RIDGEFIELD
SCHOOL DISTRICT
unlimited possibilities

SUPERINTENDENT
DR NATHAN MCCANN

BOARD OF DIRECTORS
DISTRICT 1 EMILY ENQUIST
DISTRICT 2 JOSEPH VANCE
DISTRICT 3 BRETT JONES
DISTRICT 4 BECKY GREENWALD
DISTRICT 5 ZENIA BRINGHURST

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Thursday, June 17, 2021 ~ 5:00 p.m.
(Replacing the Regular Meeting on June 22, 2021)
Columbia Assembly Room
Ridgefield Administrative & Civic Center – 510 Pioneer Street

Join Via Zoom
Sign Up to Attend in Person

AGENDA

I. CALL TO ORDER

Our Purpose ~ Ridgefield School District aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.

II. FLAG SALUTE

III. CHANGES OR ADDITIONS TO THE AGENDA – *Action*

IV. CONSENT AGENDA – *Action*

A. Approve Board Minutes
   1) Regular Meeting on June 8, 2021
B. Approve Personnel Report
C. Approve Warrants

V. SUPERINTENDENT REPORTS – *Information Only / No Action*

A. Board Members

VI. PUBLIC COMMENT – *Agenda / Non-Agenda Items*

Comments from the public are invited relating to agenda items and non-agenda items. Anyone wishing to comment must submit an Audience Participation form by 4:00 pm on the day of the Board Meeting, and be present on the Live Zoom meeting or register to attend the meeting in person. Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment, which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Board Policy File No. 1430

VII. OLD BUSINESS – *Action*

None

VIII. NEW BUSINESS – *Action*

A. Approve ABM Custodial Services Agreement for the 2021-2022 School Year
B. Approve Wisdom Ridge Academy Lease Agreement between Ridgefield School District and the Port of Ridgefield

IX. EXECUTIVE SESSION – *No Action*

The purpose of the executive session is to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g) – Superintendent's evaluation and contract.

X. ACTION RESULTING FROM EXECUTIVE SESSION - *Action*

XI. ADJOURNMENT

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	IV.A-C	Meeting Date:	06/17/21
Item:	Consent Agenda		
Submitted By:	Dr. Nathan McCann, Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

A. Approve Board Minutes
    1) Regular Meeting on June 8, 2021
B. Approve Personnel Report
C. Approve Warrants

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

SUPERINTENDENT
DR NATHAN MCCANN

BOARD OF DIRECTORS
DISTRICT 1 EMILY ENQUIST
DISTRICT 2 JOSEPH VANCE
DISTRICT 3 BRETT JONES
DISTRICT 4 BECKY GREENWALD
DISTRICT 5 ZENIA BRINGHURST

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Joe Vance at 5:00 p.m. on ***Tuesday, June 8, 2021***, at the Ridgefield High School Stadium Entrance, 2630 S. Hillhurst Rd. Ridgefield, WA 98642. The meeting was also simulcast via a Zoom video conference. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Joe Vance, Becky Greenwald, Emily Enquist, Brett Jones, and Zenia Bringhurst
Voting Members Absent: None
Others Present: Dr. Nathan McCann, Chris Griffith, Dr. Michael Baskette, Paula McCoy, Tiffany Gould, Todd Graves, Tony Smith, Allen Andringa, Barbaby Gloger, Joe Vajgrt, Mike Kenning, Danielle Taylor and 110 community members attended in person while 6 joined via Zoom.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – *Action*

None

CONSENT AGENDA – *Action*

Approve Board Minutes

1) Regular Meeting on May 25, 2021

Approve Personnel Report

Approve Monthly Donations

Approve the General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants; the written report was provided:

Fund	Warrant / Micr Numbers			Warrant Date		Issue Amount	Authorization Number
General Fund - #6134							
Payroll							
Warrant Numbers	123109	-	123125				
Micr Numbers	137843	-	137859	5/28/2021	$	12,854.84	W-05282021-37
Warrant Numbers	123126	-	123126				
Micr Numbers	137860	-	137860	5/31/2021	$	732.04	W-05312021-2
Sub-Total of Payroll					$	13,586.88	
Electronic Transfer:					$	1,539,303.47	
Total payroll amount: (*includes payroll vendors)	**$2,501,987.97**						
Warrant Numbers	115805	-	115824				
Micr Numbers	137908	-	137927	6/3/2021	$	949,097.62	W-06032021-1
Accounts Payable							
Warrant Numbers	115711	-	115711				
Micr Numbers	137793	-	137793	5/21/2021	$	42,142.70	W-05212021-10
Warrant Numbers	115712	-	115759				
Micr Numbers	137795	-	137842	5/26/2021	$	161,470.82	W-05262021-6
Warrant Numbers	115760	-	115804				
Micr Numbers	137863	-	137907	6/9/2021	$	240,688.15	W-06092021-2
Electronic transfer for payment of comp tax					$		
Employee Reimbursement via Direct Deposit				5/26/2021	$	945.95	P-20210526-1
Electronic Reimbursement via Direct Deposit				6/9/2021	$	1,813.57	P-20210609-2
Sub-Total of Accounts Payable					$	**445,247.62**	

DRAFT

ASB - #6158							
Warrant Numbers	20569	-	20569				
Micr Numbers	137794	-	137794	5/21/2021	$	4,980.00	**W-05212021-11**
Warrant Numbers	20570	-	20571				
Micr Numbers	137861	-	137862	6/9/2021	$	777.90	**W-06092021-1**
Electronic Transfer for payment of comp tax:					$		
Employee Reimbursement via Direct Deposit				5/26/2021	$	59.04	**P-20210526-1**
Sub-Total of ASB Payable					$	**5,757.90**	
Capital Projects-1(Bond)					$		
Capital Projects-State Match					$	1,160.57	
Capital Projects - #6135-3 (Bond)					$		
Capital Projects - #6135I (Impact)					$	895.10	
Capital Projects-#6135					$	3,510.58	
Warrant Numbers	2886	-	2886				
Micr Numbers	137928	-	137928	6/9/2021	$	5,566.25	**W-06092021-3**
Electronic Transfer for payment of comp tax:					$	0.00	
Sub-Total of Capital Projects Payable					$	**5,566.25**	

Motion was made by Director Becky Greenwald, Board approve the consent agenda, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

SUPERINTENDENT REPORTS – *Information*

Stadium Entrance Ribbon Cutting Ceremony

- Dr. McCann gave a brief introduction and background of the stadium entrance improvement project and introduced several people and organizations that were instrumental in making the project happen. Board members Joe Vance and Brett Jones both made brief remarks regarding the project and thanking everyone for all of the hard work that made this project a reality. Representatives from the RHS Class of 2021 (Shelby Fisher, Fernando Jimenez, Megan Masters, Lars Jones and Sophia Mellville) were introduced and cut the ribbon.

Ridgefield High School Knowledge Bowl Team

- Dr. McCann introduced David Jacobson, RHS Knowledge Bowl coach and the RHS Knowledge Bowl team that placed 3rd in the National tournament. Mr. Jacobson introduced each team member and a brief account of their trip to the National Tournament.

State Superintendent's Art Show Honoree

- Dr. McCann introduced Amie Makela and her parents. Amie spoke about her struggles with taking a ceramics class in a remote environment and thanked her teacher and everyone at the school who was able to think creatively and make the class work.

Board Members

- Directors Zenia Bringhurst, Emily Enquist and Becky Greenwald all thanked everyone for a their hard work on the stadium entrance. Zenia commented specifically on the strong sense of community she felt. Emily commented specifically on the sense of pride that was felt when looking at the completed project. All board members expressed their congratulations to the Knowledge Bowl team, Amie for her art award, as well as all members of the Class of 2021.

