

**CITY OF CHELAN
CITY COUNCIL AGENDA**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the Mayor.
4. MINUTES
 - A. None
5. CONSENT AGENDA
All items under the Consent Agenda are approved with one motion.
 - A. Approve February 10, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember Hollingsworth)
 - B. Excuse Councilmember Ericks from the January 13, 2026 Regular City Council Meeting and the February 3, 2026 Workshop Meeting (Mayor McCardle)
 - C. Excuse Councilmember Sanders from the January 27, 2026 Regular City Council Meeting (Mayor McCardle)
 - D. J-U-B-Engineers, Inc. Authorization for Contract Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment (City Administrator McAloon)
 - E. Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust (Public Works Director Youngren)
 - F. Ordinance No. 2026-1651 Deferral Agreement with Lookout LLP (Public Works Director Youngren)
 - G. Express Personnel Staffing Agreement for Finance Department (Finance Director Evans)
6. SPECIAL PRESENTATIONS
 - A. 2026 World Spay Day Proclamation (City Clerk Gallucci)
 - B. Community Benefit Grant Presentations (HR/Communications Director Coltman)
7. PUBLIC HEARINGS
 - A. None
8. MOTION CONSIDERATIONS
 - A. None

9. ADMINISTRATIVE REPORTS

- A. Parks and Recreation Director Appointment Confirmation (City Administrator McAloon)
- B. Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)
- C. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)
- D. Rieseland Easement for the Lakeside Trail Project (Public Works Director Youngren)
- E. Home Occupations Zoning Code Update (Community Development Director Ajax)

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda (City Administrator McAloon)
- B. Council Committee Reports (Various Councilmembers)
- C. Contract Intake Report (City Clerk Gallucci)

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

12. MAYOR AND COUNCIL COMMENTS

13. RECESS -LAKE CHELAN AIRPORT BOARD MEETING

- A. The February 10, 2026, Lake Chelan Airport Board Meeting has been cancelled.

14. EXECUTIVE SESSION

- A. None

15. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Regular Meeting on February 24, 2026, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington.

A City Council meeting packet is available for review on the City's Website: City of Chelan under Government - City Council - Agendas & Minutes.



City of Chelan

2026-014

CITY COUNCIL

February 10, 2026

Subject/Title: J-U-B-Engineers, Inc. Authorization for Contract Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment (City Administrator McAloon)

Department: Airport

Staff Contact: Laura McAloon

Guiding Principles: Visionary & Strategic

Initiatives: Establish a Long-Range Economic Strategy

Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. “Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with...”.

PREVIOUS ACTION TAKEN

This Amendment was previously discussed during the February 3, 2026 Workshop. On May 24, 2022, City Council approved Resolution No. 2022-1407 guaranteeing matching funds for federal grants funding the Lake Chelan Airport Runway and Taxiway Relocation Environmental Assessment. On July 12, 2022, Council approved the WSDOT Grant Offer Acceptance and the FAA Grant Acceptance for the Lake Chelan Runway and Taxiway Relocation Environmental Assessment. On August 9, 2022, City Council approved a Supplemental Engineering Agreement with J-U-B Engineers, Inc. to perform the work required under the FAA and WSDOT grant agreements. A copy of the August 9, 2022 Agreement is included in the packet.

OVERVIEW

An Airport Master Plan update was approved by the Federal Aviation Administration (FAA) on November 22, 2021 outlining the potential development of improvements to the Lake Chelan Airport over the next twenty (20) years. An Environmental Assessment (EA) was the

first step in evaluating potential environmental impacts of the proposed relocation of the existing runway, taxiway and associated improvements. Upon completion, the EA will include confirmation of airport operations, public and agency outreach, environmental documentation, and preliminary engineering and surveying for that potential project and will provide the Council with data on which a future decision on whether the City should proceed to the next step of full design and implementation of a runway relocation in the amount of \$449,981.76 for EA services. This amount was included in the 2022 grants from FAA and WSDOT Aviation. The grants fund 90% of the total contract cost and the City and Port split the remaining 10% equally.

Since the contract was approved and work began, there have been multiple changes in the staffing of the FAA office that oversees the work and those administrative changes at the federal level have resulted in delays and additional costs as the City's contractor has attempted to complete the required work and submittals for FAA approval despite repeated turnovers in FAA staffing and assigned project personnel. The additional costs total \$66,560.

The FAA has now approved an additional \$60,000 in grant funding and extended the grant close-out deadline so that the EA can be completed as planned. The City and Port will equally fund the remainder of \$6,560 in local match dollars.

Therefore, we are requesting Council approval of Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment with J-U-B Engineers, Inc., in the amount of \$66,560 for a revised contract total of \$516,541.76.

FINANCIAL IMPLICATIONS

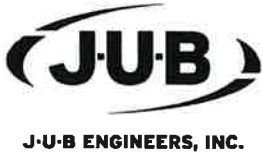
Approximately \$3,280 in additional local match funding.

ATTACHMENTS

1. JUB Engineering, Inc. Authorization for Contract Amendment No. 1
2. JUB Engineering Inc. Scope of Work
3. JUB Engineering Inc. 2022 Airport Runway and Taxi Relocation Environmental Agreement No. 2

SUGGESTED MOTION

Suggested Motion: I move to authorize the Mayor to finalize and execute the J-U-B-Engineers, Inc. Authorization for Contract Amendment No. 1 & Scope of Services for the Runway and Taxiway Relocation Environmental Assessment.



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Contract Amendment
(FAA Format)

CLIENT: City of Chelan (S10) AIP Number 3-53-0013-016-2022

Project Name: Runway and Taxiway Relocation Environmental Assessment – Amendment 1

J-U-B Project Number: 7019-030

1. *Amendments.* The following amendment to Attachment 1 - Scope of Services to the project referenced above have been or will be performed by J-U-B ENGINEERS, Inc. (J-U-B). These Amendments are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services (FAA Format) for this Project, dated October 8, 2019, and to the existing Supplemental Engineering Agreement No. 2 dated August 9, 2022. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

See attachment Amendment 1 Scope of Services, Basis of Fee and Schedule

2. *Verbal Authorization by CLIENT, if Applicable.* J-U-B was verbally authorized by the CLIENT to provide these Amendments by:

Name Date

3. *Payment for Amendments.* Unless otherwise noted below, J-U-B will provide these Amendments on a Lump Sum basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

Current Contract Total = \$449,981.76
Total Contract Amendment Amount = \$66,560
Revised Contract Total = \$516,541.76

4. *Schedule of Services.* Due to the Amendments, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

The anticipated schedule for this project includes finalizing the EA, the City being issued an environmental determination by the FAA and FAA grant closeout tasks. All works is anticipated to be completed by December 31, 2026.

Dated this _____ day of _____, _____,

CLIENT

By: _____
Project Representative or Authorized Signatory for
CLIENT

Print or Type Name and Title

J-U-B ENGINEERS, Inc.

By: 
Project Representative or Authorized Signatory for J-U-B

Toby Epler, Vice President



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES – (FAA FORMAT)

Amendment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: Runway and Taxiway Relocation Environmental Assessment – Amendment 1

AIRPORT NAME: Lake Chelan Airport

CLIENT: City of Chelan

A.I.P. NUMBER: 3-53-0013-016-2022

J-U-B PROJECT NUMBER: 70-19-030

CLIENT PROJECT NUMBER: [Click or tap here to enter text.](#)

ATTACHMENT TO:

- ☒ **AGREEMENT DATED:** _____; or
☐ **AUTHORIZATION FOR ADDITIONAL SERVICES #X; DATED:** _____

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

Under the existing agreement, J-U-B agrees to perform and furnish professional services for the completion of an Environmental Assessment (EA), including environmental planning, resource evaluation, civil engineering and limited surveying services related thereto, as set forth below and contained within the overall project scope of services.

The Proposed Project improvements correlated to the EA include the following:

1. Acquisition of property in the vicinity of the airport in fee or easement and removal of orchard trees to allow for future development
2. Relocation of existing runways and taxiways
 - a. A runway widening (75')/shift/rotation to comply with the future B-II configuration as shown on the ALP will be included in the Proposed Project.

The runway extension was discussed with the FAA, Sponsor and Port during a meeting at the airport in May 2022. The Mayor, Port, and FAA all concurred that evaluating a runway extension was needed as a task within the EA scope of services.

3. Relocation of Howard Flats Road
4. Taxilane construction
5. Fuel system relocation
6. Relocation of existing hangars
7. Modifications to existing Greater Wenatchee Irrigation District (GWID) and private landowner irrigation systems on properties to be acquired for aircraft development.
8. AWOS installation

The relocation of the runway and taxiway is necessary due to road obstructions on each runway end, to provide runway to parallel taxiway separation, and to minimize surrounding terrain obstructions to the extent possible. The remaining Work in the Proposed Project Improvements is subsequently required to align with the revised runway and taxiway orientation as shown on the Airport Layout Plan (ALP) dated 11/22/2021.

The Proposed Project improvements, herein referred to as the "PROJECT," are illustrated on the Study Area Exhibit A (dated August 5, 2021). The EA study area limits encompass 201 total acres (179 for B-I (small), and an additional 22 for B-II if determined eligible by the FAA). This EA will address the Proposed Project action elements consistent with the Airport Layout Plan (ALP) dated November 2021.

Upon authorization from the Client to proceed, J-U-B shall:

Conduct an EA and determine existing environmental conditions within the defined EA Study Area. The EA will be developed in accordance with the Federal Aviation Administration (FAA) Order 5050.4B and 1050.1.F, as amended. The preparation of the EA will consist of the following tasks:

A. Project Formulation Phase:

1. FAA/Sponsor/Consultant ongoing Coordination and Kickoff Meetings – Under the original EA scope, J-U-B was contracted to conduct a project kickoff meeting with CLIENT and FAA. The meeting will be held to determine the planning and study issues that will need to be addressed during the EA. Minutes of the project kickoff meeting will be compiled and forwarded to the FAA and CLIENT.

The existing scope of work assumed 1 project kickoff meeting. To date we have had 4 mini project kickoff meetings with each FAA EPS that have been assigned to this project to date. The purpose of each meeting was to bring the EPS up to speed on the status of the EA progress.

2. Project Management

- a. The initial scope of services assumed this project would be complete in 24 months. Our current target completion is the spring of 2026. Overall project management and sponsor coordination will extend an additional 24 months beyond the timeline described in the original scope of work.
 - b. Regular monitoring of the project schedule, deliverables and budget.
 - c. Provide ongoing document handling, filing and invoicing
3. FAA Quarterly Performance and Annual Financial Reports - Prepare and submit FAA Quarterly Performance Reports throughout the project as well as annual financial reports e.g. SF 271 and 425 Form will be submitted during the project period.
 - a. Eight (8) additional quarterly reports are/will be submitted as a part of this project
 - b. Two (2) additional annual reports will be filed for this project
 4. Attend Airport Meetings - Attend six (6) meetings with the CLIENT during the project beyond the number or meetings shown in the original scope of work in order to keep management abreast of the progress of the project. Discussions will include project phasing, budget and schedule updates.

B. Conduct an Environmental Assessment:

1. Development of the Proposed Action – Assist CLIENT in determination of the Proposed Action with analysis of available technical information for the Project Study Area, assembly and analysis of operations data to determine the configuration for inclusion in the EA, and early community and tribal involvement to identify any early comments or concerns with the relocation and potentially upgraded configuration, subject to FAA's approval of the operations data.
 - b. Operations Data Confirmation – The approved ALP depicts a current B-I (small) configuration and future B-II configuration. Since approval of the master plan forecasts, the airport has seen increased operations by Group II aircraft. J-U-B will compile quantifiable available data including the most current FlightAware data, information from an on-airport counter, existing operations by users with small aircraft that would use a larger aircraft with a longer runway available, existing Group II users with Chelan as their destination that currently use other airports due to runway length limitations, and potential

Group II users limited by the lack of hangar space (that has not been available due to lack of fire flow) and that would commit to a new hangar lease.

J-U-B will compile recent FlightAware data, data from a counter recently installed at the airport by the CLIENT, and documentation from those potential users operating Group II aircraft at the airport. Data will be tabulated and compared to the master plan approved forecast to determine if the future B-II configuration is warranted sooner than projected in the master plan.

This task was initially estimated to take 192 hours to compile and summarize operations data. This task took multiple meetings and over 250 hours to complete. It was not until April 16, 2024 that the FAA agreed to the B-II runway configuration without the extension.

- e. Definition of the Project Study Area – Utilizing the determined Proposed Action, J-U-B, the CLIENT, and the FAA will determine the Project Study Area (Area of Potential Effect or APE) for use in the environmental determination.

This task required additional effort once the city, FAA and Port agreed to exclude the runway extension, see meeting references above. The APE exhibit had to be re-worked and replaced in all documents published to date. The team agreed to a project APE, after many revisions, in the fall/winter of 2024, 2 years after the project commenced.

Exceptions:

1. No ALP update is required.
2. No additional AGIS survey is required for this project.
3. Phase II work is not included with this scope. If Phase II Environmental Investigation work is required, then a supplemental scope of work will be developed.

Deliverables:

- No additional deliverables are included in this contract supplement.

PART 2 - BASIS OF FEE

A. CLIENT shall pay J-U-B for the identified Services in PART 1 as follows:

1. A lump sum fee of \$66,560.

PART 3 - SCHEDULE OF SERVICES

J-U-B will perform all services according to the following schedule:

This Agreement shall be in effect from December 2021 to December 2026. In the event the services described shall not be completed during the term of this Agreement, the Agreement shall be amended.

This schedule shall be equitably adjusted as the PROJECT progresses, allowing for changes in scope, character or size of the PROJECT requested by the CLIENT or for delays or other causes beyond J-U-B's control.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
A	Project Formulation	Time and Materials (Ceiling Amount Shown)	\$47,326	Concurrent with work progress
B	Conduct EA	Time and Materials (Ceiling Amount Shown)	\$15,759	Concurrent with work progress

	Expenses	Time and Materials (Ceiling Amount Shown)	\$3,470	Concurrent with work progress
Total (rounded to the nearest 10):			\$66,560	

NOTE on Coronavirus and Schedule: J-U-B is committed to meeting your project schedule commitments as delineated above. As our response to the COVID-19 pandemic, J-U-B is engaging in safety procedures to help protect our clients, staff, their families, and the public. Our staff or offices may be subject to quarantine or other interruptions. Since COVID-19 impacts are beyond J-U-B's control, we are not responsible for the force majeure impacts to delivery timelines, or subsequent project delays and related claims, costs, or damages. Should circumstances related to the COVID-19 issue arise with J-U-B staff or in a J-U-B office that will impact our delivery schedule, we will notify you of the circumstances and mutually agree to a schedule adjustment

Exhibit(s): N/A

SUPPLEMENTAL ENGINEERING AGREEMENT NO. 2

CONTRACT CLOSED RUNWAY AND TAXIWAY RELOCATION ENVIRONMENTAL ASSESSMENT, A.I.P. 3-53-0013-016-2022

J-U-B Project No. 70-19-030
CITY OF CHELAN, CHELAN, WA

THIS SUPPLEMENTAL ENGINEERING AGREEMENT is made as of the 9th day of August 2022, by and between the City of Chelan, PO Box 1689/135 E Johnson, Chelan, WA 98816, hereinafter referred to as the CLIENT, and J-U-B ENGINEERS, Inc., 422 W. Riverside Ave. Suite 304, Spokane, WA 99201, hereinafter referred to as J-U-B. These additional services are a supplement to the scope of services obtained in J-U-B's existing Agreement for Professional Services for this project made on the October 8, 2019, by and between the CLIENT and J-U-B. All other TERMS AND CONDITIONS of said agreement remain in full force and effect.

