>	<b>GP-3</b> (Board Job Description)		
	<b>Consent Agenda</b>	<b>GP-8</b> (Annual Agenda Planning)		
	▪ Vouchers			
	▪ Minutes {Jan. 30, Feb. 22, Feb. 24 and March 4-6 study sessions and Feb. 22 board meeting}		1	1
	▪ Human Resources Report		2	6
	▪ Offers of Conditional Contracts and Acceptance of Resignations Resolution No. 2208		3	8
	▪ Emergency School Closure		4	9
	▪ Monitor Board Policy	<b>B/CR-5</b> (Monitoring CEO Performance)		
	✓ EL-2, Emergency CEO Succession		5	10
	✓ EL-4, Annual Report and District Calendar		6	11
	✓ EL-13, Facilities		7	12
	▪ Instructional Materials Adoption		8	13
	▪ Redmond Elementary School Classroom Addition Project Change Order No. 1		9	14
	▪ Donations		10	15

<u>Time</u>	<u>Action</u>	<u>Policy</u>	<u>Tab</u>	<u>Page</u>
	<b>Non-Consent Agenda</b>			
	<b>Superintendent Report</b>	<b>EL-3</b> ( <i>Communication &amp; Council to the Board</i> )		
	<b>Legislative Update</b>	<b>GP-3</b> ( <i>Board Job Description</i> )		
	<b>Board Follow-Up</b>	<b>EL-3</b> ( <i>Communication &amp; Council to the Board</i> )		
	<b>Future Agenda Items</b>	<b>EL-3</b> ( <i>Communication &amp; Council to the Board</i> )		
	<b>Debrief</b>	<b>GP-2</b> ( <i>Governing Style</i> )		
	<b>Board Member Comments</b>			
	<b>Adjourn</b>			

**Next Board Meeting:**      **March 28, 2016**  
5:30 p.m.      **Board Meeting**  
   *Location: Board Room*  
5:30 p.m.      **Study Session**  
   *Topic: Quest and Board Self-Assessment and Processes*  
   *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  
January 30, 2016

The January 30, 2016 study session was called to order by  
President Nancy Bernard at 8:30 a.m.

CALL TO ORDER

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

ROLL CALL

Present: Superintendent Traci Pierce.

The topics discussed were:

TOPIC

- *Policy Governance and*
- *Communications*

The meeting was adjourned at 1:00 p.m.

ADJOURNMENT

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Nancy Bernard, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Study Session  
February 22, 2016

The February 22, 2016 study session was called to order by  
President Nancy Bernard at 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Present: Superintendent Traci Pierce.

The topic discussed was:

TOPIC

- *Board Processes: Interest-Based Consensus Processes and  
Elected Positions*

The meeting was adjourned at 6:50 p.m.

ADJOURNMENT

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Nancy Bernard, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Joint Study Session with Sammamish City Council  
February 24, 2016

CALL TO ORDER

The February 24, 2016 joint study session with the Sammamish City Council was called to order at 6:30 p.m. in the Council Chambers at Sammamish City Hall, 801 228<sup>th</sup> Ave. SE, Sammamish.

ROLL CALL

Members present: Nancy Bernard, Mark Stuart, and Eric Laliberte.

Present: Superintendent Traci Pierce.

TOPIC

The topic discussed were:

- Lake Washington School District April 2016 Bond Measure
- Items of Mutual Interest

ADJOURNMENT

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

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Nancy Bernard, 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 4-6, 2016

The work session was called to order by President Nancy Bernard at 7:00 p.m. on Friday, March 4, 2016.

CALL TO ORDER

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

ROLL CALL

Present: Superintendent Traci Pierce.

The meeting was convened into executive session at 7:00 p.m. to evaluate the superintendent and reconvened at 10:00 p.m.

EXECUTIVE SESSION

The meeting was recessed until 8:30 a.m. on Saturday, March 5, 2016.

The meeting was reconvened at 8:30 a.m. on Saturday, March 5, 2016.

TOPICS

The topics discussed were:

**Policy Governance**

1. Strategic Plan Monitoring/ER & EL Monitoring
  - a. Opportunity/Achievement Gap
  - b. Annual Work Plan of the Board
  - c. Linkage Plan
    - i. Student Voice/Involvement
    - ii. Community Connections/Parent Relations

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

**Strategic Items**

2. College and Career Readiness
  - a. Task Force Update
    - i. 24 Credit Framework: Flexibility and Credit Retrieval
  - b. High School and Beyond
    - i. Signature Programs/Problem-Based Learning
    - ii. Internships and Externships
3. Choice Programs and Schools/Innovation Policy

The meeting was recessed at 4:50 p.m. until 8:30 a.m. on Sunday, March 6, 2015.

The meeting was reconvened at 8:30 a.m. on Sunday, March 6, 2015.

The topics discussed were:

**Operational Items**

Long Term Facility Planning Task Force Recommendations  
Communications11

- a. Program Review Recommendations Update
- b. Commitment to Service
- c. Commitment to Engagement

A 30-minute break was taken. The meeting was recessed at 10:00 a.m. to 10:30 a.m.

BREAK

**Policy Governance**

Board Processes

- a. a. Role of Board
- b. Legislative Advocacy Work
- c. Board Professional Development
- d. Board Self-Assessment
- e. Session Evaluation

The meeting was adjourned at 12:05 p.m. on March 6, 2015.

ADJOURNMENT

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Nancy Bernard, President

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Traci Pierce, Superintendent

Diane Jenkins  
Recording Secretary

OFFICIAL MINUTES  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414  
Board of Directors' Meeting  
February 22, 2016

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

CALL TO ORDER

Members present: Nancy Bernard, Chris Carlson, Siri Bliesner, and Eric Laliberte.

ROLL CALL

Excused: Mark Stuart

Present: Superintendent Traci Pierce.

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

APPROVAL OF AGENDA

Motion carried.

RECOGNITION

Judy East, PTSA Council President, related that the PTSA Council supports 41 local units in the Lake Washington School District (LWSD). Their membership, over 15,000 members, comprises 10% of the entire PTSA membership statewide. They partner with the district on many activities. They serve as a communication conduit and share district information with parents on many topics through meetings, brown bags, newsletters, etc. PeachJar is a new communication tool and parents use it to access fliers/brochures electronically. The PTSA also provided \$17,000 in scholarships to seniors and staff members through the support of the annual Basket Scholarship auction. She highlighted the work of the Special Needs PTSA group that serve as a valuable resource to families with children of disabilities. The PTSA purchases all emergency supplies in the district and works to ensure that there are supplies available at all schools. The Founder's Day annual luncheon celebrates PTSA founders and recognizes community members from around the district. Over 500 people attended the Reflections Open House.

2016 PTSA REFLECTIONS

Helen Garcia, 2016 PTSA Council Reflections Committee, conveyed that Reflections is a National PTSA and Washington State PTSA cultural arts competition. The purpose is to provide an opportunity for students to use their creative talents by expressing themselves through their own original works interpreting the theme "Let your imagination fly..." The six art areas are: Literature, Music Composition, Photography, Visual Arts, Film/Video and Choreography/Dance.

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

February 22, 2016

Thirty-nine schools participated and the schools selected over 500 entries to submit to the Council. Selected entries will be advanced to the State. The winners will be showcased at the State PTSA Convention in May.

The following students presented their entries:

**Literature** - Abby Wang, Alcott Elementary, "If I Were A Bird"

**Film**- Nihira Cherykuri, Dickinson Elementary, "I Imagine For The World"

**Dance** - Colleen Mahan, Kamiakin Middle School, "Scottish Criminal

**Music** - Jasmine Zhang, Redmond High School, "Let Your Imagination Fly"

A five minute break was taken. The meeting was recessed at 7:30 p.m. and reconvened at 7:35 p.m.

BREAK

Scott Nazarino introduced himself and indicated that he would be running for State Senate.