PUBLIC COMMENT – *Agenda / Non Agenda Items*

- There were two public comments. Mary Curtis spoke as a parent and new resident to Ridgefield and expressed her desire to see division healed and the community come together. Emily Porter also spoke as a parent and expressed her desire that masks not be worn in school next year.

OLD BUSINESS – *Action*

Approve Changes to New Board Policy No. 3515 Student Incentives

A motion was made by Director Becky Greenwald to approve the changes to new Board Policy No. 3515 Student Incentives, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Changes to Revised Board Policy No. 5280 Termination of Employment

A motion was made by Director Becky Greenwald to approve the changes to revised Board Policy No. 5280 Termination of Employment, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

DRAFT

NEW BUSINESS – *Action*

Approve Contract with Compass USA for Food Service Management for the 2021-2022 School Year

A motion was made by Director Becky Greenwald to approve the contract with Compass USA for Food Service Management for the 2021-2022 school year, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution No. 2020-2021-014 Cancellation of Outstanding Warrants

A motion was made by Director Becky Greenwald to approve Resolution No. 2020-2021-014 Cancellation of Outstanding Warrants, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve T'es Branche Level 4 for Use in Ridgefield High School French Level 4 Classes

A motion was made by Director Becky Greenwald to approve T'es Branche Level 4 for use in Ridgefield High School French Level 4 classes, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Ridgefield Early Learning Center 2021-2022 Student Handbook

A motion was made by Director Becky Greenwald to approve the Ridgefield Early Learning Center 2021-2022 Student Handbook, seconded by Director Emily Enquist. There was no discussion. All members present voted in favor of the motion. Motion carried.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Joe Vance adjourned the regular meeting at 5:39 p.m.

_____ _____

Joe Vance, President
Becky Greenwald, Vice-President

Danielle Taylor, Executive Assistant
to the Superintendent

Approved by the Board of Directors: June 17, 2021

DRAFT

PERSONNEL ACTION

TO: Dr. Nathan McCann, Superintendent
FROM: Jodi Fontyn, Human Resources Coordinator
RE: Personnel Action

REVISED DATE: 06/16/2021
BOARD DATE: 06/17/2021

CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
HIRE:			
Brian Pederson	Math/Science Teacher	VRMS	Added Position
Tristin Baldwin	Communications Drone Photographer	RSD	Temporary On Call Position
Kathleen Arambul	Summer Camp Counselor	Comm Ed	Temporary Position
Allison Sanders	Grade 3 Teacher	SRES	Vacancy
Chris Schwenneker	Special Education Teacher	RHS	Vacancy
Addison Grimm	Summer Help	IT	Temporary
Bradley Hunter	Summer Help	IT	Temporary
Rowan Rippl	Summer Help	IT	Temporary
Emma Freeman	Summer Help	Maintenance	Temporary
Mario Matinez	Summer Help	Maintenance	Temporary
Tanner Roberts	Summer Help	Maintenance	Temporary
Natalie Biddix	Summer Help	Maintenance	Temporary
Brandon McKinney	Summer Help	Maintenance	Temporary
RESIGNATION/RETIREMENT:			
Stefanie Foster	FACSE Teacher	RHS	Resignation of .4 FTE; Retaining .6 FTE
David Payette	Counselor	SRES	Resignation
Katie Moeller	Music Teacher	SRES	Resignation
Charlie Greggerson	Band/Music Teacher	SRES/URES/RHS	Resignation
LAYOFF:			
Amy Jensen	Paraprofessional Class II	URES	Temporary hires to meet COVID guidelines
Rachael Miller	Paraprofessional Class II	URES	Temporary hires to meet COVID guidelines
Melinda Stevens	Paraprofessional Class II	SRES	Temporary hires to meet COVID guidelines
SUPPLEMENTAL CONTRACTS:			
Austin Biel	Summer School Teacher	RHS	Temporary Position
Stephanie Colantino	Summer School Teacher	RHS	Temporary Position
LONG TERM SUB OVER 20 DAYS TEACHING OUT OF ENDORSEMENT:			
Sonia Greenway	Elem Art - Long Term Sub	URES	Unable to find sub with required endorsement

EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
HIRE:			
None			
RESIGNATION:			
Madison Harter	Assistant Volleyball Coach	RHS	Resign
Adrianne Nicoll	Assistant Volleyball Coach	RHS	Resign
Jason Buffum	Assistant Volleyball Coach	RHS	Resign

RIDGEFIELD SCHOOL DISTRICT #122

Warrant Info

Date: **6/17/2021**
To: **Ridgfield School District Board of Directors**
From: **Lisa McGhee Accounts Payable Specialist**
Subject: **Request for Warrant Authorization**

Fund	Warrant / Micr Numbers			Warrant Date		Issue Amount	Authorization Number
General Fund - #6134							
Payroll							
Warrant Numbers	123127	-	123131				
Micr Numbers	137961	-	137965	6/10/2021	$	459.80	**W-06102021-5**
Sub-Total of Payroll					$	459.80	
Electronic Transfer: Total payroll amount: (*includes payroll vendors)	**$459.80**				$		
Warrant Numbers		-					
Micr Numbers		-			$		
Accounts Payable							
Warrant Numbers	115825	-	115826				
Micr Numbers	137929	-	137930	6/4/2021	$	16.00	**W-06042021-15**
Warrant Numbers	115827	-	115830				
Micr Numbers	137931	-	137934	6/8/2021	$	170.21	**W-06082021-7**
Warrant Numbers	115831	-	115853				
Micr Numbers	137938	-	137960	6/9/2021	$	3,097.99	**W-06092021-8**
Warrant Numbers	115854	-	115918				
Micr Numbers	137976	-	138040	6/17/2021	$	403,729.03	**W-06172021-2**
Electronic transfer for payment of comp tax					$	0.00	
Vendor ACH payments				6/10/2021		175.00	**P-20210610-12**
Employee Reimbursement via Direct Deposit				6/17/2021	$	1,027.67	**P-20210617-1**
Electronic Reimbursement via Direct Deposit					$		
Sub-Total of Accounts Payable					$	**408,215.90**	
ASB - #6158							
Warrant Numbers	20572	-	20574				
Micr Numbers	137935	-	137937	6/9/2021	$	240.00	**W-06092021-7**
Warrant Numbers	20575	-	20584				
Micr Numbers	137966	-	137975	6/17/2021	$	16,363.51	**W-06172021-1**
Electronic Transfer for payment of comp tax:					$	0.00	
Employee Reimbursement via Direct Deposit					$	0.00	
Sub-Total of ASB Payable					$	**16,603.51**	
Capital Projects-1(Bond)					$		
Capital Projects-State Match					$		
Capital Projects - #6135-3 (Bond)					$		
Capital Projects - #6135l (Impact)					$		
Capital Projects-#6135					$		
Warrant Numbers		-					
Micr Numbers		-			$		
Electronic Transfer for payment of comp tax:					$	0.00	
Sub-Total of Capital Projects Payable					$	**0.00**	

As of this date June 17th, 2021 THE BOARD , by a _____ vote.
Voted to approve the Funds listed above for payment.