WHEREAS, the CLIENT and J-U-B desire to supplement the Agreement for environmental services for relocation of the runway and taxiway.

All provisions of the original Agreement for Engineering Services remain in effect except as expressly modified by this Supplement.

Add the following to Article 1.01 BASIC SERVICES as follows:

Services as described in Attachment 1 – Scope of Services, Basis of Fee and Schedule.

Modify/Add the following to Article 1.02 SCHEDULE OF SERVICES TO BE PERFORMED as follows:

See Attachment 1 – Scope of Services, Basis of Fee and Schedule.

Modify/Add the following to Section 3.01 Basic Services Compensation – as follows:

See Attachment 1 – Scope of Services, Basis of Fee and Schedule.

IN WITNESS WHEREOF, the CLIENT and the J-U-B hereto have made and executed this Supplemental Agreement as of the day and year first above written.

CLIENT: ~~CITY OF CHELAN~~

Robert Goedde

Name: Robert Goedde

Title: Mayor

J-U-B: J-U-B ENGINEERS, Inc.

Toby Epler

Name: Toby Epler, P.E.

Title: Aviation Services Manager



City of Chelan

2026-012A

CITY COUNCIL

February 10, 2026

Subject/Title: Ordinance No. 2026-1650 Deferral Agreement with Master's Revocable Living Trust (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title and its charter... Such body may adopt and enforce ordinances of all kinds relating to and regulating its local or municipal affairs and appropriate to the good government of the city..."

PREVIOUS ACTION TAKEN

This item was previously discussed during the January 27, 2026 meeting.

OVERVIEW

Master's Revocable Living Trust is in the process of developing property along East Wapato Avenue within the City of Chelan. The City's Development Standards require frontage improvements be completed or deferred. The required improvements include, but are not limited to, curb and gutter, sidewalk, and stormwater drainage along East Wapato Avenue. Recognizing the need for a more comprehensive plan for road improvements on East Wapato Avenue (sidewalk, curb and gutter, stormwater infrastructure, etc.), City staff determined that it is appropriate for the completion of the improvements to be delayed to a later date.

The City of Chelan municipal code 19.38.050 requires a development agreement to be

adopted by City Council pursuant to an ordinance. The enclosed Ordinance 2026-1650 fulfills the requirement of the CMCs.

FINANCIAL IMPLICATIONS

The City will pay for the recording fee of \$305.50.

ATTACHMENTS

1. Ordinance No. 2026-1650

SUGGESTED MOTION

Suggested Motion: I move to adopt Ordinance No. 2026-1650.

ORDINANCE NO. 2026-1650

**AN ORDINANCE OF THE CITY OF CHELAN,
WASHINGTON, ADOPTING A DEFERRAL AGREEMENT
WITH MASTER'S REVOCABLE LIVING TRUST ON E.
WAPATO AVENUE**

WHEREAS, RCW 36.70B.170-.210 authorizes the City to enter into development agreements with developers for the purpose of implementing development permits issued by the City;

WHEREAS, Chapter 19.38 of the Chelan Municipal Code has been adopted to implement the authority delegated to the City by RCW 36.70B.170-.210;

WHEREAS, the City has routinely utilized development agreements for the purposes anticipated by RCW 36.70B.170-.210 and CMC 19.38;

WHEREAS, CMC 19.38.050 requires a development agreement to be adopted by the City Council pursuant to an ordinance;

WHEREAS, Master's Revocable Living Trust desires to defer the completion of sidewalks, curbs and gutters, and stormwater infrastructure in connection with the commercial development within the City limits at 317 E. Wapato Avenue;

WHEREAS, the Public Works Director believes it is in the best interest of the City to defer the completion of sidewalks, curbs and gutters, and stormwater infrastructure on E. Wapato Avenue, in order to coordinate the completion of sidewalks in the area in a more consistent manner, and recommends the City and Master's Revocable Living Trust enter into the "Deferral Agreement", a copy of which is attached as Exhibit "A" to this Ordinance. Besides the coordination of the completion of sidewalks, the City's best interest is represented, among other reasons, by the City's ability to require the completion of sidewalks without condition;

WHEREAS, the City Attorney has determined that a deferral agreement is a form of development agreement;

WHEREAS, the City Council desires to have the Deferral Agreement adopted in a manner that complies with the Chelan Municipal Code;

NOW, THEREFORE, the City Council of the City of Chelan, Washington, do ordain as follows:

ORDINANCE NO. 2026-1650

-1-

Section 1. The foregoing Recitals, including the Recitals in the Deferral Agreement, are incorporated into this Ordinance;

Section 2. The Deferral Agreement between the City and Master's Revocable Living Trust is approved, and the Mayor is authorized and directed to execute the Deferral Agreement on behalf of the City.

Section 3: If any term or provision in this Ordinance shall be held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of any other term or provision of this Ordinance.

Section 4. This Ordinance, or a summary thereof, shall be published in the official newspaper of the City of Chelan and shall take effect and be in full force thirty (30) days after passage.

ADOPTED by the City Council of the City of Chelan, Washington, this 27th day of January, 2026.

APPROVED:

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri S. Gallucci, City Clerk

APPROVED AS TO FORM:

Quentin Batjer, City Attorney

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO. 2026-1650

DEFERRAL AGREEMENT

THIS IMPROVEMENT DEFERRAL AGREEMENT (the "Agreement") is made between the CITY OF CHELAN, a municipal corporation of the State of Washington (the "City") and Master's Revocable Living Trust (the "Property Owner"), who may sometimes be collectively referred to as the "Parties"

RECITALS

- A. The Property Owner owns the real property described below (the "Subject Property").
CHELAN BLOCK 33 LOT 16 0.1000 ACRES 317 E. Wapato Ave
Parcel Number: 272213512506
- B. The Property Owner has applied for a permit (the "Development Permit") to develop the Subject Property, which permit is described as follows:
Commercial Building – Truck Restorations
- C. The strict application of the City's development standards require the Property Owner make the following improvements as a condition of the City issuing the Development Permit (the "Improvements"):
Frontage improvements along E. Woodin Ave in accordance with City of Chelan Development Standards Chapter 5.C.040. Frontage improvements along E. Woodin Ave may include but are not limited to curb, gutter, sidewalk, stormwater and paving.
- D. The City's development standards authorize the City and the Property Owner to enter into a development agreement allowing for the deferral of the completion of the Improvements.
- E. The City has determined it is appropriate for completion of the Improvements be delayed to a later time, and the City's Council has approved this Agreement.

Based on the foregoing the parties agree as follows:

1. Waiver of Right to Protest Formation of Local Improvement District. The Property Owner waives its right to protest the formation of a local improvement district to complete improvements, including the Improvements. Such waiver shall constitute the Property Owner's support of the formation of a local improvement district to complete improvements, which include the Improvements.
2. Completion of Improvements. The Property Owner shall complete the Improvements upon demand therefore by the City, which demand may be made at any time, and without pre-condition. Alternatively, the City may construct the Improvements, and the Property Owner shall reimburse the City for the City's actual costs of the completion of the Improvements.

John M. [Signature] 12/10/25

3. Issuance of Permit. The City shall issue the Development Permit.
4. The Development Standards Requirements. The following terms are agreed upon, pursuant to the requirements of CMC 19.07.030:
5. Development Standards. The development standards applying to the project described in the Development Permit are those that exist on the date the Property Owner applied for the Development Permit. The development standards applying to the Improvements shall be the development standards that exist on the date of this Agreement; Provided, however, if the completion of the Improvements are commenced more than two (2) years from the date of this Agreement, the Improvements shall be completed according to the development standards existing on the commencement of the Improvements.
6. Impact Fees. The Property Owner shall not pay an impact fee. However, the Subject Property and/ or the Property Owner will be subject to the imposition of an assessment for their share of the cost of the improvements, according to law.
7. Mitigation Measures. There are no mitigation measures, development conditions or other requirements of RCW 43.21C which apply to the project described in the Development Permit.
8. Reservation of Authority to impose new or different regulations. The city reserves the authority to impose new or different regulations to the extent they are required by serious threat to public health or safety.
9. Term. This Agreement shall expire ten (10) years after its execution by the parties.
10. Miscellaneous Provisions.
 - a. Modification: Binding Effect. The terms and conditions of this Agreement shall be binding on the Parties hereto, their heirs, successors, administrators, and assigns and shall bind and run with the Subject Property. Shall be recorded to title.
 - b. TIME IS OF THE ESSENCE of this Agreement, and of each and every term, condition and provision in this Agreement.
 - c. Waiver. The waiver by the City of any breach of any term contained in this Agreement shall not be deemed to be a waiver of such term for any subsequent breach of the same or any other term.
 - d. Attorney's Fees. In the event it is necessary for a party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing Party shall be entitled to compensation for its reasonable attorneys' fees. In the event of litigation regarding any terms of this Agreement, the substantially prevailing Party shall be entitled, in addition to other relief; to such reasonable attorneys' fees as determined by the court.

John Winter 12/10/25

DEVELOPER/PROPERTY OWNER

John Masters - Master's Revocable

CITY OF CHELAN

Living Trust

By: _____

John Masters
SIGNATURE

By: _____

Mayor

APPROVED BY THE CITY COUNCIL OF THE
CITY OF CHELAN ON _____,
PURSUANT TO ORDINANCE _____.

City Clerk

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that _____ is
the person who appeared before me and said person acknowledged that he/she/
they signed this instrument and acknowledged it to be his/hers/their free and
voluntary act for the uses and purposes mentioned in the instrument.

Dated _____

Signature _____

Notary Public

My appointment expires _____

State of Washington County of Chelan

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that _____ is
the person who appeared before me and said person acknowledged that he/she/
they signed this instrument and acknowledged it to be his/hers/their free and
voluntary act for the uses and purposes mentioned in the instrument.

Dated 12/10/25

Signature _____

Notary Public

My appointment expires _____

State of Washington
County of Chelan

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
 County of Orange
 On 10 Dec 2025 before me, J. Panagis, Notary Public
 Date Here Insert Name and Title of the Officer
 personally appeared phu Nguyen
 Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

Signer's Name: _____

- ☐ Corporate Officer – Title(s): _____
☐ Partner – ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other: _____

Signer is Representing: _____

ORDINANCE NO. 2026-1651

**AN ORDINANCE OF THE CITY OF CHELAN,
WASHINGTON, ADOPTING A DEFERRAL AGREEMENT
WITH LOOKOUT LLP ON SR150**

WHEREAS, RCW 36.70B.170-.210 authorizes the City to enter into development agreements with developers for the purpose of implementing development permits issued by the City;

WHEREAS, Chapter 19.38 of the Chelan Municipal Code has been adopted to implement the authority delegated to the City by RCW 36.70B.170-.210;

WHEREAS, the City has routinely utilized development agreements for the purposes anticipated by RCW 36.70B.170-.210 and CMC 19.38;

WHEREAS, CMC 19.38.050 requires a development agreement to be adopted by the City Council pursuant to an ordinance;

WHEREAS, Lookout LLP desires to defer the completion of signage, striping, roadway widening, and guardrail installation in connection with the commercial development within the City limits at 127 SR150;

WHEREAS, the Public Works Director believes it is in the best interest of the City to defer the completion of signage, striping, roadway widening, and guardrail installation on SR150, in order to coordinate the completion of improvements in the area in a more consistent manner, and recommends the City and Lookout LLP enter into the “Deferral Agreement”, a copy of which is attached as Exhibit “A” to this Ordinance. Besides the coordination of the completion of improvements, the City’s best interest is represented, among other reasons, by the City’s ability to require the completion of improvements without condition;

WHEREAS, the City Attorney has determined that a deferral agreement is a form of development agreement;

WHEREAS, the City Council desires to have the Deferral Agreement adopted in a manner that complies with the Chelan Municipal Code;

NOW, THEREFORE, the City Council of the City of Chelan, Washington, do ordain as follows:

ORDINANCE NO. 2026-1651

-1-

Section 1. The foregoing Recitals, including the Recitals in the Deferral Agreement, are incorporated into this Ordinance;

Section 2. The Deferral Agreement between the City and Lookout LLP is approved, and the Mayor is authorized and directed to execute the Deferral Agreement on behalf of the City.

Section 3: If any term or provision in this Ordinance shall be held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of any other term or provision of this Ordinance.

Section 4. This Ordinance, or a summary thereof, shall be published in the official newspaper of the City of Chelan and shall take effect and be in full force thirty (30) days after passage.

ADOPTED by the City Council of the City of Chelan, Washington, this 27th day of January, 2026.

APPROVED:

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri S. Gallucci, City Clerk

APPROVED AS TO FORM:

Quentin Batjer, City Attorney

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.:

-2-

ORDINANCE NO. 2026-1651

DEFERRAL AGREEMENT

THIS IMPROVEMENT DEFERRAL AGREEMENT (the "Agreement") is made between the CITY OF CHELAN, a municipal corporation of the State of Washington (the "City and Chelan Lookout LLP, a Limited Partnership (the "Property Owner"), who may sometimes be collectively referred to as the "Parties"

RECITALS

- A. The Property Owner owns the real property described below (the "Subject Property").

Address: 127 SR150 Chelan, WA 98816

Parcel Number: 272211130300

Abbreviated Legal Description: T 27N R 22EWM S 11 LOT 3 SP 1592 SWNE 5.2100 ACRES

- B. The Property Owner has applied for a permit (the "Development Permit") to develop the Subject Property, which permit is described as follows:

New Commercial Operations Building

- C. The strict application of the City's development standards require the Property Owner make the following improvements as a condition of the City issuing the Final Occupancy (the "Improvements"):

Frontage improvements along SR150 in accordance with City of Chelan Development Standards Chapter 5C.040. Frontage improvements along SR150 may include but are not limited to signage, striping, roadway widening, and guardrail installation. Improvements to be determined at the time of development of Subject Property as part of residential subdivision when access onto SR150 is terminated based on the Planned Development District requirements.

- D. The City's development standards authorize the City and the Property Owner to enter into a development agreement allowing for the deferral of the completion of the Improvements.
- E. The City has determined it is appropriate for completion of the Improvements be delayed to a later time, and the City's Council has approved this Agreement.

Based on the foregoing the parties agree as follows:

1. Waiver of Right to Protest Formation of Local Improvement District. The Property Owner waives its right to protest the formation of a local improvement district to complete improvements, including the Improvements. Such waiver shall constitute the Property Owner's support of the formation of a local improvement district to complete improvements, which include the Improvements.
2. Completion of Improvements. The Property Owner shall complete the Improvements upon demand therefore by the City, which demand may be made at any time, and without pre-condition. Alternatively, the City may construct the Improvements, and the Property Owner shall reimburse the City for the City's actual costs of the completion of the Improvements.