PUBLIC COMMENT

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

CONSENT AGENDA

Nancy Bernard, yes; Chris Carlson, yes; Siri Bliesner, yes; and Eric Laliberte.

Motion carried.

The following January 2016 vouchers were approved:

APPROVAL OF  
VOUCHERS

General Fund

351331-351536 \$5,075,296.97

Payroll

2452-2451 \$5,461.53

Electronic Transfers

Accounts Payable Direct Deposit \$ 2,927,083.84

Acquisition Card 709,446.21

Deferred Comp 79,458.00

Department of Revenue 5,226.19

Dept. of Retirement Systems 1,957,813.91

Dept. of Retirement Systems 740,883.57

Flex Spending 46,499.54

Payroll Direct Deposit 9,614,821.10

Payroll Tax Withdrawal 3,508,816.19

LAKE WASHINGTON SCHOOL DISTRICT NO. 414

Board of Directors' Meeting

February 22, 2016

Sodexo	66,362.00
TSA Envoy	262,145.76
VEBA	37,527.69
Vision/(NBN)	56,175.66
Key Bank Processing Fees	<u>\$ 2,754.26</u>
	\$20,015,013.92
<u>Capital Projects</u>	
35822-35854	\$1,015,300.08
<u>ASB</u>	
59590-59670	\$97,588.23
<u>Transportation Vehicle Fund</u>	
	\$0.00
<u>Private Purpose Trust Fund</u>	
2303-2332	\$3,280.50

Approves the minutes of the January 12 and February 16 study sessions and January 25 board meeting and study session.

APPROVAL OF MINUTES

Approves February 22, 2016 Human Resources Report.

APPROVAL OF HUMAN RESOURCES REPORT

Appoints the nominations of the Lake Washington Citizens Levy Committee to prepare a promotional statement in support and Susan Wilkins and Hussein Karmali to prepare an opposition statement against Proposition 1, Bonds to Reduce Overcrowding and Enhance Student Learning Environments, to be included in King County Elections Voters' Pamphlet for the April 26, 2016 election and notify that Elections Department of these appointments.

SELECTION OF COMMUNITY MEMBERS, STATEMENT FOR APRIL 2016 KING COUNTY ELECTIONS VOTERS' PAMPHLET

Adopts Resolution No. 2206, WANIC Interdistrict Cooperative Agreement and Addendum, and authorizes the superintendent to enter into Interlocal Cooperative Agreements with Bellevue, Issaquah and Northshore school districts to execute the Interdistrict Cooperative Agreement for the school year 2015-2016.

WASHINGTON NETWORK FOR INNOVATIVE CAREERS (WANIC), 2015-16 RESOLUTION NO. 2206

Adopts Resolution No. 2207 indicating that there are no school facilities available in adjacent districts (Bellevue, Issaquah, Northshore, Riverview and Snoqualmie Valley) as verified by those districts.

UPDATE TO THE STUDY AND SURVEY OF SCHOOL FACILITIES INVENTORY OF UNDERUTILIZED SCHOOL FACILITIES RESOLUTION NO. 2207

DONATIONS

Accepts the donations/ grants as identified -

Acceptance from Lake Washington Schools Foundation to Inglewood Middle in the amount of \$1,596.50 to support robotics.

Acceptance from Juanita Schools Foundation to Juanita Elementary in the amount of \$1,003.75 to provide stipend for science kit support.

Acceptance from Ben Franklin PTSA to Franklin Elementary in the amount of \$8,734.05 to purchase die cutting machine (\$1,010.14), 8 two-way radios (\$2,584.02), social skills curriculum license (\$1,642.50); provide stipends for student leadership (\$2,190.00), and teacher release time (\$1,307.39).

Acceptance from The Community School Parent Fund to Community School in the amount of \$7,000.00 to support field trips.

Acceptance from Tabatha Roach dba Usborne Books & More to Mann Elementary in the amount of \$1,283.60 to support library.

Acceptance from Christa McAuliffe PTSA to McAuliffe Elementary in the amount of \$9,795.00 to support field trips (\$5,700.00); purchase class supplies (\$3,000.00); and provide stipend for intramurals (\$1,095).

Acceptance from Margaret Mead Elementary PTSA to Mead Elementary in the amount of \$3,794.18 to purchase net books (\$2,699.18), and provide stipend for school newspaper (\$1,095.00).

Acceptance from Rosa Parks PTSA to Rosa Parks Elementary in the amount of \$2,905.00 to support academic enrichment.

Acceptance from Mark Twain PTSA to Twain Elementary in the amount of \$2,750.00 to support academic enrichment.

Acceptance from Laura Ingalls Wilder Elementary PTSA to Wilder Elementary in the amount of \$7,660.50 to provide stipends for Math Olympiad, motor skills, and awesome games (\$6,460.50); and support library (\$1,200.00).

Acceptance from International Community School PTSA to ICS in the amount of \$18,546.62 to support field trips.

Acceptance from Eastlake High School PTSA to Eastlake High in the amount of \$2,000.00 to support 9<sup>th</sup> grade Shakespeare workshop.

Acceptance from Wolves Football Association to Eastlake High in the amount of \$30,000.00 to purchase weight room equipment.

**TOTAL \$97,069.20**

Dr. Pierce asked Janene Fogard, Deputy Superintendent, to provide an update on enrollment and the Long-Term Bond Funding Plan.

SUPERINTENDENT  
REPORT

Janene Fogard reviewed the enrollment growth which has averaged 625 students per year, the equivalency of an elementary school, for the past seven years. The district's enrollment is projected to increase to over 32,000 by 2029-30. She shared data on where the growth is coming from. She highlighted the short-term plan which addressed immediate enrollment increases along with the ability to house all-day kindergarten. Our facilities are aging and need to be updated and/or replaced because they do not meet current educational specifications. The Long-Term Facilities Planning Task Force worked nearly a year to develop long-term recommendations. The long-term solution is to build new schools. Their plan was submitted and approved by the board to develop long-term strategies to address enrollment growth through 2029-30. There is a \$398 million bond measure on the April 26 election and subsequent bond measures planned. This long-term funding plan will support the enrollment growth over time.

Dr. Pierce related that information can be found on the district's website. Community members can also pose questions and responses will be posted.

Siri Bliesner provided an update on the legislative session. She and Mark Stuart attended the WSSDA/WASA Legislative Conference held in Olympia in late January. If a bill hasn't moved out of committee, those bills are now dead.

LEGISLATIVE UPDATE

Chris Carlson moved to adjourn. Seconded by Siri Bliesner.

ADJOURNMENT

Motion carried.

The meeting was adjourned at 8:10 p.m.

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Nancy Bernard, President

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Traci Pierce, Superintendent