_____ _____
Secretary, Board of Directors Director

_____ _____
President, Board of Directors Director

_____ _____
Vice President, Board of Directors Director

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 22, 2021, the board, by a _____ vote, approves payments, totaling $16.00, and voids/cancellations, totaling $143.30. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 115825 through 115826, totaling $16.00
Voids/Cancellations, totaling $143.30

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
115825	Allen, James	06/04/2021	8.00
115826	RIDGEFIELD SCHOOL DISTRICT	06/04/2021	8.00

2 Computer Check(s) For a Total of 16.00

Check Nbr	Vendor Name	Check Date	Check Amount
115692	RIDGEFIELD SCHOOL DISTRICT	06/04/2021	48.30
115712	Allen, James	06/04/2021	95.00

2 Void Check(s) For a Total of 143.30

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	2	Computer	Checks For a Total of	16.00
Total For	2	Manual, Wire Tran, ACH & Computer Checks		16.00
Less	2	Voided	Checks For a Total of	143.30
			Net Amount	-127.30

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 22, 2021, the board, by a _____ vote, approves payments, totaling $170.21, and voids/cancellations, totaling $129.91. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 115827 through 115830, totaling $170.21
Voids/Cancellations, totaling $129.91

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
115827	Bondegard, Jason	06/08/2021	30.00
115828	Moulton, Mary	06/08/2021	35.45
115829	RIDGEFIELD SCHOOL DISTRICT	06/08/2021	64.46
115830	Smith, Vanessa	06/08/2021	40.30

4 Computer Check(s) For a Total of 170.21

Check Nbr	Vendor Name	Check Date	Check Amount
112525	Sahli, Jillian	05/25/2021	4.00
113235	Englehart, Sara	05/25/2021	2.80
113635	Lamet, Melissa	05/25/2021	15.66
114384	Bondegard, Jason	05/25/2021	30.00
114387	Breitenbuecher, Kelly	05/25/2021	18.70
114429	Greenwald, Kerry	05/25/2021	7.45
114462	Moulton, Mary	06/07/2021	35.45
114499	Spading, Abbey	05/25/2021	6.60
114519	Williams, Sara	05/25/2021	1.15
114522	Woodbury, Mariah	05/25/2021	8.10

10 Void Check(s) For a Total of 129.91

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	170.21
Total For	4	Manual, Wire Tran, ACH & Computer Checks		170.21
Less	10	Voided	Checks For a Total of	129.91
			Net Amount	40.30

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 22, 2021, the board, by a _____ vote, approves payments, totaling $3,097.99. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 115831 through 115853, totaling $3,097.99

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
115831	Boer, Kena	06/09/2021	190.00
115832	Coe, Stephanie	06/09/2021	26.30
115833	Davies, Sheena Dawn	06/09/2021	10.00
115834	Espinoza, Araceli	06/09/2021	8.95
115835	Ikonomou, Rachel Rose	06/09/2021	30.00
115836	Kropp, Andrea K	06/09/2021	12.30
115837	Landerholm, Kent Carlos	06/09/2021	50.80
115838	Long, Kirsten D	06/09/2021	45.95
115839	Masters, Mara	06/09/2021	2.75
115840	NAPA AUTO PARTS	06/09/2021	43.39
115841	Neil, Alisa	06/09/2021	150.00
115842	Osborn, Cassandra	06/09/2021	40.00
115843	RIDGEFIELD SCHOOL DISTRICT	06/09/2021	234.40
115844	Rogers, Amber	06/09/2021	150.00
115845	Romero, Yvonne T	06/09/2021	8.60
115846	Ryan, Jennifer	06/09/2021	30.00
115847	Smithline, Kevin	06/09/2021	2.85
115848	Spiekerman, Jaleena	06/09/2021	40.00
115849	Stevens, Jason	06/09/2021	40.00
115850	Vega, Alfonso	06/09/2021	1.70
115851	Vroman, Nadine	06/09/2021	1,662.00
115852	Werner, Emi	06/09/2021	168.00
115853	Wright, Amy	06/09/2021	150.00

23 Computer Check(s) For a Total of 3,097.99

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	23	Computer	Checks For a Total of	3,097.99
Total For	23	Manual, Wire Tran, ACH & Computer Checks		3,097.99
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	3,097.99

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 17, 2021, the board, by a _____ vote, approves payments, totaling $403,729.03. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 115854 through 115918, totaling $403,729.03

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
115854	ACCELERATED EDUCATION INCORPOR	06/17/2021	8,490.00
115855	AIRGAS USA, INC.	06/17/2021	56.19
115856	Vendor Continued Check	06/17/2021	0.00
115857	Vendor Continued Check	06/17/2021	0.00
115858	AMAZON.COM SERVICES, INC.	06/17/2021	3,626.70
115859	AMER-X ROOFING INC.	06/17/2021	24,173.20
115860	AMERICAN BUILDING MAINTENANCE,	06/17/2021	149,359.97
115861	Vendor Continued Check	06/17/2021	0.00
115862	CAREERSTAFF UNLIMITED, LLC	06/17/2021	13,394.61
115863	CAROLINA BIOLOGICAL SUPPLY COM	06/17/2021	597.80
115864	CHARTWELLS INC	06/17/2021	89,787.23
115865	Chilton, Staci	06/17/2021	100.00
115866	CLARK COUNTY PUBLIC HEALTH	06/17/2021	450.00
115867	Vendor Continued Check	06/17/2021	0.00
115868	CLARK PUBLIC UTILITIES	06/17/2021	30,282.81
115869	Cochran, Terri L	06/17/2021	13.00
115870	COFFEE SYSTEMS NW, LLC	06/17/2021	100.00
115871	COMCAST CABLE	06/17/2021	408.30
115872	COMMUNITY VISION, INC.	06/17/2021	539.75
115873	COPYTRONIX INC	06/17/2021	821.72
115874	CORWIN BEVERAGE CO	06/17/2021	62.15
115875	Dennett, David Aaron	06/17/2021	107.76
115876	EMERGENCY TRAINING NORTHWEST	06/17/2021	70.00
115877	Vendor Continued Check	06/17/2021	0.00
115878	ESD 112	06/17/2021	14,804.15
115879	Ford, Robert C	06/17/2021	405.00
115880	GRANITE TELECOMMUNICATIONS, LL	06/17/2021	1,685.82
115881	GTECH FITNESS, INC.	06/17/2021	2,560.92
115882	Hankins, Michelle Renee	06/17/2021	109.47
115883	Hankins, Tylor J	06/17/2021	51.23
115884	HAZEL DELL LANES, INC	06/17/2021	723.03
115885	Heim, Jamie Rachelle	06/17/2021	1,375.00
115886	HOSA, INC	06/17/2021	70.00

Check Nbr	Vendor Name	Check Date	Check Amount
115887	Hunter, Melinda M	06/17/2021	23.30
115888	JOSTEN'S	06/17/2021	23.84
115889	JOSTENS	06/17/2021	59.62
115890	JW PEPPER & SON, INC.	06/17/2021	556.09
115891	Vendor Continued Check	06/17/2021	0.00
115892	KILLA BITES, INC	06/17/2021	5,593.34
115893	KING COUNTY DIRECTORS ASSOCIAT	06/17/2021	688.98
115894	KYOCERA DOCUMENT SOLUTIONS NOR	06/17/2021	785.36
115895	LOWER COLUMBIA COLLEGE	06/17/2021	1,192.88
115896	Marshall, Sara L	06/17/2021	49.17
115897	Messersmith, Tara	06/17/2021	168.00
115898	MULLEN COUGHLIN, LLC	06/17/2021	2,646.50
115899	MUSIC WORLD INC	06/17/2021	155.01
115900	OETC	06/17/2021	325.20
115901	PECK RUBANOFF & HATFIELD PC	06/17/2021	748.00
115902	Peterson, Allison	06/17/2021	45.00
115903	PINTLER, ANNIE	06/17/2021	49.60
115904	POPPERT, CHRISTINE	06/17/2021	71.01
115905	PORTER FOSTER RORICK LLP	06/17/2021	14,430.00
115906	PPC SOLUTIONS, INC.	06/17/2021	10,916.52
115907	RICOH USA, INC.	06/17/2021	445.22
115908	RIDGEFIELD SCHOOL DISTRICT	06/17/2021	116.00
115909	Vendor Continued Check	06/17/2021	0.00
115910	RIDGEFIELD HARDWARE	06/17/2021	315.76
115911	ROSE, SCOTT	06/17/2021	1,217.06
115912	Savage, Kerry Elizabeth	06/17/2021	817.66
115913	THE STEPPING STONES GROUP LLC	06/17/2021	10,500.00
115914	VANCOUVER GYMNASTICS OFFICIALS	06/17/2021	457.00
115915	WASHINGTON OFFICIALS ASSOCIATI	06/17/2021	1,499.25
115916	Webb, Kimber Huntington	06/17/2021	1,275.00
115917	WOODLAND SCHOOL DISTRICT #404	06/17/2021	2,761.05
115918	YOUR PARTY AND EVENT CENTER	06/17/2021	1,571.80