3. Issuance of Permit. The City shall issue the Development Permit.
4. The Development Standards Requirements. The following terms are agreed upon, pursuant to the requirements of CMC 19.07.030:
5. Development Standards. The development standards applying to the project described in the Development Permit are those that exist on the date the Property Owner applied for the Development Permit. The development standards applying to the Improvements shall be the development standards that exist on the date of this Agreement; Provided, however, if the completion of the Improvements are commenced more than two (2) years from the date of this Agreement, the Improvements shall be completed according to the development standards existing on the commencement of the Improvements.
6. Impact Fees. The Property Owner shall not pay an impact fee. However, the Subject Property and/ or the Property Owner will be subject to the imposition of an assessment for their share of the cost of the improvements, according to law.
7. Mitigation Measures. There are no mitigation measures, development conditions or other requirements of RCW 43.21C which apply to the project described in the Development Permit.
8. Reservation of Authority to impose new or different regulations. The city reserves the authority to impose new or different regulations to the extent they are required by serious threat to public health or safety.
9. Term. This Agreement shall expire ten (10) years after its execution by the parties.
10. Miscellaneous Provisions.
 - a. Modification: Binding Effect. The terms and conditions of this Agreement shall be binding on the Parties hereto, their heirs, successors, administrators, and assigns and shall bind and run with the Subject Property. Shall be recorded to title.
 - b. TIME IS OF THE ESSENCE of this Agreement, and of each and every term, condition and provision in this Agreement.
 - c. Waiver. The waiver by the City of any breach of any term contained in this Agreement shall not be deemed to be a waiver of such term for any subsequent breach of the same or any other term.
 - d. Attorney's Fees. In the event it is necessary for a party to utilize the services of an attorney to enforce any of the terms of this Agreement, such enforcing Party shall be entitled to compensation for its reasonable attorneys' fees. In the event of litigation regarding any terms of this Agreement, the substantially prevailing Party shall be entitled, in addition to other relief; to such reasonable attorneys' fees as determined by the court.

DEVELOPER/PROPERTY OWNER

CITY OF CHELAN

By: [Signature]
SIGNATURE

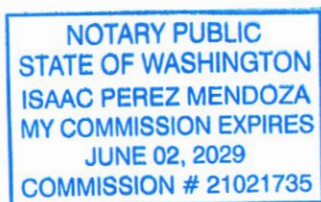
By: _____
Mayor

APPROVED BY THE CITY COUNCIL OF THE
CITY OF CHELAN ON _____,
PURSUANT TO ORDINANCE _____.

City Clerk

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that Dallas is
the person who appeared before me and said person acknowledged that he/she/
they signed this instrument and acknowledged it to be his/hers/their free and
voluntary act for the uses and purposes mentioned in the instrument.



Dated December 16, 2025

Signature [Signature]

Notary Public

My appointment expires June 02, 2029

State of Washington County of Chelan

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that _____ is
the person who appeared before me and said person acknowledged that he/she/
they signed this instrument and acknowledged it to be his/hers/their free and
voluntary act for the uses and purposes mentioned in the instrument.

Dated _____

Signature _____

Notary Public

My appointment expires _____

State of Washington
County of Chelan



City of Chelan

2026-020

CITY COUNCIL

February 10, 2026

Subject/Title: Express Personnel Staffing Agreement for Finance Department
(Finance Director Evans)

Department: Finance

Staff Contact: Heidi Evans

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director, and City Attorney

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with..."

PREVIOUS ACTION TAKEN

None.

OVERVIEW

Staff is requesting approval to proceed with contracting with Express Personnel for emergency, temporary assistance in the Finance department while the Front Receptionist/Clerical Assistant is out on leave. During the same time frame as the leave being initiated, the Office Administrative Assistant who was hired to help fill temporary vacancies and assist with record retention efforts also submitted her resignation.

Therefore, we are unable to fill the front desk void internally to ensure the highest level of service and care to the residents. This temporary position can assist us with a cost-effective method of providing a stop-gap measure for one or both positions until staff return from their leave and/or the vacancy is filled.

FINANCIAL IMPLICATIONS

Financial impacts could be upwards of \$18,000. This is currently not budgeted for. Staff

plan to analyze current budget to identify potential cost savings, utilize vacant position savings, and bring forward any additional financial need/impacts via future budget amendment.

ATTACHMENTS

1. Express Personnel Staffing Agreement for Finance Department

SUGGESTED MOTION

Suggested Motion: I authorize the Mayor to finalize and execute the Express Personnel Staffing Agreement for Finance and Administration Departments.

Staffing Agreement

This Agreement is made and entered into this 5 day of February, 2026, by and between Express Services, Inc., a Colorado corporation, doing business as Express Employment Professionals, with a local notice address of 411 N Chelan Ave., Ste B, Wenatchee, WA 98801 (hereinafter referred to as "Express", "We" and "Our") and City of Chelan (hereinafter referred to as "Client" and "you").

1. We hire associates as Express employees, and provide all wages, taxes, withholding, workers' compensation, and unemployment insurance. We recruit and assign associates to you to perform only the job duties you specify. You agree not to change the specified duties or the assigned workplace of the associate.
2. Express complies with all federal, state, and local employment laws and regulations, as applicable. You agree to provide Our associates with a safe, suitable workplace and equipment, provide all legally mandated meal and rest breaks, and to comply with all applicable federal, state, and local employment laws. You will include Our associates in all safety and health programs required of the hazards of your workplace including any training, testing, monitoring, and record retention required by law.
3. You agree to safeguard and protect any private or personally identifiable information regarding Express employees to which you gain access, including biometric information, and agree to abide by any applicable laws addressing the collection, use, storage, or protection of private, personally identifiable, and/or biometric information. As between you and Express, all such information shall remain the property of Express, and shall not be: (i) used by you other than in connection with receiving services hereunder; (ii) disclosed, sold, assigned, leased, or otherwise provided to third parties by you; or (iii) commercially exploited by or on behalf of you. You also agree to defend, indemnify, and hold Express harmless from any loss, cost, claim, or damage, including costs and attorney fees, (collectively "Loss" or "Losses") resulting from your failure to abide by the laws addressing the collection, use, storage, or protection of private, personally identifiable, and/or biometric information and/or unauthorized uses of said information and hold Express harmless from any Loss resulting from your non-compliance with all current and future applicable federal, state, and local laws and regulations including, but without limitation, sick leave, vacation, wage and hour, and meal and rest breaks.
4. The bill rates and/or markup charged by Express are specific to office location and may vary from Express office to Express office and are subject to change based upon federal, state, or local laws that provide benefits to Our associates or upon prior notice. State mandated costs including, but without limitation, sick pay will be charged back to Client. A service charge of 1.5% per month (18% per annum) may be assessed on charges remaining unpaid 30 days after the invoice date. We are entitled to reasonable collection fees, attorney fees, and other expenses incurred to collect all charges on your account(s). Express pays associates promptly, based on information approved by you. You agree to pay the charges and any applicable sales tax based on the timecard or other mutually acceptable recording method within ten (10) days of the invoice date.
5. We agree to maintain insurance policies to cover Express for Workers' Compensation, and Employers Liability Parts A & B claims by Express associates against Express in an amount not less than \$1,000,000 per occurrence and agree to maintain Commercial General Liability, Fidelity Bond and Errors and Omissions coverage in an amount not less than \$1,000,000 per occurrence.
6. You agree that you will not request or allow Our associates to offer professional opinions concerning any financial audits, certifications or financial statements, SEC filings, or provide management consulting or financial advice, nor will Our associates be permitted sign-off authority for architectural or engineering projects or construction or other cost estimates.
7. If Our associates have access to unattended premises or the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, protected health information, personally identifiable information, or other valuable property, then you agree to defend, indemnify, and hold Us harmless from any resulting Loss.
8. Express will only provide associates for positions operating a forklift, or other motorized mobile equipment if notified in writing prior to an assignment. We must know in advance, so We can assign associates who are qualified to meet your specifications. During an assignment, if Our associate operates a forklift, or any other motorized mobile equipment, you agree to maintain liability insurance for any such motorized equipment and to defend, indemnify, and hold Us harmless for resulting bodily injury, property damage, fire, theft, collision, public liability claims, or other Loss, regardless of fault.
9. Express will only provide associates for positions operating a motor vehicle if notified in writing prior to an assignment. Client acknowledges that Client has insurance for any motor vehicle that might be driven by an Express temporary associate, with policy limits of not less than \$3,000,000.00 per occurrence, and Client will list Express as an additional insured on Client's commercial auto, commercial general liability and umbrella policies, and on behalf of Client's insurers, waives all rights of subrogation against Express. Client's insurance shall be primary, and Express's insurance shall not contribute. Client agrees to furnish Express an insurance certificate showing that such coverage protects Express. Limits can be met with umbrella/excess policies. You agree to defend, indemnify, and hold Us harmless for resulting bodily injury, property damage, fire, theft, collision, public liability claims, or other Loss, regardless of fault.
10. You will supervise, direct, and control the work performed by Express associates, and assume responsibility for all work product and operational results, including personal injury to a third party or your agents or employees, losses or damage to property or data in the care, custody, or control of an Express associate. You agree to defend, indemnify, and hold Us harmless from any Loss, including costs and attorney fees, (collectively "Loss" or "Losses") that may be caused by your breach of this Agreement and/or by your negligence or misconduct.
11. In addition to Our duties and responsibilities set forth herein, Express, as the common-law employer, has the right to physically inspect the worksite and work processes; to review and address, unilaterally or in coordination with you, the associates' work performance issues; and to enforce Our employment policies relating to associates' conduct at the worksite.
12. So long as this Agreement is in effect, both parties agree that they will not disclose or make available any confidential information they receive from the other party to any third party for any purpose whatsoever other than performing under this Agreement or as required by law.
13. Express will, at your written request, conduct criminal history checks based on your targeted screening criteria, motor vehicle record checks, and drug screens as permitted by federal, state, and local laws and regulations. The costs vary depending upon the specific test or report ordered and the charges will be agreed upon prior to ordering the tests and/or reports.
14. If you have an Express associate on an assignment and determine you would like to hire the associate onto your payroll (a "Conversion"), you may do so by paying a Conversion fee of up to 30% of the associate's expected annual salary, provided all invoices are current.
15. You agree, for a period of 180 days from the date of introduction or last date on assignment, whichever is later, not to hire directly or use Express associates through another staffing firm, other than through a Conversion as referenced above, without paying a liquidation fee of 30% of the Express associate's expected annual compensation, unless otherwise agreed to by Us in writing.
16. Client represents and warrants that (a) the individual executing this Agreement on behalf of Client has all requisite power and authority to execute and deliver this Agreement; (b) the execution and delivery of this Agreement by Client has been duly authorized; and (c) this Agreement has been duly executed and delivered by Client, and constitutes Client's valid and binding obligation, enforceable against it in accordance with its terms.
17. All of the terms, provisions, and conditions of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, and legal representatives.

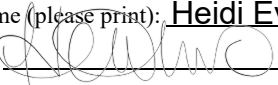
Thank you for your business. We look forward to a mutually beneficial relationship.

Company: City of Chelan

Date: 2/6/2026

Client Agent's Name (please print): Heidi Evans

Title: Finance Director

Agent's Signature: 



WORLD SPAY DAY

2026 Proclamation

WHEREAS, this annual event has grown globally to 74 countries since it was initiated in 1995; and

WHEREAS, pets provide companionship to approximately 71% of U.S. households, helping reduce stress, anxiety, loneliness, and providing a calming presence; and

WHEREAS, approximately 600,000 cats and dogs are euthanized in U.S. animal shelters each year due to a lack of critical resources and public awareness, despite many being healthy or treatable; and

WHEREAS, an estimated 20 million pets in the United States live in poverty and lack access to affordable spay and neuter services, and the majority of community (feral and stray) cats remain unspayed or unneutered; and

WHEREAS, spaying and neutering has been shown to dramatically reduce the number of animals euthanized in shelters, and programs exist to assist with the cost of spaying or neutering pets living in poverty; and

WHEREAS, a group of concerned Chelan Valley citizens formed the Chelan Valley Feral Cat Project and, with the help of local veterinarians, were able to Trap, Neuter and Release 516 cats and rehome 216 kittens in 2025; and

WHEREAS, veterinarians, national and local animal protection organizations, and private citizens have joined together again to advocate the spaying or neutering of pets and community cats on World Spay Day 2026;

NOW, THEREFORE, I, Erin McCardle, Mayor of the City of Chelan, do hereby proclaim February 24, 2026, as 'World Spay Day' in the City of Chelan and call upon the people of Chelan to observe this day by having their own pets spayed or neutered or by sponsoring the spaying or neutering of a pet in need.



Erin McCardle, Mayor
February 25, 2026



City of Chelan

2026-001B

CITY COUNCIL

February 10, 2026

Subject/Title: Parks and Recreation Director Appointment Confirmation (City Administrator McAloon)
Department: Administration
Staff Contact: Laura McAloon
Guiding Principles: Visionary & Strategic
Initiatives: Modernize Resource
Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

2.08.040 - Confirmation of appointments. All appointments to the positions set out in section 2.08.010 of the Chelan Municipal Code shall be subject to confirmation by the city council in accordance with RCW 35A.12.090 as presently enacted or hereafter amended.(Ord. 1025 § 4 (part), 1995)

2.08.110 - Director of parks and recreation. The director of parks and recreation plans, organizes, directs and controls the functions and activities of the parks and recreation department. He/she accomplishes the development, construction, restoration and maintenance of parks, cemeteries, recreational facilities, and recreation programs.(Ord. 1025 § 4 (part), 1995)

PREVIOUS ACTION TAKEN

None.

OVERVIEW

The City posted the position of Parks and Recreation Director internally and received one application from Interim Parks and Recreation Director Audrey Cooper. Ms. Cooper's resume and application are included in your packet. Upon review and consideration of the qualifications and performance of the applicant as the City's Assistant Parks and Recreation Director/Capital Projects Manager and while serving as Interim Parks and

Recreation since November 2025, the City Administrator has recommended and the Mayor has appointed Audrey Cooper as the Parks and Recreation Director. As an officer of the City, Ms. Cooper's appointment must also be confirmed by City Council. The Mayor and City Administrator recommend the Council approve and confirm the appointment of Audrey Cooper as the Parks and Recreation Director, effective immediately upon Ms. Cooper's acceptance of the position.

FINANCIAL IMPLICATIONS

Salary will be in accordance with the City's salary schedule and within budgeted authority.

ATTACHMENTS

None

SUGGESTED MOTION

Suggested Motion: I move to confirm the Mayor's appointment of Audrey Cooper as the City of Chelan Parks and Recreation Director and authorize the negotiation of a salary within budgeted authority.



City of Chelan

2026-015

CITY COUNCIL

February 10, 2026

Subject/Title: Lake Chelan Sewer District (LCSD) Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Finance Director Evans)

Department: Finance

Staff Contact: Heidi Evans

Guiding Principles: Healthy & Sustainable

Initiatives: Strengthen Strategic Partnership
Establish a Long-Range Economic Strategy

Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 39.34.030 Joint powers – Agreements for joint or cooperative action, requisites, effect on responsibilities of component agencies – Joint Utilization of architectural or engineering services – Financing of joint projects. "(2) Any two or more public agencies may enter into agreements with one another for joint or cooperative action pursuant to the provisions of this chapter."