Diane Jenkins,  
Recording Secretary

# Human Resources Board Report

## March 14, 2016



### NEW PERSONNEL

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Adermann, Diana	Bus Driver	Transportation	\$22.87	09/01/15	Budgeted
Anderson, Daniel	Instructional Assist	Dickinson Elem	\$16.21	09/02/15	Repl. S. Dhasmana
Anderson, Scott	Bus Driver	Transportation	\$22.87	09/01/15	Budgeted
Barlowe, Sandra	Special Ed Para Ed	Juanita Elem	\$17.18	09/01/15	Repl. L. Grant
Bell, Lynette	Special Ed Para Ed	Juanita HS	\$17.18	09/30/15	Repl. C. Lemons
Bennett, Tania	Instructional Assist	Rush Elem	\$14.84	09/02/15	Budgeted
Brun, Angela	Special Ed Para Ed	Lake Washington HS	\$17.18	10/23/15	Budgeted
Bui, Kenny	Sharepoint Administrator	Resource Center	\$42.37	12/01/15	Budgeted
Case, Louisa	Instructional Assist	Redmond Elem	\$14.48	09/15/15	Budgeted
Cha, Bao NC	Teacher	Muir Elem	A-0	11/19/15	Leave Replacement
Clarke, Heather	Instructional Assist	Frost Elem	\$14.84	10/27/15	Repl. K. Larsen
Cullen, Stephanie	Special Ed Para Ed	Rush Elem	\$17.18	08/24/15	Budgeted
Davis, Susan	Special Ed Para Ed	Redmond MS	\$16.21	09/11/15	Budgeted
Dorothy, David	Bus Driver	Transportation	\$22.87	09/01/15	Budgeted
Ghazarians, Silvana	Special Ed Para Ed	Lakeview Elem	\$17.18	10/01/15	Budgeted
Howling, Theresa	School Secretary	Stella Schola	\$18.87	09/01/15	Repl. M. Grein
Jones, Carmen	Instructional Assist	Kirk Elem	\$14.84	08/24/15	Budgeted
Kelly, Jerred	Associate Director	Resource Center	\$133,845.00	03/07/16	Repl. R. Davis
Kono, Shelly	Instructional Assist	Alcott Elem	\$14.84	10/05/15	Budgeted
Lorentson, Melissa NC	Teacher	Elem Pool	A-0	08/29/16	Leave Replacement
Lowdermilk, Jaclyn NC	Teacher	SpEd Pool	D-10	08/29/16	Leave Replacement
Luther, Kiersten NC	Teacher	ELL Pool	C-0	08/29/16	Leave Replacement
Martinez, Shelcie	Instructional Assist	Kirk Elem	\$14.84	08/24/15	Budgeted
Merrigan, Yelena	Instructional Assist	Dickinson Elem	\$16.21	09/01/15	Repl. L. Lewis
Mosholder, Mark	Bus Driver	Transportation	\$22.87	09/01/15	Budgeted
Moslehi, Zahra	Special Ed Para Ed	Mann Elem	\$16.21	09/24/15	Budgeted
Murk, Karen NC	Teacher	Muir Elem	C-1	08/29/16	Leave Replacement
Parghi, Shreyas	Bus Driver	Transportation	\$22.87	10/07/15	Budgeted
Paulson, Robert	Bus Driver	Transportation	\$22.87	09/01/15	Budgeted
Radeck, Laura	Instructional Assist	Eastlake HS	\$14.84	09/24/15	Repl. D. Jones



# Human Resources Board Report March 14, 2016



## NEW PERSONNEL - Con't

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary/Rate</u>	<u>Start Date</u>	<u>Reason</u>
Ries, Colleen	Health Services Specialist	Special Services	\$36.36	10/26/15	Repl. R. Hewko
Syed, Saba	Instructional Assist	Lake Washington HS	\$14.84	10/26/15	Budgeted
Vigeland, Patricia NC	Teacher	Parks Elem	D-16	10/29/15	Leave Replacement
Vyas, Ketan	Bus Driver	Transportation	\$22.87	09/30/15	Budgeted

## RETIREMENTS/RESIGNATIONS/TERMINATIONS

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Start</u>	<u>Effective Date</u>	<u>Reason</u>
Cottrill, Jessica	Teacher	Juanita Elem	08/25/14	06/15/16	Resignation
Crockett, Sarah	Special Ed Para Ed	Wilder Elem	09/01/15	02/19/16	Resignation
Dearden, Sheila	Teacher	LOA	08/29/07	02/17/16	Retirement
Gonzales, Claudia	Teacher	Kirk Elem	08/24/15	04/01/16	Resignation
Harasimowicz, Gena	Teacher	LOA	01/09/02	02/18/16	Resignation
Hartje, Ryan	Tech Support Specialist	Computer Center	06/26/15	03/04/16	Resignation
Hergert, Patricia	Prof Tech	Resource Center	05/15/86	06/30/16	Retirement
Higginbothom, Kriss	Special Ed Para Ed	Bell Elem	02/15/85	06/15/16	Retirement
Hinman, Gary	Teacher	Eastlake HS	09/05/89	06/15/16	Retirement
Hunt, Michelle	Teacher	Parks Elem	05/16/01	02/17/16	Resignation
McCracken, Patricia	Tech Project Manager	Resource Center	09/11/90	04/29/16	Retirement
Needham, Donna	Teacher	Special Services	09/01/88	09/01/16	Retirement
Schmoker Cedar, Jennifer	Teacher	LOA	08/24/04	02/17/16	Resignation
Wright, Kathy	Teacher	Tesla STEM HS	08/31/05	06/15/16	Retirement
Yee, Nancy	Instructional Assist	Bell Elem	10/12/92	06/15/16	Retirement

## CHANGE OF CONTRACTUAL STATUS

<u>Name</u>	<u>Location</u>	<u>Change</u>	<u>Effective Date</u>
Horwat, Thomas	Lake Washington HS	.7 NC to .8 NC	01/25/16

OFFERS OF CONDITIONAL CONTRACTS AND ACCEPTANCE OF RESIGNATIONS  
RESOLUTION NO. 2208

March 14, 2016

SITUATION

Recruitment for certificated teachers has become more competitive resulting in greater competition for qualified candidates among school districts. Legally, the Board of Directors of a school district has the authority to hire staff. This has resulted in a practice by school districts of providing candidates with an offer letter, pending board approval. School districts have now started the practice of offering candidates conditional contracts in lieu of offer letters at recruiting events. In signing the contract, the candidate is assured that they have employment with the district.

We have consulted with district legal counsel on the process to ensure that conditional contracts can be offered to candidates. As a result, the attached resolution has been prepared. In order to remain competitive, it is recommended that the attached resolution be passed by the board to enable the school district to offer contracts to candidates to help secure the best recruits for the district.

Amendments will also be made to the employment contract to ensure that the offer can be nullified if the candidates do not meet the legal requirements as established by Office of Superintendent of Public Instruction (OSPI), the applicable laws of Washington State, or the terms and conditions of the contract.

RECOMMENDATION

The Board of Directors approves Resolution No. 2208 delegating the superintendent the authority to offer conditional contracts of employment to qualified candidates and accept written tenders of resignations of employment.

OFFERS OF CONDITIONAL CONTRACTS AND ACCEPTANCE OF RESIGNATIONS  
Resolution No. 2208

WHEREAS, the ultimate mission of the Lake Washington School District is to have each of its students graduate prepared to lead rewarding, responsible lives as a contributing member of our community and greater society (ER-1); and

WHEREAS, the Board of Directors recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program and has a specific goal to recruit, select, employ, and train highly qualified certificated and classified personnel (GA); and

WHEREAS, the Board of Directors has the ultimate authority over the hiring and termination of employment of many District personnel under Revised Code of Washington (RCW) 28A.400.300; and

WHEREAS, the Board of Directors has authorized the Superintendent, consistent with any reasonable interpretation of the Board's Executive Limitations policies, to make decisions that the Superintendent deems appropriate to achieve the Board's Ends policies (B/CR-4); and

WHEREAS, the Board of Directors has charged the Superintendent with attracting, hiring, and retaining the most highly qualified and best-suited candidates for employment with the District and honoring the terms of negotiated agreements with staff (EL-9); and

WHEREAS, the Board of Directors has delegated to the Superintendent authority over and accountability for staff performance (B/CR-3); and

WHEREAS, the Board of Directors requires the Superintendent to supply for the consent agenda all items delegated to the Superintendent that are required by law or contract to be Board-approved (EL-3).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Lake Washington School District No. 414 hereby delegates to the Superintendent the authority to: (1) offer conditional contracts of employment with the District to qualified candidates, where the Superintendent determines that the District will otherwise be at a competitive disadvantage recruiting such qualified candidates, and (2) accept written tenders of resignation of employment from District staff in order to maintain a constantly improving educational program, PROVIDED that all such delegated hiring and resignation decisions will be included in the consent agenda at the next scheduled board meeting for ratification by the Board.