65 Computer Check(s) For a Total of 403,729.03

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	65	Computer	Checks For a Total of	403,729.03
Total For	65	Manual, Wire Tran, ACH & Computer Checks		403,729.03
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	403,729.03

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 17, 2021, the board, by a _____ vote, approves payments, totaling $1,027.67. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 202100132 through 202100137, totaling $1,027.67

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
202100132	Gutierrez, Laura Isabel	06/17/2021	46.48
202100133	Hagensen, Scott	06/17/2021	153.12
202100134	Kahn, Beth E	06/17/2021	204.42
202100135	Moeller, Katie Marie	06/17/2021	561.43
202100136	Quast, Tiffany	06/17/2021	32.65
202100137	Sawyer, Jennifer C	06/17/2021	29.57

6 ACH Check(s) For a Total of 1,027.67

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	6	ACH	Checks For a Total of	1,027.67
	0	Computer	Checks For a Total of	0.00
Total For	6	Manual, Wire Tran, ACH & Computer Checks		1,027.67
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,027.67

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 22, 2021, the board, by a _____ vote, approves payments, totaling $240.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 20572 through 20574, totaling $240.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20572	Abe, Nobuyoshi	06/09/2021	110.00
20573	Cerna, Gabriel	06/09/2021	48.75
20574	RIDGEFIELD SCHOOL DISTRICT	06/09/2021	81.25
3	Computer Check(s) For a Total of		240.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	240.00
Total For	3	Manual, Wire Tran, ACH & Computer Checks		240.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	240.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of June 17, 2021, the board, by a _____ vote, approves payments, totaling $16,363.51. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 20575 through 20584, totaling $16,363.51

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20575	Allen, Nicholas Ryan	06/17/2021	660.00
20576	AMAZON.COM SERVICES, INC.	06/17/2021	65.03
20577	Anchors, Kelsey	06/17/2021	520.00
20578	BSN SPORTS	06/17/2021	2,206.75
20579	RIDGEFIELD HIGH SCHOOL	06/17/2021	55.00
20580	RIDGEFIELD FLORAL & GIFTS	06/17/2021	485.63
20581	ROGERS ATHLETIC COMPANY	06/17/2021	3,425.46
20582	SIGNS & MORE	06/17/2021	344.71
20583	SNAP MOBILE, INC	06/17/2021	8,150.93
20584	WASHINGTON STATE HOSA	06/17/2021	450.00

10 Computer Check(s) For a Total of 16,363.51

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	10	Computer	Checks For a Total of	16,363.51
Total For	10	Manual, Wire Tran, ACH & Computer Checks		16,363.51
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	16,363.51

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	V. A	Meeting Date:	06/17/21
Item:	Superintendent Reports		
Submitted By:	Dr. Nathan McCann, Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

A. Board Members

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:_____ Superintendent:_____

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VI.	Meeting Date:	06/17/21
Item:	Public Comment		
Submitted By:	Dr. Nathan McCann, Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

Comments from the public are invited relating to agenda items and non-agenda items. Anyone wishing to comment must submit an Audience Participation form by 4:00 pm on the day of the Board Meeting, and be present on the Live Zoom meeting or register to attend the meeting in person. Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment, which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Board Policy File No. 1430

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:_____ Superintendent:_____

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VIII. A	Meeting Date:	06/17/21
Item:	Approve ABM Custodial Services Agreement for the 2021-2022 School Year		
Submitted By:	Paula McCoy, Director of Business Services		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

A. Approve ABM Custodial Services Agreement for the 2021-2022 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: **Paula McCoy**
SUBJECT: **ABM Contract for Services for the 21-22 school year**
DATE: **June 11, 2021**
TYPE: Informational

Background:

The District recently went through a competitive process to procure custodial services for the upcoming 21-22 school year. The District utilized a competitively bid contract through 1GPA Purchasing Cooperative to select ABM to provide services once again for the upcoming school year. We verified the contract with 1GPA met our state and federal purchasing requirements as outlined in board policy 6220.The resulting contract does include a modest adjustment in pricing tied to the consumer price index.

Recommendation: We recommend the approval of the contract with ABM for district-wide custodial services for the 2021-22 school year.

March 27, 2020

ABM Industry Group, LLC
2631 South Roosevelt Street
Tempe, AZ 85258

Attn: Mr. Wayne Moffet (wayne.moffet@abm.com)

RE: Request for Proposal 20-01PV – Custodial, Grounds, and Maintenance Services

Dear Mr. Moffet:

1GPA is pleased to announce that your company has been awarded a contract based on your firm's proposal submitted in response to RFP # 20-01PV:

Commodity/Contract Title: **Custodial, Grounds, and Maintenance Services**
Contractor/Vendor: **ABM Industry Group, LLC**
Contract Number: **20-01PV-01**

The contract is effective June 1, 2020 and will expire on May 31, 2021. The contract may be renewed annually for up to an additional four years, if mutually agreed to by 1GPA and your firm.

This contract replaces your current contract 16-08PV-01 – Custodial Services.

ABM Industry Group, LLC has been awarded a national contract with 1GPA and may be utilized anywhere in the United States, however, this is a multiple award and Paradise Valley Unified School District may or may not utilize your firm's services.

The 1GPA partnership can be of great help to participating agencies. Please feel free to provide copies of this letter to your sales representative to assist in their work. Please review the Vendor Welcome Guide that is included in the Award Notification Email.

If you have any questions or concerns, please feel free to contact Christy Knorr at the 1GPA office at 480/399-6366 or via email; cknorr@1GPA.org. We look forward to working with you and your team!

Sincerely,

Christy Knorr

Christy Knorr, Vice President
1Government Procurement Alliance

THIRD AMENDMENT TO SERVICE AGREEMENT

THIS THIRD AMENDMENT TO SERVICE AGREEMENT (the "Third Amendment"), effective as of September 1, 2021, is made by and between **Ridgefield School District No. 122** ("District") and **ABM Industry Groups, LLC** ("Contractor"). ABM and District are hereinafter referred to as the "Parties" to this Third Amendment.

RECITALS:

A. **WHEREAS**, the Parties have entered into a Service Agreement dated September 1, 2019 (signed January 29, 2020), which was previously amended dated June 1, 2019 (signed May 29, 2019) and August 6, 2020 (collectively referred to as the "Agreement"), whereby District retained Contractor to perform various services specified in the Agreement itself;

B. **WHEREAS,** the Parties desire to make certain modifications, revisions and amendments to the Agreement itself; and

C. **WHEREAS,** District has joined 1GPA and the terms of the 1GPA Agreement between Contractor and 1GPA shall apply as applicable to this Agreement. 1GPA Contract number 20-01 PV-01.