PREVIOUS ACTION TAKEN

This was previously discussed during the February 3, 2026 Workshop meeting.

OVERVIEW

Significant upgrades were made to Lift Station No. 5 beginning in 2020 and lasting through 2022. Those related capital expenditures are shared approximately 50% with Lake Chelan Sewer District (LCSD) due to flow usage and as mutually agreed as per the 2022-2061 Sewer Service Interlocal Agreement between the City and Lake Chelan Sewer District. Total costs of the project exceeded \$1.6M, of that LCSD is responsible for \$818,749.93. A formal repayment arrangement was not brought forward to council, and several years of informal payments were received by the City, bringing the current balance due to \$607,563.40. Staff turnover and limited supporting documentation/information on the

repayment plan is contributed to payment cessation after 2023. The proposed 10-year repayment encumbers terms set forth under the verbal repayment agreement with prior leadership. By formalizing this agreement, the City will rightfully recoup the funds owed and earn stable investment interest on the principal balance.

FINANCIAL IMPLICATIONS

Expenditures have been fully realized by the end of year in 2022, so no additional costs are associated with this request. The City would be recapturing \$607,563.40 in expenditures paid (via the form of revenue) and earning an additional \$141,721.73 in interest.

ATTACHMENTS

1. Lake Chelan Sewer District (LCSD) Lift Station 5 Repayment Agreement - DRAFT v3

SUGGESTED MOTION

Suggested Motion: None.

INTERLOCAL REPAYMENT AND REIMBURSEMENT AGREEMENT LIFT STATION NO. 5 IMPROVEMENTS

This Interlocal Repayment and Reimbursement Agreement (“Agreement”) is entered into by and between the City of Chelan, a Washington municipal corporation (the “City”), and the Lake Chelan Sewer District, a Washington special purpose district (the “District”). The Agreement is effective as of [date] (the “Effective Date”).

RECITALS

- A. The City and the District are public agencies as defined in RCW 39.34.020 and are authorized to enter into interlocal agreements pursuant to chapter 39.34 RCW.
- B. The City previously completed certain capital improvements associated with Lift Station No. 5 (the “Project”).
- C. The District has determined that a portion of the Project costs are properly allocable to the District, and the District desires to repay the City for those costs on the terms set forth in this Agreement.
- D. The Parties intend this Agreement to memorialize and formalize repayment terms for the Project costs previously paid and/or advanced by the City.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. PURPOSE; AMOUNT OWED

- 1.1. Purpose. The purpose of this Agreement is to document the District’s repayment obligation to the City for District’s allocable share of the Project costs and to establish repayment terms.
- 1.2. Principal Amount. The District acknowledges it owes the City the principal sum of six hundred seven thousand five hundred sixty three dollars and forty cents, \$607,563.40 (the “Principal Amount”) for the Project.
- 1.3. Cost Documentation. The Project cost basis for the Principal Amount is summarized in Exhibit B (Project Cost Summary).

2. DEFINITIONS

First Payment Date means the first Payment Date occurring after the Effective Date, unless a different first payment date is specified in Exhibit A.

Maturity Date means the date the Outstanding Balance is scheduled to be paid in full under Exhibit A.

Payment Date means June 30th of each year, or such other annual date as the Parties may specify in Exhibit A.

Outstanding Balance means the unpaid Principal Amount plus accrued and unpaid interest, if any.

3. INTEREST

- 3.1. Interest Rate. Interest shall accrue on the outstanding Principal Amount at 4.31978% per annum.
- 3.2. Interest Accrual Start. Interest shall begin accruing when contract is ratified.
- 3.3. Interest Calculation. Interest shall be calculated on an Actual/365 basis unless otherwise specified in Exhibit A.
- 3.4. Application of Payments. Each payment shall be applied first to accrued interest, then to principal as outlined on Exhibit A.
- 3.5. Justification of Rate: Finance Director performed a review of historic investment rate of returns from the City's Local Government Investment Pool account. The interest rate for the purpose of this agreement was calculating using a 12-month rolling average from Dec 2024-Dec 2025.

4. REPAYMENT TERMS

- 4.1. Payment Schedule. District shall repay the Principal Amount in [number] annual installments as set forth in Exhibit A (Amortization Schedule), incorporated by this reference.
- 4.2. Due Dates. Annual payments shall be due on each Payment Date, commencing on the First Payment Date, and continuing annually until the Outstanding Balance is paid in full on or before the Maturity Date.
- 4.3. Payment Method. Payments shall be made by check or ACH to City at the address in Section 9, or such other address or remittance instructions as City may designate in writing.
- 4.4. No Penalty Prepayment. The District may prepay all or any portion of the Outstanding Balance at any time without penalty. Any partial prepayment shall be applied first to accrued interest (if any), then to principal. City will update Exhibit A administratively to reflect any prepayment.

5. LATE PAYMENT; DEFAULT; REMEDIES

- 5.1. Grace Period. A payment not received within thirty (30) days after its due date is delinquent.
- 5.2. Events of Default. The following constitute events of default under this Agreement:
- 5.2.1. Failure to make any payment within thirty (30) days of the due date;
 - 5.2.2. Breach of any other material term of this Agreement that remains uncured for sixty (60) days after written notice.
- 5.3. Remedies. Upon an event of default, City may declare the entire Outstanding Balance immediately due and payable and may exercise any other remedies available at law or in equity, subject to Section 6 if applicable.
- 5.4. No Waiver. Failure to enforce any provision of this Agreement does not constitute a waiver of that provision or any other provision. Any waiver must be in writing and signed by the waiving Party.

6. ADMINISTRATION; RECORDS

- 6.1. Contract Administrators. The Parties designate the following administrators for day-to-day administration of this Agreement:
- | | |
|-----------|-----------------------------------|
| City: | Laura McAloon, City Administrator |
| District: | Mark Babcock, District Chair |
- 6.2. Administrative Updates. The administrators may make administrative changes that do not alter the Principal Amount, Interest Rate, number of installments, or the Payment Date, including (i) updating remittance instructions, (ii) updating Exhibit A after a prepayment, and (iii) correcting clerical errors.
- 6.3. Records. Each Party shall maintain records related to this Agreement in accordance with applicable records retention requirements and applicable law.

7. NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when personally delivered or when sent by certified mail, return receipt requested, to the addresses below (or to any updated address provided by written notice).

To the City:

City of Chelan
PO Box 1669
135 E. Johnson Avenue
Chelan, WA 98816
Attn: City Administrator

To the District:

Lake Chelan Sewer District
50 Chelan Falls Hwy
Chelan, WA 98816
Attn: Board of Commissioners

8. RCW 39.34 TERMS; FILING/POSTING

- 8.1. Duration. This Agreement begins on the Effective Date and ends when the Outstanding Balance is paid in full, unless terminated earlier by mutual written agreement.
- 8.2. Purpose. See Section 1.1.
- 8.3. Financing and Budgeting. Payments are as described in Sections 3 and 4. Each Party shall budget as required by law.
- 8.4. Termination. This Agreement may be terminated only by mutual written agreement of the Parties. Termination does not relieve District of amounts accrued and owed unless expressly stated in the termination agreement.
- 8.5. No Separate Entity; Property. No separate legal entity is created by this Agreement. This Agreement does not involve acquisition, holding, or disposal of jointly held property; it contemplates only the transfer of payment funds.
- 8.6. Filing/Posting. The Parties shall ensure compliance with RCW 39.34.040 by filing this Agreement with the Chelan County Auditor or posting/listing as permitted by law.

9. GENERAL PROVISIONS

- 9.1. Governing Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Venue for any action shall lie in Chelan County Superior Court unless otherwise required by law.
- 9.2. Entire Agreement. This Agreement (including Exhibits) constitutes the entire agreement between the Parties and supersedes all prior understandings, whether written or oral, relating to the subject matter hereof.

- 9.3. Amendment. Except as provided in Section 6.2, this Agreement may be amended only by a written instrument executed by both Parties and approved by their respective governing bodies if required by law.
- 9.4. Severability. If any provision of this Agreement is held invalid or unenforceable, the remainder shall continue in full force and effect.
- 9.5. Authority. Each Party represents and warrants that it has full power and authority to enter into this Agreement and that the execution and performance of this Agreement have been duly authorized by all necessary action.
- 9.6. Counterparts; Electronic Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one instrument. Electronic signatures are permitted.

CITY OF CHELAN

LAKE CHELAN SEWER DISTRICT

By: _____

By: _____

Erin McCardle, Mayor

Name/Title: _____

Date: _____

Date: _____

Date Motion Passed: _____

Date Motion Passed: _____

EXHIBIT A - AMORTIZATION SCHEDULE (ANNUAL)

	Year	Interest	Principal	Ending Balance
2026	1	\$25,269.87	\$49,658.65	\$557,904.75
2027	2	\$23,081.74	\$51,846.78	\$506,057.98
2028	3	\$20,797.19	\$54,131.32	\$451,926.66
2029	4	\$18,411.98	\$56,516.53	\$395,410.12
2030	5	\$15,921.67	\$59,006.84	\$336,403.28
2031	6	\$13,321.62	\$61,606.89	\$274,796.39
2032	7	\$10,607.01	\$64,321.50	\$210,474.89
2033	8	\$7,772.79	\$67,155.72	\$143,319.17
2034	9	\$4,813.68	\$70,114.83	\$73,204.33
2035	10	\$1,724.18	\$73,204.33	\$0.00

EXHIBIT B - PROJECT COST SUMMARY

Revenue Received by City (paid by LCSD) Prior to Agreement

Year	Account Number	Title	Amount
2020	407-000-000-368-10-02-20	Sewer Capital LCSD - Lift Station 5	\$ 5,072.47
2021	407-000-000-368-10-02-20	Sewer Capital LCSD - Lift Station 5	\$ 68,694.06
2022	407-000-000-368-10-02-20	Sewer Capital LCSD - Lift Station 5	\$ 68,764.00
2023	407-000-000-368-10-02-20	Sewer Capital LCSD - Lift Station 5	\$ 68,656.00
			\$
2024	407-000-000-368-10-02-20	Sewer Capital LCSD - Lift Station 5	-
Total:			\$ 211,186.53

Expenses Related to Lift Station 5 Capital Upgrades

Year	Account Number	Title	Amount
2020	407-000-000-594-35-41-20	Prof Serv-Lift St #5 Imp & Replcmt Eng	\$ 86,405.17
2021	407-000-000-594-35-41-20	Prof Serv-Lift St #5 Imp & Replcmt Eng	\$ 152,304.71
2021	407-000-000-594-35-62-21	Const-Lift St 5 & Forcemain Upgd	\$ 1,365,121.42
2022	407-000-000-594-35-41-20	Prof Serv-Lift St #5 Imp & Replcmt Eng	\$ 3,005.61
2022	407-000-000-594-35-62-21	Const-Lift St 5 & Forcemain Upgd	\$ 30,662.95
Total:			\$ 1,637,499.86

Summary

	% Contribution	Project Contribution \$	Amount Paid \$	Amount Remaining \$
LCSD	50%	818,749.93	211,186.53	607,563.40



City of Chelan

2026-011A

CITY COUNCIL

February 10, 2026

Subject/Title: Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

PREVIOUS ACTION TAKEN

On September 9, 2025 Council discussed the United States Department of Transportation Grant Agreement with the Fiscal Year 2024 Safe Street and Roads for All Grant Program and on September 23, 2025 Council approved the United States Department of Transportation Grant Agreement with the Fiscal Year 2024 Safe Street and Roads for All Grant Program. Council reviewed this item during the January 27, 2026 meeting.

OVERVIEW

The City was awarded the Safe Streets 4 All (SS4A) Safety Action Plan grant in April 2025 and the funding agreement was executed with the United States Department of Transportation (USDOT) in September 2025. Following the execution of the funding agreement, City staff requested qualifications publicly from interested engineering firms. The City received four statements of qualifications and the selection committee selected Transpo Group as the preferred firm to complete the safety action plan. The attached scope and fee represents the work required to complete the safety action plan in accordance with the USDOT standards and specifications and includes the following

tasks:

1. Project Management and Coordination
2. Data Collection and Safety Analysis
3. Safety Diagnosis & Mapping
4. Stakeholder & Public Engagement
5. Policy Development and Review
6. Demographics and Accessibility Assessment
7. Project Development & Prioritization
8. Draft & Final Safety Action Plan
9. Grant Reporting and Application Support

See the attached scope and fee for additional details.

FINANCIAL IMPLICATIONS

The City's matching funds total \$35,540. Adequate funds to be budgeted upon 2026 Six Year Transportation Improvement Plan (STIP) and Street Capital Budget adoption.

ATTACHMENTS

1. Transpo Group Professional Services Agreement

SUGGESTED MOTION

Suggested Motion: None.

Exhibit A—Scope of Services and Schedule

Client Name:	City of Chelan
Project Name:	Safe Streets for All: Chelan Safety Action Plan
Exhibit Dated:	January 12, 2026 TG: 1.25447.PR

Scope of Services

Transpo Group USA, Inc. (Transpo), along with SCJ Alliance (SCJ) and Firm Foundations Community Consulting (FFCC) will provide transportation planning and engineering services to the City of Chelan (City) to complete a Safety Action Plan (SAP). The Transpo team will collectively be referred to as “The Consultant.”

The goal of the Safety Action Plan is to develop a holistic, well-defined strategy to prevent fatalities and serious injuries for all roadway users, including; pedestrians, bicyclists, public transport users, motorists, and commercial vehicle operators. This project will develop the Safety Action Plan with a Vision Zero basis, and to satisfy the components of a SS4A action plan.

Task 1: Project Management and Coordination

Transpo will manage the overall Consultant planning effort and work program. It is assumed the Consultant and City staff will regularly coordinate throughout the study to manage scope, budget, schedule, and review key study outcomes.

Progress Reports / Invoicing

Detailed progress reports and invoices will be prepared on a monthly basis and provided to the City. The invoices and progress report will identify the work that has been completed, and compare the overall budget expended.

Project Coordination Meetings

Monthly coordination meetings will be held to review on-going needs, provide updates on deliverables and schedule, and gather City staff feedback.

Support from City Staff

- *Participate in monthly one-hour meetings (12)*

Task 1 Deliverables

- *Project schedule with regular updates*
- *Attendance at monthly virtual meetings with prepared agenda topics and action items*
- *Monthly invoicing and project progress reports*

Task 2: Data Collection and Safety Analysis

The most recent five years of historical crash data along roadways in the City will be compiled from WSDOT's Crash Data Portal and other supplemental safety data sources (e.g., police reports, near-miss crash data, etc.). The Consultant will examine crashes by geographic context, roadway attributes, user behaviors, reported contributing factors, and environmental factors to identify attributes that are most associated with crashes and crash severity for each mode, including motor vehicles, pedestrians, bicyclists, and motorcycles. The Consultant will identify crash types for each mode to help us better understand which systemic risk factors are present, with a focus on the most prevalent and injurious crash types. The results from this task will help the City and its stakeholders visualize crash trends and patterns for each mode.