APPROVED by the Board of Directors of Lake Washington School District No. 414 in a regular meeting held on the 14<sup>th</sup> day of March of 2016.

BOARD OF DIRECTORS  
LAKE WASHINGTON SCHOOL DISTRICT NO. 414

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

Attest:

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

## EMERGENCY SCHOOL CLOSURE

March 14, 2016

### SITUATION

On Thursday, January 28, 2016, the local area experienced an unexpected windstorm that resulted in the loss of electrical power at Juanita Elementary. Given the loss of electrical power and the estimated time of repairs provided by Puget Sound Energy, the decision was made to close this school. 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 Juanita Elementary due to the unforeseen loss of electrical power and to request OSPI to excuse the closure per WAC 329-129-150.

APPROVAL OF MONITORING REPORT  
EL-2, EMERGENCY CEO SUCCESSION

March 14, 2016

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

RECOMMENDATION

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

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

*EL-2 Emergency CEO Succession*  
March 14, 2016

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

	<b>In Compliance</b>	◀ ▶
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***Evidence***

In the current organizational structure, the Deputy Superintendent and two Associate Superintendents provide district leadership in situations where the CEO is not available to provide services. The Deputy Superintendent of Operational Services is familiar with and assumes leadership responsibilities for operational issues. The Associate Superintendents for Student & School Support Services and Student & Professional and Learning Services assume leadership of all instructional related issues. The Deputy Superintendent of Operations is responsible for communications with the Board. The Deputy Superintendent, Associate Superintendents, and other administrative staff as appropriate, have been made aware of and are familiar with Board and CEO issues and processes to ensure these CEO responsibilities can be assumed on an emergency basis.

I certify the above to be correct as of March 14, 2016.

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

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

March 14, 2016

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

RECOMMENDATION

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

# Lake Washington School District Executive Limitation Monitoring Report

## EL-4 Annual Report and District Calendar March 14, 2016

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

Accordingly, the CEO shall:

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

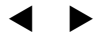


### *Evidence*

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

- School annual reports have been completed and mailed to families.
- The 2014-15 Annual Report includes a Strategic Plan update. It is currently being printed and will arrive at homes soon.

- |   |                  |     |
|---|------------------|-----|
| <ol style="list-style-type: none"> <li>2. Implement a school district calendar that plans for 180 days of instruction/contact time for students, including provisions for professional needs of teachers and parent-teacher conferences.</li> </ol> | In<br>Compliance | ◀ ▶ |
|---|------------------|-----|



### *Evidence*

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



## EL-4 Annual Report and District Calendar

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

Accordingly, the CEO shall:

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

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

- On April 23, 2015, the Lake Washington Education Association voted to schedule a teacher action in protest of state school funding issues for May 6. The district communicated on April 23 to parents that schools would be closed on May 6 and one day would be added to the school year to make up that day.
- On Friday, December 12, 2014, Wilder Elementary School closed due to a windstorm that resulted in loss of electrical power. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- On Monday, December 1, 2014, Rose Hill Middle School and Stella Schola closed due to a pipe break that resulted in water damage. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- On November 3, 2014, Dickinson Elementary School and Explorer Community School were closed because of the investigations of a suspicious device and police activity. The emergency closure was communicated in a timely fashion as soon as information was received. On April 20, the board approved the submittal of a letter to Office of the Superintendent of Public Instruction to excuse the closure per WAC 329-129-150 and it was approved by OSPI on May 7.
- No other district-wide school closures or other changes were made to the school calendar during the 2014-15 school year.

## EL-4 Annual Report and District Calendar

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

Accordingly, the CEO shall:

4. Assure the availability of a copy of the calendar for all parents/guardians of students enrolled in district schools.

In  
Compliance



### *Evidence*

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

- In April 2012, the district and teachers association agreed to school years calendars through 2017-18. They are all posted on the district website. Calendar availability was announced in parent newsletters and via the media.
- The district's calendar was included in the parent informational booklet provided to all parents at the beginning of each school year.

I certify the above to be correct as of March 14, 2016.

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

APPROVAL OF MONITORING REPORT  
EL-13, FACILITIES

March 14, 2016

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

RECOMMENDATION

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

# Lake Washington School District Executive Limitation Monitoring Report

**EL-13 Facilities**  
**March 14, 2016**

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

Accordingly, the CEO shall:

<p>1. Develop a fiscally prudent; long-term facilities plan to establish priorities for construction, renovation, and maintenance projects. In setting those priorities, the CEO shall:</p> <ol style="list-style-type: none"> <li>a. Assign highest priority to the correction of unsafe conditions;</li> <li>b. Include maintenance costs as necessary to enable facilities to reach their intended life-cycles;</li> <li>c. Disclose assumptions on which the plan is developed, including growth patterns, and the financial and human capital impact individual projects will have on other parts of the organization, and</li> <li>d. Ensure that facilities and equipment are not subject to improper wear and tear or insufficient maintenance.</li> </ol>	<p>In Compliance</p>	<p>◀ ▶</p>
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## ***Evidence***

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

### **Capital Planning**

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

- As a result of the failure of Bond measures in February and April 2014, the District convened a 63-member Long Term Facilities Planning Task Force to look at the issues of capacity and aging schools. Their work began in November 2014 and continued through 2014-2015 school year. Their work was not completed and needed to continue into the 2015-2016 school year.

**EL-13 Facilities**

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

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

- The 2015-2020 Six-Year Capital Facilities Plan was updated in April 2015 and adopted by the School Board in June 2015. It was then presented to the King County School Technical Review Committee (STRC) in June 2015, with adoption at a later date. By the end of the 2015 calendar year, all jurisdictions (King County, City of Kirkland, City of Redmond, and the City of Sammamish) adopted the fees as proposed by the District. The school impact fees on new residential development will be \$9,715.00 per single-family unit and \$816.00 for each multi-family unit. The single-family fee is an increase of \$92.00 and the multi-family fee is an increase of \$71.00 from last year’s fees.

**Preventive Maintenance Planning**

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

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

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

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

**EL-13 Facilities**

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

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

- In 2014-2015, Facility Services issued and accomplished 6,399 preventive maintenance (PM) work requests. These types of requests are proactive. They extend the useful life of varying building and site equipment reducing unexpected or premature equipment failure.
- The report of the annual APP evaluation has been completed and results reported in Appendix A - see Building Condition Scores from August 2014. The assessment only focuses on the physical condition of general building systems.
- In 2014-2015, Facility Services implemented a new work order management system called InfoCentre. The new work order system is designed to enhance the efficiency and effectiveness of the district’s facility maintenance service delivery. In 2014-15, 956 work requests from the previous work order system were transferred to InfoCentre. In addition, InfoCentre received 16,419 new service requests and resolved 15,801 work orders.
  - InfoCentre launch – September 2, 2014
  - Phase 2 implementation included the launch of the Remote Operations Center (ROC). The ROC monitors critical mechanical equipment throughout the district via the building automation systems. The ROC also serves as the first responder to thermal comfort issues and mechanical equipment alarms.
    - Pilot launch (Muir) – March 20, 2015
    - District wide launch – August 1, 2015

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

**EL-13 Facilities**

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

Accordingly, the CEO shall:

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

The State School Construction Assistance Program (SCAP) is adhered to for major school construction projects. The method requires Board of Director authorization at various points of a project (e.g. new-in-lieu or replacement vs. modernization decisions, project educational specifications, verification that a project will not result in or aggravate a racial imbalance, commitment to build the project, value engineering analysis, constructability review, commissioning report, and final acceptance). The Board must authorize the district to enter into a contract with a general contractor for major building construction or renovation.

- In 2014-15, the Board authorized the following actions:

Board Authorization	Major Construction Project	Action
November 17, 2014	Rose Hill Middle School	Building Commissioning Report

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

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

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

- The District conducted an extensive property search for a middle school on the east side of the District in 2013-2014. Land options were very limited. However, a suitable property was identified and preliminary due diligence was conducted that led to the purchase of the property in the 2014-2015 fiscal year.