NOW, THEREFORE, for and in consideration of the mutual promises and undertakings herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties state and agree as follows:

1. **Term.** Section 11.1 of the Agreement is hereby amended to extend the term, which extended term shall commence as of **September 1, 2021** through **August 31, 2022** (the "Term"), unless sooner extended or terminated as provided in the Agreement.

2. **Pricing.** Section 8.1. to the Agreement, as amended, shall be re-stated as set forth in ***Attachment A*** below.

3. **Ratification.** Except as and to the extent amended, altered, and/or modified as provided in this Third Amendment, all terms, covenants, conditions and provisions of the Agreement are hereby ratified and reaffirmed, and shall remain in full force and effect.

4. **No Default.** The Parties hereby acknowledge and agree that, as of the date of this Third Amendment, neither party is in default or otherwise in breach of the Agreement, and to their best knowledge no facts exist which, with the passage of time, the giving of notice, or both, could become a default or breach of the Agreement.

5. **Counterparts.** This Third Amendment may be executed in one or more counterparts, and exchanged via facsimile or other electronic transmission, each of which shall for all purposes be deemed to be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year first above written.

RIDGEFIELD SCHOOL DISTRICT No. 122	**ABM INDUSTRY GROUPS, LLC**
By: _____	By:_____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ATTACHMENT A
PRICING

Pricing Effective September 1, 2021 – August 31, 2022

Monthly Cost Sept – June	$111,568.19	Monthly Cost July & August	$89,254.55
Monthly Enhanced Cleaning (Optional)	$41,041.34		

ATTACHMENT B: SUSPENSION AND DEBARMENT CERTIFICATION
[Ridgefield School District]

NOTE: This certificate must be completed for all new and renewal contract years when the contract equals or exceeds $25,000.

Certification Regarding Debarment and Suspension and Other Responsibility Matters -Primary Covered Transactions

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180 and 2 CFR 200.213. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

ABM Industry Groups, LLC

Business Name

Dean Fewkes – Vice President of Operations

Names(s) and Title(s) of Authorized Representative(s)

Dean Fewkes 6-3-21

Signature(s) Date

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective primary participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective primary participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT C: CERTIFICATION REGARDING LOBBYING AND DISCLOSURE OF LOBBYING ACTIVITIES

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds $100,000.

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

ABM Industry Groups, LLC

Name/Address of Organization

Dean Fewkes – Vice President of Operations

Name/Title of Submitting Official

Dean Fewkes

Signature

6-3-21

Date

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: _____
a. contract
b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance

2. Status of Federal Action: _____
a. bid/offer/application
b. initial award
c. post-award

3. Report Type: _____
a. initial filing
b. material change

For Material Change Only:
Year _____
Quarter _____
Date of Last Report _____

4. Name and Address of Reporting Entity:
_____Prime _____Subawardee Tier ____, if known:

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

Congressional District, if known:

Congressional District, if known:

6. Federal Department/Agency:

7. Federal Program Name/Description:

CFDA Number, if applicable: _____

8. Federal Action Number, if known:

9. Award Amount, if known:
$

10a. Name and Address of Lobbying Entity:
(if individual, last name, first name, middle)

10b. Individuals Performing Services (include address if different from 10a.)
(last name, first name, middle)

11. Amount of Payment (check all that apply):
$

___ Actual ___ Planned

12. Type of payment (check all that apply):
___ a. retainer
___ b. one-time fee
___ c. commission
___ d. contingent fee
___ e. deferred
___ f. other; specify: _____

13. Form of Payment (check all that apply):
___ a. cash
___ b. in-kind; specify:
Nature _____
Actual _____

14. Continuation Sheet(s) SF-LLL-A Attached:
Yes_____ (Number _____)
No _____

15. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:

Attach Continuation Sheet(s) SF-LLL-A (if necessary)

16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Signature: _____

Print Name: _____

Title: _____

Telephone: _____

Date: _____

Federal Use Only:

Authorized for Local Reproduction
Standard Form -- LLL

Disclosure of Lobbying Activities

CONTINUATION SHEET SF-LLL-A

Reporting Entity:_____**Page**_____**of**_____

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. If the space on the form is inadequate, use of SF-LLL-A Continuation Sheet for additional information. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at Sponsorst one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
    10(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
    10(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check type of payment. Check all that apply.
13. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all that apply. If other, specify nature.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. If yes, list number of sheets attached.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VIII. B	Meeting Date:	06/17/21
Item:	Approve Wisdom Ridge Academy Lease Agreement between Ridgefield School District and the Port of Ridgefield		
Submitted By:	Paula McCoy, Director of Business Services		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

B. Approve Wisdom Ridge Academy Lease Agreement between Ridgefield School District and the Port of Ridgefield

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VIII. C	Meeting Date:	06/17/21
Item:	Approve Sunset Ridge Intermediate School Student Handbook for the 2021-2022 School Year		
Submitted By:	Todd Graves, Principal, Sunset Ridge Intermediate School		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

C. Approve the Sunset Ridge Intermediate School Student Handbook for the 2021-2022 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

MEMORANDUM

TO: Superintendent Nathan McCann
Ridgefield School District Board of Directors

FROM: Todd Graves, Principal
Sunset Ridge Intermediate School

SUBJECT: Sunset Ridge Intermediate School Student Handbook 2021-2022

DATE: June 11, 2021

TYPE: Action

Background: Sunset Ridge Intermediate School's student handbook has been updated for the 2021-2022 school year. Important modifications include:

- This year's version will be digitized.
- District Equity Statement was added to page 7.
- Outdoor School date was removed page 18.

SUNSET RIDGE INTERMEDIATE

Parent and Student Handbook
2021-2022

COYOTES

Respectful, Responsible, Resilient

Unlimited Possibilities for Every Student

3215 S Hillhurst Rd Ridgefield, WA 98642
(360)619-1420
https://www.ridgefieldsd.org/o/intermediate-school

TABLE OF CONTENTS

Welcome / District Goals	Page 2
Coyote Behavior	Page 3
Valuing Diversity / District Equity Statement	Page 7
Sexual Harassment	Page 8
Complaint Options	Page 9
Bully Prevention	Page 11
Emergency Protocols	Page 12
Inclement Weather	Page 14
Immunizations / Health	Page 15
Attendance / Daily Schedule	Page 16
Transportation	Page 17
Dress Code / Cell Phone & Personal Electronic Devices	Page 18
Outdoor School	Page 18
Food Service	Page 19
IDconnect Educational Biometric Technology	Page 20
The Ridge Parent Organization	Page 21
Visit / Volunteers	Page 22
Sign Off	Page 23
Mobile Device Checkout Agreement	Page 24

Welcome to Sunset Ridge Intermediate
HOME OF THE COYOTES!

As the city of Ridgefield grows, so does our strength as a community and our educational opportunities for our students. Sunset Ridge Intermediate is a wonderful combination of talented teachers, assistants, support staff, and volunteers. We work together to ensure each student reaches his or her highest potential. We approach each situation with the district-wide mindset of pursuing premier.

As a parent, you are critical to the success of your child. Research shows that the biggest and most important factor in a student's school success is the involvement of the parent/guardian in daily school experiences. We urge you to be involved by reading with your child daily, joining our Parent Group, attending school meetings and conferences, and talking with your child about his or her school experiences. We will communicate with you throughout the school year through a variety of communication vehicles, but please do not hesitate to contact us at any time. In addition to the information provided here in this handbook, our staff directory and a growing wealth of information is available on our website.

As the Principal of Sunset Ridge, I am proud to be a part of a community committed to meeting the needs of every child and ensuring all children feel valued and capable of achieving great things!