Support from City Staff

- *Provide available crash data, police reports, or other safety data*

Task 2 Deliverables

- *Online GIS maps and summary tables of crashes, contributing factors and characteristics*

Task 3: Safety Diagnosis & Mapping

The Consultant will collect and perform a statistical and spatial analysis of crash data. Risk factors will be identified for overrepresented contributing factors and common characteristics of crashes with a specific focus on those with severe injuries or fatalities, and systemic issues. A High Injury Network (HIN) will be developed that focuses on segments and intersections experiencing injury crashes over the most recent 5-year period. A High Risk Network (HRN) will also be developed that incorporates additional predictive factors like traffic volume, roadway conditions, and demographic characteristics. The Consultant will summarize the results of the data and safety analysis in a draft memorandum. After review by the City, the Consultant will incorporate City comments/edits into a final memorandum.

Support from City Staff

- *Provide available crash data, police reports, or other safety data*

Task 3 Deliverables

- *Systemic and spatial safety analysis with prioritized risk factors*
- *High-Injury and High-Risk networks*
- *Draft and final data and safety analysis summary memorandum*

Task 4: Stakeholder & Public Engagement

A community engagement plan (CEP) will be developed to facilitate wider public feedback on the safety planning process. Development of the CEP will incorporate prior and current outreach efforts related to multimodal planning, projects, studies, and efforts in the project area. Collected information will provide a foundation for an enhanced, non-duplicated outreach strategy by honoring previously collected feedback and reducing planning fatigue among the public and stakeholders.

Stakeholder listening sessions will be held and host in-person and virtual community meetings/events. We will form a Community Advisory Committee (CAC) comprised of City staff and other agency representatives. The CAC will be engaged early in the process and is expected to help guide the study and discuss more detailed safety issues and ideas.

Summarizing the entire outreach process, the final outreach report will give insight into the data analysis, campaign's effectiveness, incorporation of feedback or how it was considered, and will inform risk factor prioritization and identification of countermeasure projects.

Support from City Staff

- *Provide meeting facilities*
- *Coordinate meeting dates, times and public noticing*
- *Host web site*

Task 4 Deliverables

- *Community Engagement Plan (CEP)*
- *CAC meeting agendas, notes, and facilitation (4 in-person meetings, 2-trips)*
- *Stakeholder interview facilitation and notes (estimate 8 virtual meetings)*
- *Online materials for web site*
- *City Council meeting attendance and materials (2 meetings)*
- *Documentation of outreach efforts and findings*

Task 5: Policy Development and Review

The Consultant will evaluate existing City policies, practices and guidelines and identify opportunities for safety-related modifications, with consideration given to the impact on implementation and long-term maintenance. The Consultant will work with staff to identify practices that may or may not be based on official policies and help to determine which of these practices – as applicable – should be endorsed at the policy level or discontinued.

The Consultant will work with the City to develop a Draft Vision Zero Goal or similar aspirational goal and target date to significantly reduce severe and fatal roadway collisions. Per SS4A requirements, this commitment must include a goal and timeline for eliminating roadway fatalities and serious injuries, including a target date for achieving this goal either entirely or with an ambitious percentage reduction in such crashes. After review by the City, the Consultant will incorporate comments/edits into a Final Vision Zero Goal. The Consultant will provide samples and a review of any resolution to be adopted by the City Council.

Support from City Staff

- *Provide relevant documents outlining safety policies, practices, or procedures*

Task 5 Deliverables

- *Summary of recommended updates to policies, standards and guidelines*
- *Draft and Final Vision Zero goal and target date*
- *Sample Vision Zero resolution*

Task 6: Demographics and Accessibility Assessment

The Consultant will evaluate community demographic and socio-economic data to guide the study efforts through the full plan development. The demographic analysis will identify priority groups and historically marginalized populations, both in terms of engagement and related to crash risk. The analysis will also identify the impact of socioeconomic and demographic factors on future crashes. The Consultant will provide a draft memorandum summarizing the results of the analysis and that will include maps of existing areas. After review by the City, the Consultant will incorporate comments/edits into a final memorandum.

Support from City Staff

- *Provide available local socio-economic and demographic data*

Task 6 Deliverables

- *Draft and final demographics memorandum*
 - *Summary maps of priority groups and populations*
 - *Demographic impact analysis assessing the risk of future crashes*

Task 7: Project Development & Prioritization

The Consultant will identify a list of potential countermeasures to consider based on the risk factors from the safety analysis, locations of crashes, and an analysis of the City's existing transportation network and infrastructure. A prioritized list of projects will be created from the countermeasures that focus on the Safe System Approach. The Consultant will work with City staff to develop the project lists and seek input from staff, including public works, maintenance and operations, emergency responders and stakeholders.

A minimum of five (5) and up to fifteen (15) projects will be identified. Projects could be site-specific, targeted improvements or systemic improvements. Projects will consider the demographic analysis performed in the prior task.

Cost estimates will be prepared for a minimum of five (5) and up to ten (10) of the highest priority projects. Cost estimates will be at a planning level, and will use estimates on aerial photography and idealized

project designs to prepare cost estimates for broad categories of construction elements. Opportunities for demonstration projects will be presented for potential short-term implementation. Project cut-sheets will be developed for 5 high priority projects for the purpose of grant applications.

Support from City Staff

- *Review/provide input on proposed safety projects and prioritization criteria*

Task 7 Deliverables

- *Identification of a range of countermeasures*
- *Project prioritization matrix*
- *Prioritized list and map of locations of projects for systemic safety improvements (minimum of 5, up to 15)*
- *Project cost estimates (minimum of 5, up to 10)*
- *Project concept exhibits and project cut-sheets (up to 5)*

Task 8: Draft & Final Safety Action Plan

The Consultant will produce a draft Chelan SAP that includes summaries of information developed in all tasks and ties all efforts into a set of safety project and strategy recommendations. A two-page folio will be developed that summarizes the SAP for use in community interactions. The plan will include a summary of the results of the data collection and safety analysis and provide a mechanism for the City to easily perform future updates. A monitoring plan will be created that tracks the projects completed to date and develops a plan for tracking performance going forward. An integrated ArcGIS Online Maps and Dashboards will be utilized to track individual and overall project completion and strategies, allowing the City to easily assess the outcomes of the SAP.

Support from City Staff

- *Review and comment on the Draft Safety Action Plan*

Task 8 Deliverables

- *Draft and Final Chelan Safety Action Plan*
- *Two-page folio for ongoing community engagement*
- *Appendix Materials (data, projects, etc.)*
- *Performance monitoring and reporting recommendations*
- *Online web maps and dashboard*

Task 9: Grant Reporting and Application Support

As part of the Committed Client Liaison role, Ryan will use his recent experience in assisting the City in completing all FHWA grant reporting requirements such as progress updates, cost summaries, and other functions, as needed. Ryan will then be able to share his experience in securing successful grant funding. Our team is available to prepare and/or assist with grant applications for high priority projects that would be competitive as part of the SS4A Demonstration or Implementation grant program and other state/federal grant funding programs, such as WSDOT City Safety Program, Safe Routes to School, Pedestrian-Bicycle Safety, and TIB Urban Arterial, Active Transportation, and Complete Street grant programs.

Support from City Staff

- *Submittal of all required grant reporting items*

Task 9 Deliverables

- *Progress reports and cost summaries*
- *Grant Strategies for Prioritized Projects*
- *Grant application (pending type and level of effort for the grant)*

Assumptions and Agency Support

Transpo is entitled to rely upon the completeness and accuracy of information and services furnished by the City of Chelan and their representatives.

- All team coordination meetings are assumed to be held virtually (e.g., video, screen-share, and/or phone), however some may be in-person, as needed.
- All Community Advisory Committee meetings will be held in a hybrid (virtual and in-person) format.
- One round of review per deliverable.
- No traffic counts, speed studies, or field work will be conducted by the Consultant.
- All available traffic counts, collision records, and speed studies will be available to the Consultant.
- Relevant GIS data, such as those related to roadway and network characteristics, sociodemographic and injury data will be made available.
- All existing agency documentation regarding safety policies, procedures, and practices will be made available by the City.
- The State Highway corridors will be included in the analysis and resulting plan.
- Roadways within the City's Urban Growth Area (UGA) will be excluded from the analysis. (These roadways are included in the Chelan County Safety Action Plan).

Schedule

After contract execution, the completion of the scope of work is anticipated to be completed by March 2027. Should the scope of services or project information change following contract execution, Transpo will notify the City if these changes will affect the schedule and require a contract amendment.

Project Schedule

Work Task	2026												2027		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Safety Action Plan															
TASK 1 - Project Management & Coordination	X														
TASK 2 - Data Collection & Safety Analysis															
TASK 3 - Safety Diagosis & Mapping															
TASK 4 - Stakeholder & Public Engagement		C	Y			Y	CS		Y			Y			
TASK 5 - Policy Development & Review															
TASK 6 - Demographics & Accessibility Assessment															
TASK 7 - Project Development & Prioritization															
TASK 8 - Draft and Final Safety Action Plan												D		F	A
TASK 9 - Grant Reporting & Application Support															

C = Community Engagement Plan
CS = Community Engagement Summary
X = Project kickoff
Y = CAC Meetings
D = Draft Plan
F = Final Plan
A = Adoption



Cost Estimate Worksheet

Number / Project Name
1.25477 Chelan SAP

Billing rates are effective from June 28, 2025 through June 26, 2026, within the ranges shown in the attachment.
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	Quality Control	Project Planner	Planner	GIS Analyst	Project Admin
initials	JCP	BAS	DBH	JH2	CAR	AMC
labor category	Prin L7	Eng L7	Eng L4	Anyl L2	Tech L3	PA L5
cost rate	\$305	\$265	\$195	\$150	\$135	\$200

Labor:

	Work Task						Hours	Cost
1	TASK 1 - Project Management						0	\$0
2	Work plan/Invoices	6				12	18	\$4,230
3	Monthly Team Meetings	12		12		6	30	\$6,810
4	City Council Mtgs	16		16		4	36	\$8,540
5	TASK 2 - Data Collection & Safety Analysis	4		16	24	40	84	\$13,340
6	TASK 3 - Safety Diagnosis & Mapping	4	4	28	56	60	152	\$24,240
7	TASK 4 - Stakeholder & Public Engagement	12		36	6	16	70	\$13,740
8	TASK 5 - Policy Development & Review	4		4			8	\$2,000
9	TASK 6 - Demographics & Accessibility Assessment	2		2		2	6	\$1,270
10	TASK 7 - Project Development & Prioritization	4		4		4	12	\$2,540
11	TASK 8 - Draft and Final Safety Action Plan	16	4	32	16	24	100	\$19,820
12	TASK 9 - Grant Reporting & Application Support	2		2			4	\$1,000
13							0	\$0
14							0	\$0
15							0	\$0
16							0	\$0
17							0	\$0
18							0	\$0
19							0	\$0
20							0	\$0

Total Hours	82	8	152	102	156	12	520	
Labor Costs	\$25,010	\$2,120	\$29,640	\$15,300	\$21,060	\$2,400		\$97,530

Reimbursable Expenses:

	Item	Reimb. Cost
1	Application	
2	Business Meals	
3	Mileage	\$500
4	Miscellaneous	
5	Models/Renderings/Photos	
6	Parking	
7	Records Filing	
8	Registrations	
9	Reproductions	
10	Shipping/Courier	
11	Specialty Software	
12	Supplies	
13	Traffic Accident Data	
14	Traffic Count Vendors	
15	Travel, Hotel, Taxi, & Air Fare	\$300

Expense Cost	\$800
---------------------	--------------

Subconsultants:

	Firm	Subs. Cost
1	FFCC	\$15,100
2	SCJ	\$64,173
3		
4		
5		

Subconsultant Total	\$79,273
----------------------------	-----------------

TOTAL ESTIMATE	\$177,700
-----------------------	------------------

Subconsultant Billing Rate Schedule - Exhibit E-2



SCJ Alliance

Client: Transpo Group USA, Inc.
Project: Safe Streets for All: Chelan Safety Action Plan
Job #: 25-000837
File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm
Date: 1/7/26

Hourly Rate Table Format: LAG Contract
 Allowable Overhead Rate: 191.76%
 Negotiated Fixed Fee: 30.00%
 Billing Rate Table Version: 11/6/2025

Actuals Not To Exceed Billing Rate Table (ANTE)

Job Classifications	Direct Labor Hourly Rate NTE	Allowable Overhead 191.76%	Negotiated Profit 30.00%	Total Hourly Billing Rates NTE
Principal	\$140.20	\$268.85	\$42.06	\$451.11
Senior Consultant	\$112.37	\$215.47	\$33.71	\$361.55
Senior Project Manager	\$100.56	\$192.84	\$30.17	\$323.56
PM3 Project Manager	\$83.28	\$159.69	\$24.98	\$267.95
PM2 Project Manager	\$80.14	\$153.68	\$24.04	\$257.87
PM1 Project Manager	\$64.90	\$124.45	\$19.47	\$208.82
Senior Engineer	\$70.20	\$134.62	\$21.06	\$225.89
E4 Engineer	\$66.78	\$128.06	\$20.03	\$214.87
E3 Engineer	\$60.13	\$115.30	\$18.04	\$193.47
E2 Engineer	\$52.48	\$100.63	\$15.74	\$168.86
E1 Engineer	\$43.54	\$83.49	\$13.06	\$140.10
Senior Landscape Architect	\$66.83	\$128.15	\$20.05	\$215.03
L4 Landscape	\$56.86	\$109.04	\$17.06	\$182.96
L3 Landscape	\$49.13	\$94.21	\$14.74	\$158.08
L2 Landscape	\$44.07	\$84.51	\$13.22	\$141.80
L1 Landscape	\$37.12	\$71.18	\$11.14	\$119.44
Senior Planner	\$79.78	\$152.98	\$23.93	\$256.69
P4 Planner	\$55.89	\$107.17	\$16.77	\$179.83
P3 Planner	\$50.56	\$96.96	\$15.17	\$162.69
P2 Planner	\$42.70	\$81.88	\$12.81	\$137.38
P1 Planner	\$39.63	\$76.00	\$11.89	\$127.52
Senior Technician	\$60.11	\$115.27	\$18.03	\$193.42
T4 Technician	\$52.19	\$100.08	\$15.66	\$167.93
T3 Technician	\$44.35	\$85.04	\$13.30	\$142.69
T2 Technician	\$40.45	\$77.57	\$12.13	\$130.15
T1 Technician	\$35.37	\$67.83	\$10.61	\$113.81
Construction Inspector	\$35.87	\$68.79	\$10.76	\$115.43
Senior Construction Manager	\$0.00	\$0.00	\$0.00	\$0.00
RE 3 Construction Resident Engineer	\$0.00	\$0.00	\$0.00	\$0.00
RE 2 Construction Resident Engineer	\$0.00	\$0.00	\$0.00	\$0.00
RE 1 Construction Resident Engineer	\$0.00	\$0.00	\$0.00	\$0.00
Construction Office Engineer	\$0.00	\$0.00	\$0.00	\$0.00
CI4 Construction Inspector	\$0.00	\$0.00	\$0.00	\$0.00
CI3 Construction Inspector	\$0.00	\$0.00	\$0.00	\$0.00
CI2 Construction Inspector	\$0.00	\$0.00	\$0.00	\$0.00
CI1 Construction Inspector	\$0.00	\$0.00	\$0.00	\$0.00
Graphic Designer	\$51.69	\$99.11	\$15.51	\$166.30
PC3 Project Coordinator - CM Only	\$0.00	\$0.00	\$0.00	\$0.00
PC2 Project Coordinator	\$49.59	\$95.09	\$14.88	\$159.55
PC1 Project Coordinator	\$40.46	\$77.58	\$12.14	\$130.18
Project Accountant	\$67.98	\$130.36	\$20.39	\$218.73
IT Specialist	\$64.64	\$123.95	\$19.39	\$207.97
Senior Marketing Coordinator	\$63.44	\$121.65	\$19.03	\$204.13
Marketing Coordinator	\$44.80	\$85.90	\$13.44	\$144.14
Communications Manager	\$61.64	\$118.21	\$18.49	\$198.35
Information Services Manager	\$79.51	\$152.47	\$23.85	\$255.84

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:Transpo Group USA, Inc.