## EL-13 Facilities

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

Accordingly, the CEO shall:

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

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

#### Acquisition

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

- There was one (1) acquisition of land in the 2014-2015 fiscal year.

Site 72 - 21.57 acres of real property situated in the Redmond Ridge Corporate Center in King County, Washington

#### Encumbrance

Board Resolution No. 02 from April 1, 1982 gives the Superintendent or his/her designee the authority to grant utility easements on district-owned property. Because of this, utility easements do not require Board approval. However, non-utility easements are submitted to the Board of Directors for approval. Prior to being submitted to the Board, legal counsel and staff review each easement.

- There were three (3) utility or non-utility easements granted in the 2014-2015 school year.

Site	Recording Number	Date	Type	Name	Assoc Name	Legal Description
87/STEM	N/A	9/8/2014	AGREEMENT	LAKE WASHINGTON SCHOL	UNION HILL WATER ASSOC.	N/A
07	20140917000569	9/17/2014	EASEMENT GreenBelt/Wetland	LAKE WASHINGTON SCHOOL DISTRICT NO 414	KIRKLAND CITY OF	SEC 32 TOWN 26 RANGE 05 322605-9008
07	20150616002342	6/16/2015	EASEMENT Sanitary Sewer	LAKE WASHINGTON SCHOOL DISTRICT	KIRKLAND CITY OF	SEC 32 TOWN 66 RANGE 05 326605-9008
07	20150616002343	6/16/2015	EASEMENT Water Line	LAKE WASHINGTON SCHOOL DISTRICT	KIRKLAND CITY OF	SEC 32 TOWN 66 RANGE 05 326605-9008

#### Disposal

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



## EL-13 Facilities

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

Accordingly, the CEO shall:

- During the 2014-2015 school year, there was one (1) dedication and one (1) conveyance of property:

Site	Recording Number	Date	Type	Name	Assoc Name	Legal Description
79	20141017000672	10/17/14	DEED Deed of Dedication	LAKE WASHINGTON SCHOOL DISTRICT	KIRKLAND CITY OF	SEC 08 TOWN 25 RANGE 05 082505-9248
46/74	20150709000823	7/9/2015	COVENANT Inspection & Maint of Stormwater Facilities and BMPS	LAKE WASHINGTON SCHOOL DISTRICT	KING-COUNTY GOVT	SEC 08 TOWN 25 RANGE 06 082506-9008

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

In  
Compliance



### ***Evidence***

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

- Major school construction projects did not substantially change (in schedule, budget, or change orders) from approved plans in 2013-2014. There were no major school construction projects in the 2014-2015 school year.
- A two-year Interim Capacity Plan that led to the placement of green 23 classroom portables in 2014-15, the creation of teacher planning spaces at two schools, and the planning for a classroom addition at Redmond Elementary School.

### Schedules

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

## EL-13 Facilities

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

Accordingly, the CEO shall:

5. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.	In Compliance	◀ ▶
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### *Evidence {continued}*

#### Budgets

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

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

- Major construction project budgets are shown on the following chart; all projects were within their program budget as of September 2015:

Major Construction Projects	Amount Budgeted	Budgeted “Hard” Costs	Budgeted “Soft” Costs	Amount Spent as of August 31, 2015	Reason for Overage
Carson Elementary	\$26,409,625	\$17,865,070	\$ 8,544,554	\$26,409,625	Sewer connection, land improvements & railing corrections
Frost Elementary	\$24,415,285	\$20,642,920	\$ 3,772,365	\$24,409,421	NA
Lake Washington High	\$87,178,000	\$66,677,045	\$20,500,955	\$87,156,225	NA
Finn Hill Middle School	\$45,342,602	\$32,107,602	\$13,235,000	\$44,754,563	Issues related to completion of work
Muir Elementary	\$29,639,422	\$21,056,680	\$ 8,582,742	\$30,232,124	Mechanical system, litigation
Keller Elementary	\$26,343,000	\$18,901,414	\$ 7,441,586	\$24,933,708	NA
Sandburg Elementary	\$30,575,000	\$21,489,382	\$ 9,085,618	\$29,569,913	NA
Rose Middle School	\$59,779,000	\$44,027,647	\$15,751,353	\$58,575,785	NA
Bell Elementary	\$32,531,000	\$23,488,337	\$ 9,042,663	\$31,673,173	NA
Rush Elementary	\$34,062,269	\$23,511,892	\$10,550,377	\$33,666,706	NA
ICS/Community	\$26,648,990	\$18,203,482	\$ 8,445,508	\$25,480,231	NA
Eastlake High School Addition	\$18,169,620	\$12,706,916	\$ 5,462,704	\$14,469,789	NA
Redmond High School Addition	\$15,830,380	\$10,987,531	\$ 4,842,849	\$14,787,818	NA
STEM Secondary Choice School	\$34,031,922	\$24,701,670	\$ 9,330,252	\$34,007,019	NA

EL-13 Facilities

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

Accordingly, the CEO shall:

5. Prohibit construction schedules and change orders to deviate significantly from previously approved plans and budget parameters.	In Compliance	◀ ▶
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***Evidence {continued}***

Change Orders

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

- No major construction occurred during the 2014-2015 school year. No change orders were submitted for approval by the Board.

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

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

Standards and Levels of Service

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

- In 2014-2015, Facility Services and Custodial Services continued the work to update processes, standards, guidelines, levels of services, and protocols. The Custodial Services Level of Service (LOS) documents were updated based on current staffing levels and compatibility with school level needs. In addition to outlining service during the school year, Custodial Services also developed separate LOS documents for school year breaks and summer break service.

## EL-13 Facilities

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

Accordingly, the CEO shall:

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

In  
Compliance



### *Evidence*

#### Inspections and Assessments

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

Beginning in the 2012-2013, the Board adopted a resolution committing the District to the State's requirement of the Asset Preservation Program (APP). A team of inspectors (professionals in the design and construction industry) went to each school to evaluate the sites and the buildings by way of the Building Condition Assessment (system). Every building's major site and building systems, as well their sub-systems received a condition rating. Those ratings were entered into the State's Information and Condition of Schools (ICOS) automated system. The 2012-2013 evaluation included all permanent school buildings and did not include portables. The assessment is completed annually and includes portable classroom inventory and condition.

- The latest building assessment was completed in the summer of 2015.

#### Environmental and Health Concerns

- There were no Indoor Environmental Quality concerns that led to a loss of a school's educational time in 2014-2015. A health concern in a building led to building testing and inspections, which results in corrections to the building's systems.
- Facility Services manages a variety of programs and makes notifications as is appropriate. For example, protocols have been developed to manage specific programs such as Integrated Pest Management (IPM/*Appendix C*) in order to appropriately and pro-actively address various situations.
  - In the event chemicals are used while school is in session, notifications from the school involved are sent home with students. In 2014-2015, there were no notifications.
  - In 2014-2015 the district completed the IPM Star Certification audit and was awarded Star Certification in July of 2015.

## EL-13 Facilities

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

Accordingly, the CEO shall:

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

In  
Compliance



### *Evidence*

#### Response to Emergencies

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

- In 2014-2015, there were a total of 60 incidents of vandalism in the district reported to Support Services requesting response. The following chart provides detail of reports by level:

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
<b>Elementary</b>	<b>31</b>	31	35	66	98
<b>Middle Schools</b>	<b>19</b>	16	21	19	30
<b>High Schools</b>	<b>10</b>	20	31	28	31
<b>Other Sites</b>	<b>0</b>	0	1	3	1
<b>Total</b>	<b>60</b>	67	88	116	160

- The most frequent types of vandalism were graffiti (47 events).