We look forward to working together as a team - student, teacher, staff, and parents. Together, we will ensure the success of our students and open up unlimited possibilities!

Thank you,
Todd Graves,
Principal Sunset Ridge Intermediate

Pursuing Premier
DISTRICT GOALS

1. Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.
2. Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.
3. Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.
4. Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.

COYOTE BEHAVIOR - SUCCESS BOUND!

(Positive Behavioral Interventions and Supports program - PBIS)

GOAL: To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

PBIS DEFINED: PBIS is an approach to supporting students to be successful in schools. PBIS developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

SCHOOL-WIDE RULES: Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on three expectations, our message can be clear, consistent, and memorable for students. Expect that all school staff will be active participants in the school-wide programming.

PARENTAL INVOLVEMENT: Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child exhibits challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is important in all aspects of PBIS. When parents are involved, outcomes for children are better.

COYOTE Behavior – SUCCESS BOUND
Behavior Management Process

We are committed to preventing inappropriate behavior before it occurs by intentionally teaching and reinforcing expected behaviors.

Tier I – Minor Behaviors: Behaviors handled in the classroom using intervention strategies and teachable moments including a verbal reminder, re-teaching, positive reinforcement (four positive reinforcements for every correction), and redirecting.

Tier II – Minor Behaviors: The students taught AND re-taught the expectation AND have received positive reinforcement to promote the expected behavior however, the student continues to present escalating behavior and is not responding to interventions. When a teacher determines a student's behavior requires documentation, the following will take place:

- Fill out a Referral form and check the box for Minor Behavior.
- Student completes a Reflection sheet (in the classroom or a buddy classroom)
- Teacher reviews Reflection sheet with student
- Teacher contacts parent/guardian
- Teacher turns the completed Referral form into the office at the end of each day.
- If a student receives three Referrals for Minor Behaviors in a month-long period, the teacher will follow the procedures for a Major Behavior and the Assistant Principal / Principal will take action.

Tier III – Major Behaviors: The teacher has followed through with Minor Referral forms, reflection sheets, teacher conference and parent contact, yet the student chooses to continue behavior that is not consistent with SUCCESS BOUND and/or the student exhibits Level 3 behavior which requires mandatory office referral.

When a student exhibits a Major Behavior, the following will take place:

- Fill out a Referral form and check the box for Major Behavior.
- The referrals are then sent to the office and the Assistant Principal will take action. If the Assistant Principal is not available, the Principal will take action. If the Principal is not available, the counselor will handle the situation until an administrator is available.

Area	Respect	Responsibility	Resilience
In All Areas of the School	- Use kind words and actions -Follow adult directions -Offer to help others -Respect individual differences -Level 2 voice -Use respectful, non-biased language that may offend any individual or group	-Accept consequences for your actions -Offer to help others	-Exhibit calm body language and be aware of your surroundings -Use positive self-talk -Listen patiently when an adult redirects you -Accept help when needed
Before and After School	-Follow adult directions -Use kind words -Voice level 2	-Stay in assigned areas -Use indoor voices -Keep area clean -Remain on campus once arrived	-Report directly to class when the bell rings -Go directly to bus or home after school -Use before/after school time to get academic support -Patiently wait for office personnel to help you when taking care of business there
Cafeteria	-Report directly to class when the bell rings -Go directly to bus or home after school -Use before/after school time to get academic support -Patiently wait for office personnel to help you when taking care of business there	-Clean up area and follow recycling procedures -Keep all food to self -Food and other materials remain on the table	-Stay seated until you are dismissed -Continue cleaning by checking floor and surrounding area -Problem solve disagreements civilly, calmly, and constructively, -Enter the back of the line and wait your turn to get your food
Hallways and Stairs	-Use quiet voice -Pass quickly (head straight to your classroom) -Keep the area clean -Always keep hands, and feet, and objects to self -Voice level 1 -Use respectful, non-biased language that may offend individual or group and respect others property	-Walk on the right hand side -Allow others to pass -Slowly open doors carefully with hands -Keep moving -Headphones and/or ear buds out of sight	-Forgive accidental contact -Be patient with crowds -Report inappropriate of dangerous behavior -Help others who need assistance with materials, movement, or emotional support
Learning Areas	-Raise your hand and wait to be called on -Comments and questions should be related to class discussion -Use quiet voices -Wait to be dismissed -Keep hands and feet to self -Track the speaker -Voice level communicated by teacher -Practice SLANT when a teacher or students is presenting	-Walk into rooms one at a time -Stay in your seat unless instructed otherwise -Keep all chair legs on the floor -Keep hands and feet to self -Clean up learning area -Follow adult directions -Bring all required supplies to class	-Always do your best -Show continuous effort -Practice determination through difficulties -Be an active learner -When unsuccessful, ask for help or try a new strategy -Arrange time outside of class for extra help when needed

Office	-Hands, feet, and objects to self -Wait in line until called to the counter -Voices off while waiting and transitioning through the office -Always use kind words -Voice level 2 -Let school guests be helped first -Comply with all office staff requests	-Always have a hall pass -Leave all materials that belong in the office in the office	-When talking to an adult, have a calm body and calm voice -Show privacy towards others being helped in the office by waiting your turn -Computer screens are only to be viewed by office staff
Playground	-Follow adult directions -Include everyone in games -Share and take turns -Voices off in line -Use polite language and respectful tone of voice -Voice level 4 unless adults tell you otherwise -Use respectful, non-biased language that may offend and individual or group	-Accept consequences for your actions -Always walk to and from play area -Use equipment as intended -Keep hands, feet, and objects to self -Be aware of your surroundings -Remain in appropriate play areas -Follow procedures for equipment check-out and use and use as intended	-Play games according to posted rules -Win or lose, be a team player -Manage emotions appropriately when disappointed or frustrated -Transition appropriately back to the classroom and focus on learning upon return
Restroom	-Leave the restroom clean (walls, floors, sinks, etc.) -Put trash in the garbage -Quickly return to class -Respect the privacy of others around you -Voice level 1 -Report messes or dangerous behavior when seen	-Always use a hall pass during class time -Use toilet paper and paper towels as intended -Keep feet on the floor -Keep water in the sink -Flush toilet after use	-Wash hands with soap and water -Voices off in the bathroom -Return to class promptly with a pass -Tell an adult if supplies in the bathroom are out, or if the bathroom needs to be cleaned
Special Events and Assemblies	-Wait for arrival and dismissal signal -Leave belongings in your classroom -Walk to and from gym quietly -Eyes on performer or speaker -Applaud at appropriate times -Voice level: Spirit assemblies –4(except when speaker is speaking), Performance/speaker assemblies – 0 (with applause for performers as appropriate) -Use SLANT -Use only positive, encouraging words when yelling at a spirit assembly	-Leave electronics in the classroom -Sit on bottom -Follow adult directions -Walk carefully up and down the bleachers -Walk facing forward with your hands at your side -Use bathroom before or after assembly -Enter and exit bleachers according to taught procedures	-Enter and exit quietly -Sit in designated areas -Focus and think about the presentation -Enter and exit one row at a time
Technology	-Only positive interaction with other students -Care for your device and handle device with care -Be a good digital citizen	-Stay on approved sites -Only school related work -Food or drink should be placed far away from all technology -Keep passwords and other personal information to yourself -Be aware that account activity from home is still school-related	-Report uncomfortable/inappropriate content -Be creative and persistent in technology issues

VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes that in order to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging, valuing what is comfortable and known, as well as leading students to an understanding, and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understanding is an essential part of this process. Through their experience with such differences, students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Respect for diversity mirrors Sunset Ridge's commitment to character education. It is the school's goal that all students, school families, faculty and staff feel welcome, valued, and respected at Sunset Ridge. The values that anchor our SUCCESS BOUND program—respectful, responsible and resilient — also characterize our attitude toward the diversity in our school community.