Template Version: 11/6/2025

Project:Safe Streets for All: Chelan Safety Action PlanLAG Contract

Job #:25-000837

File Name:2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
Phase & Task No.	Phase & Task Title	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 1PROJECT MANAGEMENT									
Task 1	Progress Reports/Invoicing								\$3,719.71
1	Project Setup	1.0	1.0				1.0	3.0	\$622.12
2	General project correspondence and coordination / Billing (13 months)	2.0	8.0				6.0	16.0	\$3,097.58
Subtotal Hours:		3.0	9.0	0.0	0.0	0.0	7.0	19.0	\$3,719.71
Task 2	Project Coordination Meetings								\$3,504.84
1	Monthly meeting (1 meetings/month x 12 months x 1 hr)	3.0	12.0					15.0	\$3,504.84
Subtotal Hours:		3.0	12.0	0.0	0.0	0.0	0.0	15.0	\$3,504.84
Total Phase Hours:		6.0	21.0	0.0	0.0	0.0	7.0	34.0	34.0
Total Phase Direct Labor:		\$505.26	\$1,464.12	\$0.00	\$0.00	\$0.00	\$275.94	\$2,245.32	\$7,224.54
PHASE 2DATA COLLECTION AND SAFETY ANALYSIS									
Task 1	Data Collection								\$1,072.32
1	Provide historic SCJ data	1.0	2.0	2.0				5.0	\$1,072.32
Subtotal Hours:		1.0	2.0	2.0	0.0	0.0	0.0	5.0	\$1,072.32

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
Phase & Task No.	Phase & Task Title	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Total Phase Hours:		1.0	2.0	2.0	0.0	0.0	0.0	5.0	\$ 5.0
Total Phase Direct Labor:		\$84.21	\$139.44	\$109.62	\$0.00	\$0.00	\$0.00	\$333.27	\$ 1,072.32
PHASE 3 SAFETY DIAGNOSIS & MAPPING									
Task 1	Safety Diagnosis & Mapping								\$ 897.32
1	Review Draft Safety Analysis Summary		4.0					4.0	\$ 897.32
Subtotal Hours:		0.0	4.0	0.0	0.0	0.0	0.0	4.0	\$ 897.32
Total Phase Hours:		0.0	4.0	0.0	0.0	0.0	0.0	4.0	\$ 4.0
Total Phase Direct Labor:		\$0.00	\$278.88	\$0.00	\$0.00	\$0.00	\$0.00	\$278.88	\$ 897.32
PHASE 4 STAKEHOLDER & PUBLIC ENGAGEMENT									
Task 1	Community Engagement Plan								\$ 224.33
1	Review Community Engagement Plan Review (FFCC to Lead)		1.0					1.0	\$ 224.33
Subtotal Hours:		0.0	1.0	0.0	0.0	0.0	0.0	1.0	\$ 224.33
Task 2	Community Action Committee Meetings								\$ 4,944.29
1	Community Action Committee exhibits		4.0			20.0		24.0	\$ 3,149.64
2	Community Action Committee meetings (4, 1-hr meetings)		8.0					8.0	\$ 1,794.65

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		Employee Name	Employee Name	Employee Name	Employee Name	Employee Name	Employee Name		
Phase & Task No.	Phase & Task Title	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
Subtotal Hours:		0.0	12.0	0.0	0.0	20.0	0.0	32.0	\$ 4,944.29
Task 3	Stakeholder Interviews								\$ 1,796.45
1	Stakeholder Interview exhibits		2.0			4.0		6.0	\$ 899.13
2	Stakeholder Interviews (4 interviews)		4.0					4.0	\$ 897.32
Subtotal Hours:		0.0	6.0	0.0	0.0	4.0	0.0	10.0	\$ 1,796.45
Task 4	Online Materials for Website								\$ -
1	Website exhibits							0.0	\$ -
Subtotal Hours:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Task 5	City Council Meeting Attendance and Materials (2)								\$ 2,292.64
1	Prepare City Council exhibits and materials	1.0	2.0			6.0		9.0	\$ 1,395.31
2	Attend City Council Meetings		4.0					4.0	\$ 897.32
Subtotal Hours:		1.0	6.0	0.0	0.0	6.0	0.0	13.0	\$ 2,292.64
Task 6	Documentation of Outreach efforts and findings								\$ 448.66
1	Review Community Outreach Summary Report		2.0					2.0	\$ 448.66
Subtotal Hours:		0.0	2.0	0.0	0.0	0.0	0.0	2.0	\$ 448.66
Total Phase Hours:		1.0	27.0	0.0	0.0	30.0	0.0	58.0	\$ 58.0

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
<i>Phase & Task No.</i>	<i>Phase & Task Title</i>	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	<i>Total Direct Labor Hours & Cost</i>	<i>Total Cost</i>
Total Phase Direct Labor:		\$84.21	\$1,882.44	\$0.00	\$0.00	\$1,050.00	\$0.00	\$3,016.65	\$ 9,706.37

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
<i>Phase & Task No.</i>	<i>Phase & Task Title</i>	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	<i>Total Direct Labor Hours & Cost</i>	<i>Total Cost</i>
PHASE 5 POLICY DEVELOPMENT AND REVIEW									
Task 1	POLICY DEVELOPMENT AND REVIEW								\$ 2,607.51
1	Review existing City policies, practices and guidelines	2.0	4.0					6.0	\$ 1,439.23
2	Review draft Vision Zero goal	1.0	4.0					5.0	\$ 1,168.28
Subtotal Hours:		3.0	8.0	0.0	0.0	0.0	0.0	11.0	\$ 2,607.51
Total Phase Hours:		3.0	8.0	0.0	0.0	0.0	0.0	11.0	\$ 11.0
Total Phase Direct Labor:		\$252.63	\$557.76	\$0.00	\$0.00	\$0.00	\$0.00	\$810.39	\$ 2,607.51
PHASE 6 DEMOGRAPHICS AND ACCESSIBILITY ASSESSMENT									
Task 1	Demographics and Accessibility Assessment								\$ 8,562.36
1	Evaluate community data			8.0				8.0	\$ 1,410.80
2	Create summary maps of priority groups and populations			2.0	8.0	16.0		26.0	\$ 3,349.96
3	Draft memorandum summary of analysis			6.0	12.0			18.0	\$ 2,851.20
4	Final memorandum summary of analysis			2.0	4.0			6.0	\$ 950.40
Subtotal Hours:		0.0	0.0	18.0	24.0	16.0	0.0	58.0	\$ 8,562.36

Subconsultant Labor Hour Estimate



SCJ Alliance

Client:

Transpo Group USA, Inc.

Template Version:

11/6/2025

Project:

Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #:

25-000837

File Name:

2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
<i>Phase & Task No.</i>	<i>Phase & Task Title</i>	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	<i>Total Direct Labor Hours & Cost</i>	<i>Total Cost</i>
Total Phase Hours:		0.0	0.0	18.0	24.0	16.0	0.0	58.0	\$ 58.0
Total Phase Direct Labor:		\$0.00	\$0.00	\$986.54	\$1,114.56	\$560.00	\$0.00	\$2,661.10	\$ 8,562.36

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
Phase & Task No.	Phase & Task Title	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	Total Direct Labor Hours & Cost	Total Cost
PHASE 7 PROJECT DEVELOPMENT & PRIORITIZATION									
Task 1	Project Development & Prioritization								\$ 22,387.63
1	Identify range of countermeasures	2.0	8.0	2.0				12.0	\$ 2,689.26
2	Project prioritization matrix	1.0	8.0					9.0	\$ 2,065.60
3	Prioritized list and map of locations for systemic safety improvements (15)	1.0	8.0			16.0		25.0	\$ 3,867.46
4	Project cost estimates (10)		4.0		4.0	40.0		48.0	\$ 5,999.67
5	Project concept exhibits and cut sheets (5)	1.0	8.0		8.0	40.0		57.0	\$ 7,765.65
Subtotal Hours:		5.0	36.0	2.0	12.0	96.0	0.0	151.0	\$ 22,387.63
Total Phase Hours:		5.0	36.0	2.0	12.0	96.0	0.0	151.0	\$ 151.0
Total Phase Direct Labor:		\$421.05	\$2,509.92	\$109.62	\$557.28	\$3,360.00	\$0.00	\$6,957.87	\$ 22,387.63
PHASE 8 DRAFT & FINAL SAFETY ACTION PLAN									
Task 1	Draft & Final Safety Action Plan								\$ 2,069.21
1	Review Draft Safety Action Plan		2.0					2.0	\$ 448.66
2	Exhibits for Safety Action Plan (Update Phase 7 Concept Exhibits)	1.0	2.0			8.0		11.0	\$ 1,620.54
Subtotal Hours:		1.0	4.0	0.0	0.0	8.0	0.0	13.0	\$ 2,069.21

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
<i>Phase & Task No.</i>	<i>Phase & Task Title</i>	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	<i>Total Direct Labor Hours & Cost</i>	<i>Total Cost</i>
Total Phase Hours:									
Total Phase Direct Labor:									
		1.0	4.0	0.0	0.0	8.0	0.0	13.0	\$ 13.0
		\$84.21	\$278.88	\$0.00	\$0.00	\$280.00	\$0.00	\$643.09	\$ 2,069.21

Subconsultant Labor Hour Estimate



SCJ Alliance

Client: Transpo Group USA, Inc.

Template Version: 11/6/2025

Project: Safe Streets for All: Chelan Safety Action Plan

LAG Contract

Job #: 25-000837

File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

		<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>	<u>Employee Name</u>		
<i>Phase & Task No.</i>	<i>Phase & Task Title</i>	Principal	PM3 Project Manager	PM1 Project Manager	E4 Engineer	T3 Technician	Project Accountant	<i>Total Direct Labor Hours & Cost</i>	<i>Total Cost</i>
PHASE 9 GRANT REPORTING AND APPLICATION SUPPORT									
Task 1	Grant Reporting								\$ 1,794.65
1	Progress reporting and cost summaries (quarterly reporting, final closout help)		8.0					8.0	\$ 1,794.65
Subtotal Hours:		0.0	8.0	0.0	0.0	0.0	0.0	8.0	\$ 1,794.65
Task 2	Grant Application Support								\$ 7,390.67
1	Grant Strategies	1.0	8.0					9.0	\$ 2,065.60
2	Grant applications (2)	2.0	8.0		20.0			30.0	\$ 5,325.06
Subtotal Hours:		3.0	16.0	0.0	20.0	0.0	0.0	39.0	\$ 7,390.67
Total Phase Hours:		3.0	24.0	0.0	20.0	0.0	0.0	47.0	\$ 47.0
Total Phase Direct Labor:		\$252.63	\$1,673.28	\$0.00	\$928.80	\$0.00	\$0.00	\$2,854.71	\$ 9,185.31
Total Hours All Phases		20.0	126.0	22.0	56.0	150.0	7.0	381.0	381.0
Total Direct Labor Estimate All Phases		\$1,684.20	\$8,784.72	\$1,205.77	\$2,600.64	\$5,250.00	\$275.94	\$19,801.27	\$ 63,712.57

Subconsultant Fee Determination Summary - Exhibit E-1



SCJ Alliance

Client: Transpo Group USA, Inc.
 Project: Safe Streets for All: Chelan Safety Action
 Job #: 25-000837
 File Name: 2026-0112 Chelan SS4A Labor-Estimate.xlsm

Template Version: 11/6/2025
 Contract Type: LAG Contract

Consultant Fee Determination

DIRECT SALARY COST

<u>Classification</u>	<u>Hours</u>	<u>Direct Hourly Rate</u>	<u>Amount</u>
Principal	20.0	\$84.21	\$1,684.20
PM3 Project Manager	126.0	\$69.72	\$8,784.72
PM1 Project Manager	22.0	\$54.81	\$1,205.77
E4 Engineer	56.0	\$46.44	\$2,600.64
T3 Technician	150.0	\$35.00	\$5,250.00
Project Accountant	7.0	\$39.42	\$275.94
Total Direct Salary Cost			\$19,801.27

OVERHEAD

Overhead Rate: 191.76% Direct Salary Cost: ##### **Overhead Cost \$37,970.92**

FIXED FEE

Fixed Fee Rate: 30.00% Direct Salary Cost: ##### **Fixed Fee Cost \$5,940.38**

TOTAL SALARY COST

Total Salary Cost \$63,712.57

SUBCONSULTANTS

Subconsultant Fee Subtotal: \$0 **\$0.00**
Subconsultant Markup: 0% **\$0.00**

REIMBURSABLE EXPENSES

Copies, Printing, etc. 0.3% of the Direct Salary Costs \$191.14
 Mileage 385 miles at \$0.700 per mile \$269.50

Expenses Subtotal: \$460.64
Expenses Markup: 0% **\$0.00**

SUBTOTAL (SALARY, SUBCONSULTANTS AND EXPENSES)

Subtotal (Salary, Subconsultants and Expenses) **\$64,173.21**

MANAGEMENT RESERVE FUND (MRF)

Management Reserve: \$0 **\$0.00**

Total Estimated Budget: \$64,173.21

PHASE AND TASK SUMMARY TABLE



Safe Streets for All: Chelan Safety Action Plan

Project #: 25-000837

Phase #	Phase Title	SCJ Hours	Total Cost
SCJ Labor			
PHASE 1	PROJECT MANAGEMENT		
Task 1	Progress Reports/Invoicing	19	\$3,719.71
Task 2	Project Coordination Meetings	15	\$3,504.84
	Phase Total:	34	\$7,224.54
PHASE 2	DATA COLLECTION AND SAFETY ANALYSIS		
Task 1	Data Collection	5	\$1,072.32
	Phase Total:	5	\$1,072.32
PHASE 3	SAFETY DIAGNOSIS & MAPPING		
Task 1	Safety Diagnosis & Mapping	4	\$897.32
	Phase Total:	4	\$897.32
PHASE 4	STAKEHOLDER & PUBLIC ENGAGEMENT		
Task 1	Community Engagement Plan	1	\$224.33
Task 2	Community Action Committee Meetings	32	\$4,944.29
Task 3	Stakeholder Interviews	10	\$1,796.45
Task 4	Online Materials for Website	0	\$0.00
Task 5	City Council Meeting Attendance and Materials (2)	13	\$2,292.64
Task 6	Documentation of Outreach efforts and findings	2	\$448.66
	Phase Total:	58	\$9,706.37
PHASE 5	POLICY DEVELOPMENT AND REVIEW		
Task 1	POLICY DEVELOPMENT AND REVIEW	11	\$2,607.51
	Phase Total:	11	\$2,607.51
PHASE 6	DEMOGRAPHICS AND ACCESSIBILITY ASSESSMENT		
Task 1	Demographics and Accessibility Assessment	58	\$8,562.36
	Phase Total:	58	\$8,562.36
PHASE 7	PROJECT DEVELOPMENT & PRIORITIZATION		
Task 1	Project Development & Prioritization	151	\$22,387.63
	Phase Total:	151	\$22,387.63
PHASE 8	DRAFT & FINAL SAFETY ACTION PLAN		
Task 1	Draft & Final Safety Action Plan	13	\$2,069.21
	Phase Total:	13	\$2,069.21
PHASE 9	GRANT REPORTING AND APPLICATION SUPPORT		
Task 1	Grant Reporting	8	\$1,794.65
Task 2	Grant Application Support	39	\$7,390.67
	Phase Total:	47	\$9,185.31
Subtotal:			\$63,712.57
Subconsultants			
	Subconsultant Markup:		\$0.00
Subtotal:			\$0.00
Reimbursable Expenses			
Phase 99	Reimbursable Expenses:		
	Copies, Printing, etc.		\$191.14
	Mileage		\$269.50
	Expenses Markup:		\$0.00
Subtotal:			\$460.64
Management Reserve Fund (MRF)			
Phase 98	MRF		\$0.00
Total:			\$64,173.21



City of Chelan

2019-049V

CITY COUNCIL

February 10, 2026

Subject/Title: Rieseland Easement for the Lakeside Trail Project (Public Works Director Youngren)
Department: Public Works
Staff Contact: Jake Youngren
Guiding Principles: Healthy & Sustainable
Initiatives: Enhance Youth and Family Well-being
Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 35A.11.010 Rights, powers, and privileges. "Each city governed under this optional municipal code...and, by and through its legislative body, such municipality may contract and be contracted with..."