Vandalism, reported to Support Services for repair, cost the district \$11,564 during the 2014-2015 school year. If the perpetrators are caught, the district seeks restitution. No dollars were recovered in 2014-2015.

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
<b>Annual Cost of Reported Vandalism</b>	<b>\$11,564</b>	\$12,561 With a recovery of \$326	\$14,140 With a recovery of \$710	\$27,823	\$37,737 With a recovery of \$1,100

## EL-13 Facilities

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

Accordingly, the CEO shall:

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

In  
Compliance



### *Evidence*

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

#### Permitted Use

To assist schools and the public in understanding the guidelines for community use, the district provides *Guidelines and Procedures for Use of School District Facilities* on the district website. Schools are also provided specific guidelines for staff in charge of building use. These guidelines are reviewed annually and updated as needed.

#### Fees

User groups pay fees depending on their classification. Building use fees are increased on an annual basis per the Consumer Price Index (CPI). The district tracks the amount of dollars received from building use (the chart below only reflects the past five years). Schools receive 30% of fees collected, excluding the cost of custodial, supplies, and energy.

- In 2014-2015, a total of \$576,002 was collected. This figure includes energy use, theater, and stadium fees, but not leases nor monies paid for custodial help. The chart below provides a details of fees collected:

	2014-2015	2013-2014	2012-2013	2011-2012	2010-2011
<i>Amount to Schools</i>	\$37,648	\$44,660	\$39,368	\$30,077	\$35,889
<i>Energy Use</i>	\$131,321	\$140,783	\$120,101	\$118,355	\$109,304
<i>Supply Fees</i>	\$54,294	\$58,909	\$50,904	\$43,036	\$51,138
<i>Amount to General Fund</i>	\$87,846	\$104,201	\$91,862	\$70,0171	\$83,744
<i>Pool Rental</i>	0	0	0	0	0
<i>Stadium Rental</i>	\$159,690	\$188,787	\$182,145	\$210,624	\$205,723
<i>Theater Rental</i>	\$105,203	\$108,011	\$91,728	\$53,932	\$44,211
<b><i>Total</i></b>	<b>\$576,002</b>	<b>\$645,351</b>	<b>\$576,108</b>	<b>\$526,195</b>	<b>\$530,009</b>
<i>Reimbursement for Custodial Help</i>	\$79,332	\$75,880	\$54,320	\$70,089	\$77,272

EL-13 Facilities

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

Accordingly, the CEO shall:

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

In  
Compliance



***Evidence***

Expectations and Consequences

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

I certify the above to be correct as of March 14, 2016.

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

## **Appendix A: Asset Preservation Program (APP)**

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

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

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

Since its implementation in 2011-2012 through the assessment conducted in 2014, the District has utilized a third party vendor to conduct the Building Condition Assessment (BCA) for all permanent school facilities, and uploaded the data into ICOS. For the last three years, though not required by the State, the District has also assessed the entire portable classroom inventory. The following is a comprehensive annual summary report of the BCA scores for all District school facilities (both permanent and portable buildings), including those under the State Asset Preservation Program (APP).

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

<b><u>Description</u></b>	<b><u>Score Range</u></b>	<b><u>Maintenance</u></b>
Excellent	95% to 100%	Preventative
Good	85% to 94%	Routine



Fair	62% to 84%	Minor
Poor	30% to 61%	Major
Unsatisfactory	0% to 29%	Replacement

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

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

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

### Building Condition Assessment (BCA) Scores 2014

Era	Site Name	Year Built	Mod Year	APP*	2014	Prior Year 2013	Notes
<b>Phase 1</b>	Twain Elementary	1962	2000	X	89.89%	90.00%	
1998 - 2006	Lakeview Elementary	1955	2001	X	89.97%	90.00%	
	Redmond Middle School	1958	2001	X	83.92%	87.40%	
	Audubon Elementary	1965	2001		89.79%	89.79%	
	Redmond High School	1964	2003	X	85.52%	90.00%	
	Thoreau Elementary	1964	2003	X	83.02%	86.79%	
	Mann Elementary	1964	2003	X	88.60%	90.00%	
	Kirkland Middle School	1961	2004	X	88.60%	90.00%	
	Juanita Elementary	1950	2005	X	89.99%	89.99%	
	Franklin Elementary	1967	2005	X	90.00%	90.00%	Did not change
	Rose Hill Elementary	1954	2006	X	90.00%	90.00%	Did not change
	Rosa Parks Elementary	2005	2006	X	85.69%	87.57%	
<b>Phase 2</b>	Rachel Carson Elementary	2008	2008		90.00%	100%	

<b>Era</b>	<b>Site Name</b>	<b>Year Built</b>	<b>Mod Year</b>	<b>APP*</b>	<b>2014</b>	<b>Prior Year 2013</b>	<b>Notes</b>
2007 - 2015	Frost Elementary	1969	2009	X	90.00%	92.60%	
	Lake Washington High School	1949	2010	X	89.86%	100%	
	Finn Hill Middle School	1967	2011	X	90.00%	100%	
	Muir Elementary	1970	2012	X	90.00%	100%	
	Rush Elementary	1970	2012	X	90.00%	100%	
	Sandburg Elementary	1970	2012	X	90.00%	100%	
	International Community School	1965	2012	X	93.16%	100%	
	Community School	1965	2012	X	93.16%	100%	
	Keller Elementary	1969	2012	X	90.00%	100%	
	STEM Secondary School	2012	2012		89.80%	100%	
	Rose Hill Middle School	1969	2013	X	96.17%	100%	
	Bell Elementary	1966	2013	X	90.00%	100%	
<b>Phase 3</b>	Juanita High School	1971			63.52%	72.35%	
2016 - 2024	Kamiakin Middle School	1974			65.46%	81.62%	
	Kirk Elementary	1975			57.63%	72.34%	
	Mead Elementary	1979			72.21%	75.21%	
	Rockwell Elementary	1981			78.90%	86.60%	
	Evergreen Middle School	1983			76.27%	83.73%	
	Alcott Elementary	1986			81.30%	78.96%	
	Smith Elementary	1988			79.31%	81.33%	
	Wilder Elementary	1989			85.26%	86.72%	
<b>Phase 4</b>	McAuliffe Elementary	1990			88.91%	88.91%	Did not change
2025 - 2033	Inglewood Middle School	1991			74.27%	78.76%	
	Dickinson Elementary	1992			76.64%	88.53%	
	Old Dickinson	1978			N/A	N/A	
	Eastlake High School	1993			86.07%	90.00%	
	Emerson High School	1983			68.62%	81.64%	
	Support Services Center	1985			N/A	N/A	
	Einstein Elementary	1997			87.47%	87.30%	
	Redmond Elementary	1998		X	88.10%	86.35%	
	Blackwell Elementary	1998			88.64%	86.27%	
<b>Other</b>	Northstar (at Emerson HS)	2012	N/A		90.00%	100%	
	Renaissance Middle School (at Eastlake HS)	2012	N/A		90.00%	100%	