DISTRICT EQUITY STATEMENT

The Ridgefield School District is a community of learners committed to equity and the success of each student. This commitment means that student success will not be predicted nor predetermined by race, ethnicity, family economics, mobility, language, marital status, gender, sexual orientation, gender identity, disability, initial proficiencies or religion. We value the diversity of our community and recognize the importance of celebrating this diversity within the learning environment.

DISTRICT NON-DISCRIMINATION STATEMENT

Ridgefield School District No.122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.

Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 2724 S. Hillhurst Road, Ridgefield, WA 98642, (360) 619-1305, or by email at chris.griffith@ridgefieldsd.org .
You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below).

For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://ridgefieldwa.apptegy.us/o/district/browse/4811 (Policy 3210).

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision. Or the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Chris Griffith. You also have the right to file a complaint (see complaint options).

For a copy of our district's sexual harassment policy and procedure, contact your school or district office, or view it online here: http://ridgefieldwa.apptegy.us/o/district/browse/4811 (Policy 3205).

COMPLAINT OPTIONS: DISCRIMINATION + SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, Chris Griffith. This is often the fastest way to resolve your concerns.

COMPLAINT TO THE SCHOOL DISTRICT

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint— by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

APPEAL TO THE SCHOOL DISTRICT

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

COMPLAINT TO OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: Equity@k12.wa.us
Fax: 360-664-2967
Mail: PO Box 47200, Olympia, WA 98504-7200
Hand deliver 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit https://www.k12.wa.us/about-ospi/contact-us/how-file-complaint
OSPI's Equity and Civil Rights Office
360-725-6162 TTY: 360-664-3631
equity@k12.wa.us.

OTHER DISCRIMINATION COMPLAINT OPTIONS
Office for Civil Rights
U.S. Department of Education
206-607-1600 TDD: 1-800-877-8339
OCR.Seattle@ed.gov
https://www2.ed.gov/about/offices/list/ocr/index.html

Washington State Human Rights Commission
1-800-233-3247 TTY: 1-800-300-7525
www.hum.wa.gov

BULLY PREVENTION: STOP. WALK. TALK.

Sunset Ridge is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. We will not tolerate unlawful bullying and harassment of any type.

School-wide PBIS begins with the premise that all students should have access to support to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other "setting."

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and

(d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior.

Students are taught the Stop. Walk. Talk. approach to unwanted behavior. This empowering technique teaches students how to stand up to behavior they feel is offensive or not wanted. By promoting self-advocacy and self- determination we foster a more self-reliant, responsible, and safe climate.

PARENTAL INVOLVEMENT: Parents play a key role in preventing and responding to bullying. If you know or suspect that your child is involved in bullying, several resources may help on our website including school counselor contact information and a form to report an alleged incident.

STANDARD RESPONSE PROTOCOLS

The safety of our students is priority #1. We review our safety and emergency procedures annually, looking for opportunities to refine and improve practice. We strongly encourage families to familiarize themselves with the district-wide SRP (Standard Response Protocols).

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

BASED ON THESE FOUR ACTIONS
*In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.

LOCKDOWN is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self-protection.

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. “

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can’t Pick-up Their Student?

When a parent cannot immediately go to the reunification site, students will only be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick up their student.

How it Works

The school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

INCLEMENT WEATHER

In times of inclement weather or other emergencies, the Superintendent, in consultation with appropriate authorities, will assess the situation and determine a course of action if necessary. Information about all day closures and/or late starts will be broadcast over the local radio and TV. stations beginning at approximately 6:00 am. Information about early dismissals will be broadcast as early in the day as possible.
Up-to-date information is available at https://www.flashalert.net/

IMMUNIZATIONS / HEALTH

State law requires a completed “Certificate of Immunization Status” form on file before attending school with medically verified documents. Certified waivers are permitted if parents have medical, religious or personal objections, but need to be on file with the school. Personal exemptions are no longer valid for MMR.

Required Immunizations
5 doses of DTP or DTaP vaccine (the last dose at or after age four)

4 doses of Polio (OPV or IPV) vaccine (the last dose at or after age four)

2 doses of the MMR vaccine (first dose given on or after the 1st birthday and the 2nd booster given at least 28 days after the 1st dose)

3 doses of the Hepatitis B vaccine

2 doses of the Varicella vaccine for all students, only if students have not already had a documented case of chickenpox disease.

1 Tdap booster (given after 10th birthday or prior to entering 7th grade)

WHEN NOT TO SEND YOUR CHILD TO SCHOOL
For the protection of everyone, students should not come to school with any of the following symptoms:

*fever /chills *vomiting *diarrhea *severe cough *earache *sore throat *shortness of breath *loss of taste/smell

Students with a known communicable disease (chicken pox, impetigo, strep throat, scarlatina, scabies, ringworm, pink eye, etc.) must have clearance from a doctor before returning to school.

Head Lice: Students must be treated and free of live lice.

ATTENDANCE

State law (RCW.28A 225) requires students to attend school daily, unless excused for illness, doctor's appointments or other family emergencies. All absences longer than one day (three days) must be excused in advance with the principal, by filling out a Long-term/Pre Arranged Absence form available at the front office or on the school website. 5 unexcused absences (in a month) will result in a meeting with the principal to enter into an attendance agreement.

If a student is absent or late to school, you need to either call the attendance office (360)619-1402 before 7:40 AM, send an email to Sris.attendance@ridgefieldsd.org , or send a note when your child returns to school.

DAILY SCHEDULE

Students who walk, ride bicycles or are brought to school by their parents, should arrive NO EARLIER than 7:40 AM (*8:40 AM on late start Wednesdays).
If students arrive prior to the first warning bell, they will need to report to the gym to assemble either with their classmates or the cafeteria to eat breakfast. Students will be excused from the gym at 8:00 AM (*9:00 AM) to report to class.

7:30 AM *8:30 AM	-Teachers arrive at school (07:35 *08:35) - SRIS Office open to the public
7:40 AM *8:40 AM	-Breakfast Available
8:00 AM *9:00 AM	-Warning bell
8:05 AM *9:05 AM	-Class begins
10:30 AM - 11:00 AM	-5th grade student lunches and recess
11:00 AM - 11:30 AM	-6th grade student lunches and recess
2:35 PM	-Students dismissed
3:00 PM	-Office closes
3:05 PM	-End of teacher day

***Indicates Wednesday late start for teacher collaboration**

TRANSPORTATION CHANGES

Parents must inform the school in writing as to what their plan is for transportation home on a normal day. If there are any last-minute changes, please call the office by 1:30 PM. Students must have written permission from a parent or guardian to stay after school or ride home with someone else.

If your student needs to leave early due to appointments, we will pull them from class when you arrive to pick them up. **Please allow for extra time as your student may be switching classes, at lunch or outside. We will need to check your photo ID so please have it with you.**

BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. If you have questions regarding transportation services, please contact KWRL at (360) 841-2023, or visit them online at https://www.kwrl.org/

Find **SNOW ROUTES** at
https://sites.google.com/woodlandschools.org/kwrl/snow-route-information?authuser=0

MORNING DROP-OFF

If parents choose to park and walk students, they must drop students off at the front door. For safety - parents are not allowed to enter the gym.

AFTER SCHOOL PICK-UP

Students are to leave school promptly at the end of the school day to their normal destination. The school must have written permission from a parent/legal guardian to allow the student to go to a different destination.