PREVIOUS ACTION TAKEN

There has been prior action related to the Lakeside Trail, but this is the first time this easement has been presented to Council.

OVERVIEW

This Trail Easement, executed by the Grantors on January 14, 2025, is being presented to the City Council for review. The agreement is between Brian Joseph Riseland and Janett Lynn Garcia-Riseland, as Trustees of the Brian and Janett Riseland Trust, and the City of Chelan. The easement applies to property located at 104 N. Water Street, legally described as Lots 32 and 33, Block 17, Plat of Town of Lake Park.

The easement would grant the City a perpetual, non-exclusive right to construct, operate, and maintain a public pedestrian trail as part of the Lakeside Trail Project. Under the proposed terms, the City may construct trail surface improvements and related stormwater drainage and landscaping features, and would be responsible for maintaining the easement area in safe condition. The City must also restore any affected areas to their

previous condition following construction or maintenance activities.

The Grantors retain the right to use the easement area for other purposes provided such use does not materially interfere with the City's or the public's use of the trail. The agreement includes an indemnification clause whereby the City would release and indemnify the Grantors from liability arising from the exercise of the granted rights, except for damages resulting from the Grantors' own negligence.

The easement acknowledges existing public access rights to Lake Chelan via previously vacated portions of Water Street and an adjacent alley, and explicitly states that it does not affect any existing rights the City may otherwise possess.

This easement will be brought forward at a subsequent council meeting as an action item for formal approval, execution by the City, and recording with Chelan County.

FINANCIAL IMPLICATIONS

There are no financial obligations.

ATTACHMENTS

1. Rieseland Trail Easement for the Lakeside Trail Project

SUGGESTED MOTION

Suggested Motion: None.

AFTER RECORDING RETURN TO:

City of Chelan
135 East Johnson Avenue
Chelan, WA 98816
Attn: Peri Gallucci, City Clerk

DOCUMENT TITLE:	Trail Easement
REFERENCE NUMBER(S) OF RELATED DOCUMENTS:	N/A
GRANTOR:	Brian Joseph Riseland and Janett Lynn Garcia-Riseland, Trustees of the Brian and Janett Riseland Trust dated July 19, 2023
GRANTEE:	City of Chelan
ABBREVIATED LEGAL DESCRIPTION:	Lots 32 and 33, Block 17, Plat of Town of Lake Park, Vol. 1, Pg. 27, Chelan County. See <u>Exhibit A</u> for additional legal description
ASSESSOR'S TAX PARCEL NUMBER:	272214662453

TRAIL EASEMENT

THIS TRAIL EASEMENT ("Easement") is granted this 14th day of January, 2025, by Brian Joseph Riseland and Janett Lynn Garcia-Riseland, as Trustees of the Brian and Janett Riseland Trust dated July 19, 2023 ("Grantor"), to the City of Chelan, a Washington municipal corporation ("City").

WHEREAS, Grantor owns the real property located at 104 N. Water Street, Chelan, Washington, legally described in Exhibit A ("Subject Property"); and

WHEREAS, the parties acknowledge that those portions of vacated Water Street and the adjacent alley as described in Exhibit A have been reserved in perpetuity for public access to Lake Chelan pursuant to AFN 166690, restated and reaffirmed by City of Chelan Resolution No. 534; and

WHEREAS, the City desires to construct a public trail over a portion of the Subject Property, and Grantor has agreed to grant an easement for that purpose, on the terms set forth herein.

WHEREAS, nothing in this Easement shall be construed as an agreement regarding or affecting any existing rights or interests the City may otherwise possess.

NOW THEREFORE, the parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated into this Easement as if set forth in full.
2. Grant of Easement. Grantor, without prejudice to any existing rights or interests of the City, hereby grants to the City a perpetual non-exclusive easement for the use, operation, construction, improvement and maintenance of a public trail, over and across the portion of the Subject Property depicted on Exhibit B ("Easement Area").
3. Scope of Use. This Easement may be used by members of the public for pedestrian ingress and egress. The Easement may be used by the City for access to construct, improve and maintain the public trail. The City shall have the right to clear and keep cleared obstructions from the Easement Area. The City shall not have the right to construct any improvements in the Easement Area other than improvements of the trail surface and related stormwater drainage and landscaping. The City shall maintain the Easement Area in a safe and good condition, at the City's sole expense. After use of and entry upon the Easement Area for construction, improvement or maintenance activities, the City shall restore the affected area (including the Easement Area) as near as may be to its condition immediately before such activities or entry. Grantor shall retain the right to use the Easement Area for other purposes so long as said use does not materially interfere with the City's or the public's use of the Easement Area.

4. Indemnification. The City does hereby release, indemnify and promise to defend and save Grantor harmless from and against any and all liability, loss, damage, expense, actions and claims, including costs and reasonable attorney's fees incurred by Grantor in defense thereof, resulting or arising directly from the exercise of the rights granted herein; provided, however, this paragraph does not indemnify Grantor against liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of Grantor or Grantor's agents or employees.

5. General Terms. The rights, conditions, and provisions of this Easement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors and assigns of the parties.

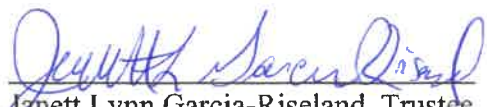
6. Reservation of Rights. It is expressly understood and agreed by the parties that this Easement is created for the sole purpose of establishing a public trail and that neither the execution nor the terms of this Easement shall constitute an admission or determination of the rights and interests of those vacated portions of Water Street and the adjacent alley. The parties reserve all rights and remedies with respect to those portions of the Easement Area.

IN WITNESS WHEREOF, this instrument has been executed the day and year first above written.

GRANTOR:



Brian Joseph Riseland, Trustee of the
Brian and Janett Riseland Trust dated
July 19, 2023



Janett Lynn Garcia-Riseland, Trustee
of the Brian and Janett Riseland Trust
dated July 19, 2023

CITY:

Name: _____

Title: _____

[ACKNOWLEDGEMENTS ARE ON NEXT PAGE]

STATE OF WASHINGTON)
) ss
COUNTY OF Snohomish)

This record was acknowledged before me on January 14, 2025⁶, by Brian Joseph Riseland, as Trustee of the Brian and Janett Riseland Trust dated July 19, 2023.



Michelle Joy Thayer
Notary Public for the State of Washington
residing in Everett, WA
(City) (State)
Print name: Michelle Joy Thayer
Commission expires: 08/29/2029

Stamp

STATE OF WASHINGTON)
) ss
COUNTY OF Snohomish)

This record was acknowledged before me on January 14, 2025⁶, by Janett Lynn Garcia-Riseland, as Trustee of the Brian and Janett Riseland Trust dated July 19, 2023.



Michelle Joy Thayer
Notary Public for the State of Washington
residing in Everett, WA
(City) (State)
Print name: Michelle Joy Thayer
Commission expires: 08/29/2029

Stamp

STATE OF WASHINGTON)
) ss
COUNTY OF _____)

This record was acknowledged before me on _____, 2025, by _____, as _____ of the City of Chelan.

Notary Public for the State of Washington
residing in _____,
(City) (State)

Print name: _____
Commission expires: _____

Stamp

EXHIBIT A

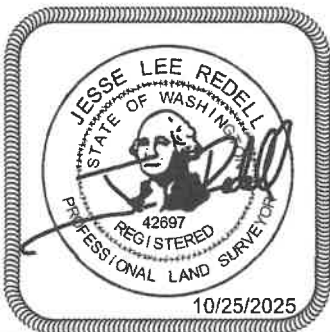
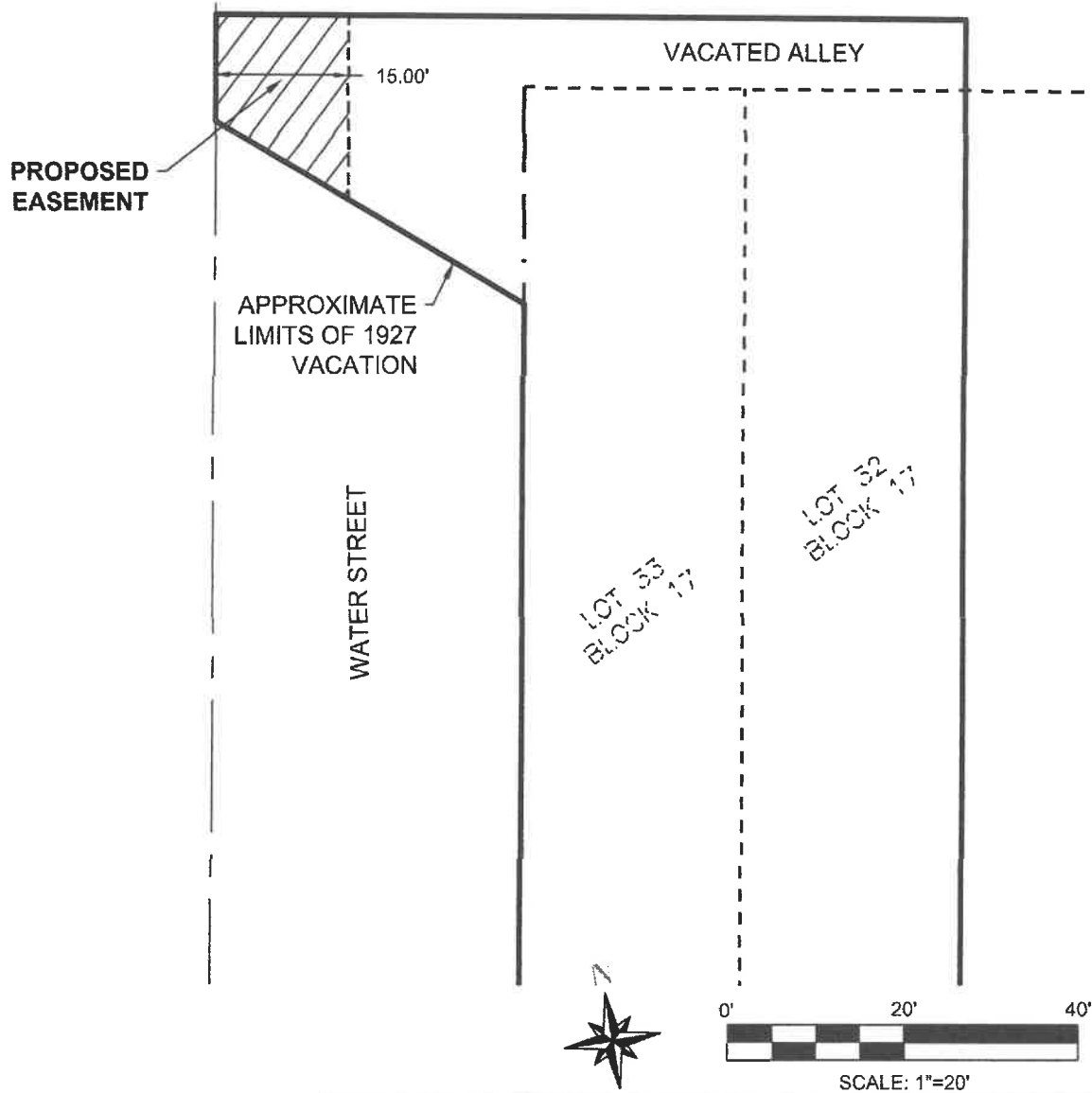
SUBJECT PROPERTY

LOTS 32 AND 33, BLOCK 17, PLAT OF THE TOWN OF LAKE PARK, CHELAN COUNTY, WASHINGTON, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 27; TOGETHER WITH ONE-HALF OF THE VACATED WATER STREET AND VACATED ALLEY ADJACENT TO SAID LOTS; EXCEPT THAT PORTION CONVEYED TO THE STATE OF WASHINGTON BY DEED RECORDED NOVEMBER 15, 1960, UNDER AUDITOR'S FILE NO. 572322.

EXHIBIT B
EASEMENT AREA

[SEE FOLLOWING PAGE]

EASEMENT EXHIBIT MAP FOR:
RISELAND TO CITY OF CHELAN
VACATED LANDS ADJACENT TO LOTS 32 AND 33, BLOCK 17, PLAT OF LAKE PARK
SECTION 14, TWP 27N, RNG 22 E, W.M.





SKYLINE

- LAND SERVICES -

WWW.SKYLINELANDSERVICESLLC.COM
PO BOX 2949 - CHELAN, WA - 98816
509.726.3528

DRAWN BY: JLR
DATE: 10.25.2025
10/25/2025 2:21 PM
S:\PROJECTS\2025\RISELAND.DWG

PROJECT NO. RISELAND

SHEET 1 OF 1



City of Chelan

2026-016

CITY COUNCIL

February 10, 2026

Subject/Title: Home Occupations Zoning Code Update (Community Development Director Ajax)
Department: Community Development
Staff Contact: John Ajax
Guiding Principles: Thriving & Connected
Initiatives: Manage Growth
Reviewed By: City Administrator, Finance Director

GOVERNING LEGISLATION

RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

PREVIOUS ACTION TAKEN

This was previously discussed during the February 3, 2026 Council Workshop.