### Portable Building Condition Assessment (BCA) Scores 2014

Site Name	Portable Number	Year Built	BCA Score 2014	Notes
Alcott Elementary	P213	1986	77.74%	Fair
	P267	1988	80.74%	Fair
	P272	1989	77.52%	Fair
	P289S	2007	N/A	Not Required
	P292	1989	80.32%	Fair
	P339	2007	90.00%	Good
	P340A	2007	90.00%	Good
	P340B	2007	90.00%	Good
	P380	2015	N/A	Not Required
	P381	2015	N/A	Not Required
	P382	2015	N/A	Not Required
Audubon Elementary	P212	1986	79.43%	Fair
	P277	1989	79.42%	Fair
	P383	2015	N/A	Not Required
Blackwell Elementary	P204	1987	81.53%	Fair
	P247	1988	81.54%	Fair
	P269	1989	81.54%	Fair
Carson Elementary	P344A	2009	88.50%	Good
	P344B	2009	88.50%	Good
	P345A	2009	88.50%	Good
	P345B	2009	88.50%	Good
Einstein Elementary	P311	2010	90.00%	Good
	P350	2010	90.00%	Good
Franklin Elementary	P205	1987	74.56%	Fair
	P255	1988	74.62%	Fair
	P403	2015	N/A	Not Required
Frost Elementary	P386	2015	N/A	Not Required
Kirk Elementary	P207	1986	72.10%	Fair
	P208	1986	72.01%	Fair
	P333	1995	71.98%	Fair
Lakeview Elementary	P202	1986	79.30%	Fair
	P293	1989	79.37%	Fair
	P351A	2011	90.00%	Good
	P351B	2011	90.00%	Good
Mann Elementary	P376	2014	100.00%	Excellent
	P377	2014	100.00%	Excellent
	P378	2014	100.00%	Excellent
	P379	2014	100.00%	Excellent
McAuliffe Elementary	P160	1986	72.60%	Fair
	P161	1986	73.66%	Fair
	P162	1986	78.24%	Fair
	P163	1986	69.05%	Fair
	P221	1987	76.76%	Fair
	P222	1987	73.75%	Fair
	P223	1987	80.20%	Fair
Mead Elementary	P195	1990	72.76%	Fair
	P214	1986	85.42%	Good
	P215	1986	78.98%	Fair
	P278	1989	72.76%	Fair

Site Name	Portable Number	Year Built	BCA Score 2014	Notes
	P290	1989	72.76%	Fair
	P299	1990	84.37%	Fair
Parks Elementary	P346A	2009	88.50%	Good
	P346B	2009	88.50%	Good
	P347A	2009	88.50%	Good
	P347B	2009	88.50%	Good
	P348A	2010	88.50%	Good
	P348B	2010	88.50%	Good
	P349A	2010	88.50%	Good
	P349B	2010	88.50%	Good
	P353A	2011	88.50%	Good
	P353B	2011	88.50%	Good
Redmond Elementary	P343A	2008	90.00%	Good
	P343B	2008	90.00%	Good
	P370	2014	100.00%	Excellent
	P371	2014	100.00%	Excellent
	P395	2015	N/A	Not Required
	P396	2015	N/A	Not Required
	P397	2015	N/A	Not Required
	P398	2015	N/A	Not Required
Rockwell Elementary	P288	1989	86.48%	Good
	P291S	1989	86.48%	Good
	P335A	1995	86.52%	Good
	P335B	1995	86.52%	Good
	P352	2011	90.00%	Good
Rose Hill Elementary	P354A	2011	90.00%	Good
	P354B	2011	90.00%	Good
Rush Elementary	P401	2015	N/A	Not Required
	P402	2015	N/A	Not Required
	Portable	2015	N/A	Not Required
Smith Elementary	P159	1986	84.81%	Fair
	P219	1986	84.82%	Fair
	P226	1987	86.48%	Good
	P254	1988	81.99%	Fair
	P284	1989	85.42%	Good
	P285	1989	81.99%	Fair
	P286	1989	81.92%	Fair
	P329	1995	82.86%	Fair
Twain Elementary	P258	1988	81.40%	Fair
	P268S	1988	83.84%	Fair
	P334A	1995	85.51%	Good
	P334B	1995	85.51%	Good
Wilder Elementary	P200	1990	83.11%	Fair
	P273	1989	77.90%	Fair
	P322	1990	84.62%	Fair
	P328	1995	75.17%	Fair
	P372	2014	100.00%	Excellent
	P373	2014	100.00%	Excellent
	P374	2014	100.00%	Excellent
	P375	2014	100.00%	Excellent
Emerson Campus	P155	1986	63.62%	Fair
	P156	1986	63.62%	Fair
	P157	1986	63.62%	Fair

Site Name	Portable Number	Year Built	BCA Score 2014	Notes
Evergreen Middle	P104	1990	77.80%	Fair
	P106	1990	77.80%	Fair
	P248	1988	72.31%	Fair
	P250	1988	79.60%	Fair
	P262	1988	78.92%	Fair
	P263	1988	77.73%	Fair
	P281	1989	71.63%	Fair
	P287	1989	72.83%	Fair
	P337	1989	78.48%	Fair
Kamiakin Middle	P211	1986	73.50%	Fair
	P236	1986	73.51%	Fair
	P256	1988	73.50%	Fair
	P257	1988	73.50%	Fair
	P261S	1988	73.50%	Fair
	P264	1988	72.31%	Fair
	P316	1990	73.50%	Fair
Redmond Middle	P355A	2008	84.05%	Fair
	P355B	2008	83.98%	Fair
	P356A	2008	83.37%	Fair
	P356B	2008	84.28%	Fair
	P361A	2008	83.31%	Fair
	P361B	2008	83.31%	Fair

## Appendix B: Inspection of Vital Systems

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

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

## Appendix C: Integrated Pest Management (IPM)

The District earned the IPM STAR Certification in 2014-2015 after passing a rigorous 37-point inspection conducted by the independent nonprofit IPM Institute of North America. Becoming one of only 12 school districts in the state to hold this designation. IPM is a common-sense approach to solving pest problems with minimum pesticide usage.

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

- Details of products and quantities used either by District staff or vendors in 2014-2015 are found on the attached charts.

In 2009-2010, an addendum was added to the District IPM protocol allowing schools to work with Support Services and become a “Pesticide Free” site. To achieve this status requires specific involvement by site personnel to maintain shrubs, beds, and walkways in a manner that complies with state and local codes while eliminating the need for chemical herbicides. Tesla STEM, Alcott Elementary, Sandburg Elementary, Thoreau Elementary, and Peter Kirk Elementary were “Pesticide Free Schools” in 2014-2015.

### Herbicide Product Use 2014-2015

PRODUCT	EPA REG.#	EPA DESIG.	USE	AREA	2014-2015	2013-2014
Casoron	400-168	Caution	Pre-emergent weed control	Planting beds, tree wells, sign posts	1,055 lbs.	1,281 lbs.
Ranger Pro	524-517	Caution	Post emergent weed control	Planting beds, tree wells, cinder tracks, sidewalks, parking lots	12 gallons (diluted)	22 gallons (diluted)
Snapshot	62719-175	Caution	Pre-emergent weed control	Planting beds, tree wells, sign posts	2,626 lbs.	None Used
Pendulum AquaCap <sup>1</sup>	241-416	Caution	Post emergent weed control	Planting beds	0.5 gallons (diluted)	None Used
Specticle	432-1499	Caution	Pre-emergent weed control	Planting beds, tree wells, sign posts	None used	383 lbs.

## Insecticide Product Use 2014-2015

Product	EPA REG.	EPA DESIG.	PEST	AREA	2014-15	2013-14
Advion	352-746	Caution	Ants, Roaches	Interior (bait)	87 oz.	92.5 oz.
Bac-A-Zap	N/A	Caution	Rodents	Deodorizer	None Used	68 oz.
BTI	6218-47	Caution	Mosquito Larva	Retention ponds	122 bricks	91 bricks
Drione	4816-353	Caution	Ants, Wasps	Outdoors	6.5 oz.	None used
Max Force	432-1255	Caution	Ants	Bait Gel (Traps)	69 oz.	48 oz.
Phantom	241-392	Caution	Ants	Outdoors	None Used	1.25 gallons (diluted)
P.I.	499-444	Caution	Wasps, Flies, Ants	Interior	6 oz.	None Used
Pro Control	499-462	Caution	Ants	Outdoors	None Used	23 oz.
PT565	499-290	Caution	Wasps, Flies, Ants	Outdoors	None Used	5 oz.
Talstar Pro	279-3206	Caution	Aphids, Bees	Outdoors	None Used	13 oz.
Tempo SC	3125-498	Caution	Ants, Bees	Interior	81.5 gallons	45 gallons
Termidor	7969-210	Caution	Termites	Interior / Exterior	2 gallons	16.5 gallons
Wasp Freeze	499-362	Caution	Bees, Spiders	Nests	12 cans	30 cans