If parents choose to pick up students after school they may park in the parking lot and walk to the waiting area for their student(s). Alternatively, parents may wait in the vehicle pick up line. Parents are unable to leave their vehicles and must slowly proceed to the pick-up area moving forward or stopping as directed by designated traffic coordinators.

***Please pick your student up no later than 3:00 PM, when our office closes.**

Dress Code

- Wear appropriate clothing at all times
- No clothing with inappropriate or questionable logos or messages
- Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh in non-see-through materials. In order to assure that clothing stays above the top of the chest, shoulder straps will be necessary.
- No hats or visors indoors (unless medically necessary)
- No sunglasses indoors (unless medically necessary)
- Shoes are to be worn at all times. No “Heelies”
- Flip-flops are strongly discouraged. Participation in P.E. and other physical activities will be prohibited if flip-flops are worn.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day. Students are not allowed to use the school phone to make afterschool social plans; such plans need to be made at home and a permission note sent to school with the child.

Outdoor School

Outdoor school is located at the Cispus Learning Center, a 68-acre campus, located in the Gifford Pinchot National Forest that provides a unique northwest outdoor learning environment for students. The purpose of Outdoor School is to support improvement of the K-12 educational programs for the students in the schools of the State of Washington. Fifth grade students at Sunset Ridge have the opportunity to attend the Cispus Learning Center in Randle, Washington.

BREAKFAST - A GOOD START

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy they need to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class and behave better. Help your youngster begin their day on the right foot. Ridgefield School District offers your child a daily balanced breakfast, which includes fresh fruits and whole grains.

EXERCISE - IT ALL ADDS UP

Exercise does not have to be done all at once. Encourage your students to be active throughout the day---small amounts of time will add up!
In general, school-age children should get at least an hour of physical activity each day. Remember: Regular exercise will not only make your child healthier—it will help kids sleep better at night and be in better shape to learn and play all day.

Chartwells Food Services

Chartwells provides a nutritious school lunch program that is USDA approved. To ensure students are provided access to nutritious meals, students that arrive on campus without a lunch will be permitted to charge a complete meal to their account. Parents are responsible for the costs of any meal charges on their student's account. The District will follow it's collections process for any outstanding fines or charges on student accounts. Students with a negative balance on their account will not be permitted to charge any ala carte items (snacks, beverages, etc.), or additional meals to their lunch account. The procedures for payment of lunches are as follows:

1. Either, students bring cash or checks to the cafeteria before school begins, or parents can pay on-line through the Ridgefield School District website using the Skyward Family Access link. Individual usernames and passwords are available from the school office. Money is credited to the student's account. If payments need to be allocated to more than one student, you must notify the cafeteria or the food service director immediately.

2. Notices are sent home if the student has a negative balance in their account.

3. Students will continue to be charged for lunches and notices will continue to go home regarding negative balances until the balance due is paid.

For information regarding the National School Lunch Program/ School Breakfast Program stop by the front office or visit our website at
https://www.ridgefieldsd.org/o/District/page/food-services--27

IDconnect Educational Biometric Technology

Your school has implemented the latest technology to protect your child's identity, the IDconnect® finger identification system. This system gives your child complete control of their identity and prevents others from stealing their vital information.

This system associates the ID number with the patron's finger. This system does not store any biometric information, finger prints, matrixes, or measurements. It cannot reproduce a finger print in any way. This is due to a patented software design. The only way a match can be made is when the finger is on the reader.

The school is the only one that will have access to this system. It is kept there and only there plus it is protected by many levels of passwords and encryption.

During the initial enrollment of a finger our system uses a variable amount of measurements to create an enrollment (rest assured, none of these measurements are stored). From there everything is put into an algorithm and encrypted. What is kept is impossible to reproduce a fingerprint or even any of the measurements, keeping your child completely safe.

Even though there is no risk of stored biometric information you have the ability to opt out of using the system and your child can still use their current ID method. To opt out please email your name, your child's name, and your school to our Director of Food Services, Mike Lee (mike.lee@ridgefieldsd.org).

THE RIDGE
JOIN US - MEMBERSHIP IS FREE!

The Ridge encourages all parents to join PTO/PTA/Boosters. While most people think the role of a PTO/PTA/Boosters is to fundraise, we believe successful PTO/PTA/Boosters don't live to fundraise, they fundraise to live. In other words, we focus on building the kind of school community where teachers and students can do their best work.

With reduced state level funding, fundraising is essential in filling the gaps to provide continued quality educational experiences for our children. Here are just a few of the areas The Ridge PTO/PTA/Boosters provides funding:

- Field Trip Transportation
- Teacher Discretionary Funds
- Extra Curriculum and Resources for Teachers
- Library Books and Upgrades
- Playground Equipment
- Family Activities

In addition to fundraising, we host family focused events to help bring our families closer to each other and our educational community. We also celebrate our teachers and everyone who helps make Sunset Ridge a great school!

VOLUNTEER! We are always looking for volunteers to help. Friend us on Facebook to keep up with all our latest efforts. Membership forms are available at the front office and on the school website.

THE RIDGE
SUNSET RIDGE · VIEW RIDGE ASSOCIATION

VISIT

The most important aspect of parent involvement is knowing what your child is doing at school. You may call anytime for an appointment with your child's teacher. Our staff is willing to answer your questions or address any concerns you may have. Staff are available from 7:35-8:00 AM. (8:35-9:00 AM on Wednesdays) and 2:35-3:05 PM daily. Our staff directory is located on our website
https://www.ridgefieldsd.org/o/intermediate-school/staff

The school year is organized into trimesters and report cards are sent home with the students at the end of each 12-week period. Parent conferences are held in October and early December. However, you may call for an appointment with your child's teacher or the principal anytime during the year.

Classroom visits are welcome, but must be pre-arranged with the classroom teacher. **All parents and/or visitors MUST scan their driver's license at the front office to obtain a visitor's badge.** You must also return your visitor's badge when leaving the building. Returning your badge is important so that all visitors can be accounted for in the event of an emergency.

Celebrations are to be kept to a minimum to decrease disruption to the learning environment. Homemade treats are NOT allowed. Please do not send flowers, balloons or party invitations to school for students. In lieu of sending birthday treats for your child, please consider donating a book to our library.

Animals on Campus are not allowed due to increasing allergies and liabilities, unless authorized through the office.

VOLUNTEER

Volunteering at the school is a great way to get involved. Many parents chaperone field trips, support teachers as a room parent, classroom helper or assist with special events. Volunteers are to be fully present while at school. Phone calls (unless an emergency) and conducting business while volunteering is not allowed. Volunteers need to follow student dress codes and be appropriate role models.

If you are interested, visit our Sunset Ridge website or stop by our office for an application for a background check. This application is required prior to serving as a volunteer, including field trip chaperones.

Please remember as a volunteer it is critical to respect the privacy of students and staff. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.

PARENT + STUDENT HANDBOOK SIGN-OFF

After reading the Parent + Student Handbook on the Sunset Ridge Intermediate website, please sign below and return this page to school with your child.
If you need a paper copy of the handbook, please let your child's teacher know so that one can be sent home with your student.

I have read and understand the Sunset Ridge Intermediate School Parent + Student Handbook 2020/2021.

Student (Print Name)

_____

Student (Signature)

_____

Parent/Guardian (Print Name)

_____

Parent/Guardian (Signature)

_____

Date_____

PLEASE INITIAL:

_____It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

_____Students may not be dropped off at school prior to 7:40 AM and must be picked up by 3:00 PM.

_____I will follow the school's arrival and dismissal procedures.

_____If my student is absent, I will call the school before 7:40 a.m.

Thank You!
Sunset Ridge Intermediate School