<sup>1</sup> Pre-emergent weed control applied at International Community School (NW Landscapes)



## INSTRUCTIONAL MATERIALS ADOPTION

March 14, 2016

### 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:

<b>Title:</b>	<b>Zaner-Bloser Handwriting</b>
<b>Publisher:</b>	<b>Zaner-Bloser</b>
<b>Copyright:</b>	<b>2016</b>
<b>No. of Copies:</b>	<b>600 Student Editions, 24 Teacher editions</b>
<b>Price:</b>	<b>\$7514.46 per school</b>
<b>School Requesting:</b>	<b>Keller Elementary</b>
<b>Classification:</b>	<b>Grades K-5</b>
<b>Title:</b>	<b>Mobymax.com</b>
<b>Publisher:</b>	<b>Site License</b>
<b>No. of Copies:</b>	<b>1</b>
<b>Price:</b>	<b>\$99.00</b>
<b>School Requesting:</b>	<b>Kamiakin Middle School</b>
<b>Classification:</b>	<b>Grade 6</b>
<b>Title:</b>	<b>With Every Drop of Blood</b>
<b>Author:</b>	<b>James Lincoln Collier and Christopher Collier</b>
<b>Publisher:</b>	<b>Bantam Double Day Dell Books for Young Readers</b>
<b>Copyright:</b>	<b>1997</b>
<b>No. of Copies:</b>	<b>35</b>
<b>Price:</b>	<b>\$7.00</b>
<b>School Requesting:</b>	<b>Rose Hill Middle School</b>
<b>Classification:</b>	<b>Grade 7</b>
<b>Title:</b>	<b>HIV and ME: Marissa's Story</b>
<b>Publisher:</b>	<b>Redefine Positive</b>
<b>Copyright:</b>	<b>2014</b>
<b>No. of Copies:</b>	<b>None</b>
<b>Price:</b>	<b>Free</b>
<b>School Requesting:</b>	<b>District Curriculum Office</b>
<b>Classification:</b>	<b>Grade 5</b>
<b>Title:</b>	<b>Puberty Workshop &amp; Curriculum – HIV and AIDS'</b>
<b>Author:</b>	<b>Human Relations Media</b>
<b>Publisher:</b>	<b>Human relations Media</b>
<b>Copyright:</b>	<b>2012</b>
<b>No. of Copies:</b>	<b>2 DVDs per school</b>
<b>Price:</b>	<b>\$59.95 per DVD</b>
<b>School Requesting:</b>	<b>District Curriculum Office</b>
<b>Classification:</b>	<b>Grade 6</b>

### 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.

REDMOND ELEMENTARY SCHOOL CLASSROOM ADDITION PROJECT  
CHANGE ORDER NO. 1

March 14, 2016

SITUATION

Construction Change Order No. 1 is attached for your review. The change order includes two (2) changes to the construction contract for the Redmond Elementary School classroom addition project. Both changes are additive cost changes.

Two (2) Change Proposal Requests (CPRs) are due to unforeseen conditions:

- CPR 05 provides for modifications to existing foundation drains not shown on original construction plans.
- CPR 07 adds removal and replacement of unsuitable site soils encountered during footing excavation beyond the amount included in the original contract value.

The cost of the changes from Change Order No. 01 is within the budget established for this project. The total for change orders is 2.07% of the original construction contract amount.

<u>Original Construction Contract Amount</u>	\$3,183,958.00
<u>Current Change Order</u>	
Change Order 1	\$67,325.00
<u>Total Change Orders</u>	
Change Orders 1 thru 1	\$67,325.00
<u>Contract Amount including this Change Order</u>	\$3,251,283.00

RECOMMENDATION

The Board of Directors approves Change Order No. 1 to Lincoln Construction, Inc. for the Redmond Elementary School classroom addition project in the amount of \$67,325, increasing the contract amount to \$3,251,283.

**CHANGE ORDER NO.**

1

Project: Redmond Elementary School Classroom Addition

Contractor: Lincoln Construction, Inc.



Date: 2/29/2016

Project #: 2350

Contract #: 15-2331

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
5	2	Modify existing footing drains encountered during foundation excavation	\$1,980.00
	7	Overexcavate and replace excess unsuitable structural soil encountered during excavation	\$65,345.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Combined Total: \$67,325.00

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 ..... \$3,183,958.00

Net Change by previously authorized Change Orders..... 0 through 0 \$0.00

The Contract Sum prior to this Change Order was..... \$3,183,958.00

The Contract Sum will be increased decreased unchanged by this Change Order..... \$67,325.00

The new Contract Sum including this Change Order is ..... \$3,251,283.00

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

The date of Substantial Completion as of the date of this Change Order ..... 7/1/16 (Bldg.) 7/30/16 (Site)

Amounts exclude State Sales Tax.

**CONTRACTOR'S ACCEPTANCE**

BY: JAMIE TIEGS  
 SIGNED: [Signature]  
 TITLE: PM  
 DATE: 3/2/16

**ARCHITECT'S RECOMMENDATION**

BY: LUKAS SHU  
 SIGNED: [Signature]  
 TITLE: P.M.  
 DATE: 3/2/16

**OWNER'S ACCEPTANCE**

BY: \_\_\_\_\_  
 SIGNED: Forrest Miller  
 TITLE: Director  
 DATE: \_\_\_\_\_

**PROGRAM MANAGER'S RECOMMENDATION**

BY: [Signature]  
 SIGNED: [Signature]  
 TITLE: DEPT. PRGR. MGR.  
 DATE: 3-2-16

DONATIONS  
March 14, 2016

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>
Louisa May Alcott Elementary PTSA to Alcott Elementary	\$11,345.45	To purchase and install basketball backboards, goals, rims and pole, and remove existing hoop and base.
Juanita Elementary PTSA to Juanita Elementary	\$5,195.50	To support field trips (\$3,100.00) and provide stipends for outdoor education (\$2,095.50)
Lakeview Elementary PTSA to Lakeview Elementary	\$11,356.99	To support school goals (\$9,256.99) and field trips (\$2,100.00).
Margaret Mead Elementary PTSA to Mead Elementary	\$1,065.90	To support 2 <sup>nd</sup> grade math.
Rosa Parks PTSA to Rosa Parks Elementary	\$6,675.00	To support academic enrichment (\$1,400.00); provide stipend for after-school drama production (\$4,380.00); and purchase popcorn machine (\$895.00).
Evergreen Middle School PTSA to Evergreen Middle	\$3,438.47	To purchase books for language arts.
Nintendo of America, Inc. to Finn Hill Middle	\$6,149.70	To support school goals.
International Community School PTSA to ICS	\$1,437.95	To support standard core curriculum programs.
Renaissance School PTSA to Renaissance	\$8,069.76	To support outdoor education (\$6,200.00) and field trips (\$1,869.76).
Eastlake Wolfpack Association to Eastlake High	\$5,000.00	To provide athletic fee waivers for students in need (\$1,000.00), and purchase replacement equipment for weight room (\$4,000.00).

Donations  
March 14, 2016  
Page 2

Juanita High School PTSA to Juanita High	\$4,973.00	To purchase DECA preparation materials (\$500.00), instrument storage units (\$1,800.00), carts for physics lab (\$1,513.00), coffee brewing system (\$160.00); and support field trips (\$1,000.00).
Lake Washington High School PTSA to Lake Washington High	\$1,670.00	To purchase kiln.
<b>TOTAL</b>	<b>\$66,377.72</b>	

RECOMMENDATION

It is recommended that the Board of Directors accepts the donations/grants as identified at the March 14, 2016 Board Meeting.