OVERVIEW

Planning staff is presenting the proposed text amendments to the city's home occupation zoning standards as recommended by the Planning Commission. This update is intended to streamline provisions by locating home occupation standards in a new general provision section, and by removing the permit requirement for home occupations that are permitted outright. The resulting home occupation zoning landscape is broken into 3 levels of intensity:

1. Permitted Home Occupations: minimal impact, mailing address / home office businesses. No city review; permitted outright.
2. Administrative Conditional Use Permit: moderate activities, limited customers on appointment basis. Staff review, can include project specific conditions.
3. Expanded Home Occupations: requires public notice and Conditional Use Permit.

Hearing Examiner review at a public hearing.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Home Occupations Zoning Code Draft

SUGGESTED MOTION

Suggested Motion: None.

17.04.230 – Home Occupations.

Where permitted, home occupations shall meet the following requirements:

1. The home occupation is to be a secondary use of the dwelling;
2. Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;
3. The home occupation must be conducted entirely within the dwelling.
4. No customers or other business-related visitors to the home business;
5. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;
6. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s); provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation;
7. No window display and no sample commodities displayed outside the building;
8. No stock in trade stored nor commodity kept for sale which is not produced on the premises;
9. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;
10. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;

17.14.020 – Downtown Land Use Districts

RESIDENTIAL USES	DMU	TMU	DMR	DSF	Public
Home occupation ²	P	P	P ^{2,3}	P ^{2,3}	

² See 17.04.230 for requirements. Home occupations that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid.

³ Subject use is permitted under applicable conditions set forth in chapter 17.56.

Single Family Residential District

17.20.010 - Permitted uses.

F. Home occupations. See 17.04.230; that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid;

17.20.030 - Conditional uses.

D. Home occupations, not meeting the permitted use criteria set forth in section ~~17.04.230~~~~17.20.010(F)~~, under conditions set forth in chapter 17.56.

Multi Family Residential District

17.24.010 - Permitted uses.

F. Home occupations. See ~~17.04.230~~;

17.24.030 - Conditional uses.

~~C. Schools and studios for group instructions under conditions set forth in chapter 17.56;~~

~~D. Home occupations, not meeting the permitted use criteria set forth in section 17.04.230, under conditions set forth in chapter 17.56.~~

Commercial Waterfront

17.40.010 - Permitted uses.

~~O. Home occupations. See 17.04.230; that involve no customers or other business-related visitors to the home business, no signs or other outward appearance that a business exists in the home, no delivery trucks, and no more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation. In addition, the home occupation must comply with the conditions for home occupation set forth in section 17.56.060 and the fees for a home occupation permit as established by resolution of the city council must be paid;~~

17.40.030 - Conditional uses.

E. Home occupations, not otherwise permitted pursuant to section ~~17.04.230~~~~17.40.010~~, under conditions set forth in chapter 17.56;

Special Use District

17.46.010 - Permitted uses.

C. Home occupations. See ~~17.04.230~~; that involve:

- ~~1. Customers or other business-related visitors on an appointment basis to the home business;~~
- ~~2. Home occupation signs shall meet the residential real estate sign requirements of section 17.58.050(A)(19);~~
- ~~3. No outward appearance that a business exists in the home;~~
- ~~4. No more than one individual residing within the home who is active in the home occupation business; provided, that if the planning director is given satisfactory proof of a physical disability of the individual wishing to engage in a home business or occupation, a volunteer or employee may assist in the home occupation;~~
- ~~5. The home occupation shall not generate traffic in excess of normal residential traffic. The gross vehicle weight of delivery vehicles shall not exceed 18,000 pounds, such as normal residential postal/delivery trucks;~~
- ~~6. Compliance with the conditions for home occupation set forth in section 17.56.060, and~~
- ~~7. Obtain an administrative conditional use permit. This permit shall be reviewed every year with the business license application. The planning director may hold the business license and may require a full conditional use permit if the home occupation receives complaints of code violations;~~

D. Expanded home occupations meeting the minimum conditions set forth in section 17.56.320; [~~\(this is being moved to 17.46.030 as a conditional use permit\).~~](#)

17.46.030 - Conditional uses.

~~B. Home occupations not meeting the permitted use criteria set forth in section 17.20.010(F) under conditions set forth in section 17.56.060;~~

Tourist Accommodations District

17.48.010 - Permitted uses.

P. Home occupations. See ~~17.04.230~~;

Conditional Uses

17.56.020 - Permit—Restrictions or conditions stipulated.

B. The following uses shall be approved administratively by the planning director:

1. Expansion of the floor area or ground area by 20 percent or less of a legally established conditional use.
2. Home occupations that generate customers on an appointment basis only, ~~excluding barber and beauty shops.~~
The maximum number of vehicle trips per day for the home occupation shall not exceed 10 vehicle trips.
3. Parking lots with 20 stalls or less.
4. Alteration of an existing permitted conditional use permit that does not result in an increase of 20 percent average daily trips and does not exceed 50 daily trips. A traffic impact study may be required.

17.56.060 Home occupations.

Minimum conditions are as follows:

A. ~~Districts permitted: R-L Residential District, R-M Residential District, C-W Commercial District;~~

B. ~~Minimum conditions:~~

- ~~1. That the use of the premises as a home occupation will qualify as to the definition of a home occupation;~~
- ~~2. Not over 20 percent of the actual total floor area of one floor is to be used for the home occupation;~~
- ~~3. The home occupation is to be a secondary use of the dwelling;~~
- ~~4. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except when otherwise required by law will be allowed;~~
- ~~5. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s);~~
- ~~6. Reserved. (Repealed by Ord. 1022);~~
- ~~7. No window display and no sample commodities displayed outside the building;~~
- ~~8. No stock in trade stored nor commodity kept for sale which is not produced on the premises;~~
- ~~9. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors;~~
- ~~10. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking;~~
- ~~11. The home occupation must be conducted entirely within the dwelling.~~

17.56.090—Schools and studios for group instruction.

Minimum conditions are as follows:

- A. ~~Districts permitted: R-M Residential District, DSF Downtown Single-Family, DMR Downtown-Mixed Residential, TMU Tourist Mixed-Use, DMU Downtown Mixed-Use.~~
- B. ~~Minimum conditions. Same minimum conditions as specified for home occupations.~~

17.56.320 Expanded home occupation.

Conditions are:

- ~~A. Minimum lot size shall be one acre.~~
- B. Allowed as an accessory use to the single-family dwelling and subject to conditional use review.
- C. Conducted on site by the individuals residing in the home.

- D. The number of nonresident employees will be determined by the hearing examiner with a maximum of five at one time.
- E. Accessory buildings containing expanded home occupation uses shall be limited in area to not more than 2,400 square feet.
- F. Storage of equipment and materials outside of the buildings shall be limited to a specific area not exceeding 1,200 square feet and shall be appropriately screened to be not visible from outside the property boundaries.
- G. Off-street parking shall be provided for the residential and business use in accordance with the development standards.
- H. The use shall not create additional pedestrian or automobile traffic in excess of normal amount typical for the area. The gross vehicle weight of delivery vehicles shall not exceed 18,000 pounds, such as normal residential postal/delivery trucks. A traffic study may be required by the public works director.
- I. No activity shall be allowed that creates offensive noise, dust, smoke, odor, or glare that is noticeable from beyond the property boundaries.
- J. A single freestanding or wall sign may be permitted that meets the definition and dimensions within chapter 17.58.
- K. The hours of operation may be limited as deemed necessary to minimize adverse impacts to neighboring properties.
- L. On-site retail sales and services are limited to the sale of goods and services produced on the premises. The area used for retail sales shall be limited to 400 square feet.

19.14.010 - Classification of project permit applications.

Type I	Final decision made by:	Decision-making, procedures or noticing variations	Relevant CMC chapter or section(s)
Home occupation permit	Administrator		17.14.020.C.2 Table 1 development conditions (2)



City of Chelan

DRAFT

TENTATIVE ADVANCED AGENDA

For Planning Discussion Purposes Only - this is a work in progress; items are tentative and subject to change.

February 5, 2026

February 24, 2026 City Council Meeting

1. Minutes
 - a. December 9, 2025 Airport Board Meeting Minutes
2. Consent Agenda - Hollingsworth
 - a. Approve LCA December 30, 2025 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember X)
 - b. Approve LCA January 13, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's (Councilmember X)
 - c. Lake Chelan Sewer District Interlocal Repayment and Reimbursement Agreement for Lift Station No. 5 Improvements (Evans) (L3-3)
 - d. Rieseland Easement for the Lakeside Trail Project (Youngren) (L2-2)
3. Special Presentations
 - a. Community Benefit Grant Presentations (Coltman)
4. Public Hearings
 - a. Home Occupancy Code (Ajax)
5. Motion Considerations
 - a. Transpo Group Professional Services Agreement for the Safe Streets 4 All Safety Action Plan (Youngren) (L3-3)
 - b. Berger Partnership Amendment No.1 to the Professional Services Agreement for the X (Cooper) (L1-1)
6. Administrative Reports
 - a. Transpo Group Traffic Analysis Presentation (Youngren)
 - b. Resolution No. 2026-14XX Amendment to the STIP (Youngren)
 - c. Resolution No. 2026-14XX Rate Resolution – Special Events (McAloon) (L1-2)
 - d. 2026 Chelan County Comprehensive Emergency Management Plan (McAloon) (L1-2)
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)
 - e. Lake Chelan Airport Financial Report (Evans)

March 3, 2026 City Council Workshop

1. Ordinance No. 2026-16XX Parks and Recreation Advisory Board Code Update (Cooper)(L1-3)
2. Community Benefit Grant Discussion (Evans/Coltman)
3. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-3)
4. CivicClerk Agenda Management Tutorial (Couch)

Motion Consideration

1. [COMPANY NAME] Bid Award for the Sanders Street Pedestrian Improvement Project (Youngren) (L1-1)
2. [COMPANY NAME] Bid Award for the State Route 150 Sewerline Improvement Project (Youngren) (L1-1)

March 10, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Benegas
 - a. Award Funding to the Community Benefit Grant Applicants (Coltman)
3. Special Presentations
 - a. National Agricultural Week Proclamation (Coltman)
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Ordinance No. 2026-16XX Home Occupancy
 - b. 2026 Chelan County Comprehensive Emergency Management Plan (McAloon) (L2-2)
6. Administrative Reports
 - a. Ordinance No. 2026-16XX Parks and Recreation Advisory Board Code Update (Cooper)(L2-3)
 - b. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L2-3)
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

March 24, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Benegas
 - a.
3. Special Presentations
 - a.
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Ordinance No. 2026-16XX Parks and Recreation Advisory Board Code Update (Cooper)(L3-3)
 - b. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L3-3)
6. Administrative Reports
 - a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L1-3)
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)
 - e. Lake Chelan Airport Financial Report (Evans)

April X, 2026 Joint Operating Meeting with the Chelan Douglas Regional Port Authority

- 1.

April 7, 2026 City Council Workshop

1. Lake Chelan Chamber of Commerce Quarterly Report Update (Steele)

2. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans)(L2-3)
3. Public Works Project Status Quarterly Update (Youngren)

April 14, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Collins
 - a.
3. Special Presentations
 - a. Chelan Fire & Rescue Centennial Day April 18, 2026 (Mayor)
4. Public Hearings
 - a.
5. Motion Considerations
 - a. Ordinance No. 2026-16XX Budget Amendment No. 1 (Evans) (L3-3)
6. Administrative Reports
 - a.
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)
 - e. Lake Chelan Airport Financial Report (Evans)

April 28, 2026 City Council Meeting

1. Minutes
2. Consent Agenda - Collins
 - a.
3. Special Presentations
 - a.
4. Public Hearings
 - a.
5. Motion Considerations
 - a.
6. Administrative Reports
 - a.
7. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)
 - e. Lake Chelan Airport Financial Report (Evans)

Upcoming Topics:

1. Affordable Housing GFC/Connection Fees Discount Policy (Coltman)
2. Resolution No. 2026-14XX Legislative Priorities (McCardle) (L1-X)
3. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2 (McAloon)
4. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
8. Public Works Project Status Update – July, October

9. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
- Confirmed Scheduled Date: August 4, December 1
10. Chelan Valley Feral Cat Project – July 2026
11. CDRPA / City Joint Meeting – September 2026

Liaison Committee Report

Name of Meeting: *

School board

Date of Meeting: *

2026-01-26

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

6pm start. No public comments

Drama club talked about upcoming plays and traveling to other school's venues.

MOE. Erin Morin spoke on the upcoming social media informational meeting at the PAC on Feb 5th at 5:30. Meeting is geared toward informing parents of the dangers of social media and what to look for.

Brad Wilson presented the enrollment and financials. Also talked about the Disneyland trip update. 47-50 students with 4 chaperones headed to Disneyland in April.

Board talked about the multiple public engagement meetings. Mostly positive feedback from the public.

Welcome to Jennifer Puckett who replaced Eric Nelson on the board.

Upload applicable meeting documents here if available:

Max upload is 25MB per file

School board 1-26-26.pdf

14.76MB

Submitted By**Signature *****Signature Date ***

2026-02-05



LAKE CHELAN

SCHOOL DISTRICT

ACHIEVE. BELIEVE. CONTRIBUTE.

Brad Wilson, Superintendent wilsonb@chelanschools.org

Board of Directors: Kim Thorpe (Chair) Stephanie Fuller (Vice-Chair) Barb Polley Christy Nielsen Jennifer Puckett

Student Representatives: Joslyn Bobadilla Eva Whiteman Imani Goings-Marrero

REGULAR BOARD MEETING

AGENDA ITEMS / PUBLIC COMMENTS

- | | | |
|----------------|-------|--|
| 6:00 - 6:05 pm | 5 min | <ul style="list-style-type: none">• Call to order• Public Comments or Request on Non-agenda Items |
|----------------|-------|--|

CONSENT AGENDA

- | | | |
|----------------|-------|--|
| 6:05 - 6:10 pm | 5 min | <ul style="list-style-type: none">• Approval of Agenda• Approval of Minutes - January 12, 2026• Payables and Payroll• Personnel• Highly Capable Program Handbook |
|----------------|-------|--|

PRESENTATIONS

- | | | |
|----------------|--------|--|
| 6:10 - 6:30 pm | 20 min | <ul style="list-style-type: none">• CMS/CHS Drama Clubs• CHS College & Career Coordinator - Amy Andrews |
|----------------|--------|--|

UPDATES

- | | | |
|----------------|--------|---|
| 6:30 - 6:40 pm | 10 min | <ul style="list-style-type: none">• MOE - Erin Morin• Legislative - Stephanie Fuller |
|----------------|--------|---|

FINANCIAL REPORTS

- | | | |
|----------------|--------|--|
| 6:40 - 6:50 pm | 10 min | <ul style="list-style-type: none">• Enrollment & Financial |
|----------------|--------|--|

SUPERINTENDENT

- | | | |
|----------------|--------|---|
| 6:50 - 7:05 pm | 15 min | <ul style="list-style-type: none">• Celebrations• Disneyland Trip Update• Family and Community Engagement |
|----------------|--------|---|

BOARD POLICIES / ACTION ITEMS

- | | | |
|----------------|--------|--|
| 7:05 - 7:15 pm | 10 min | <ul style="list-style-type: none">• BP 2108 - Learning Assistance Program - 2nd Read• BP 5010 & Procedure - Nondiscrimination and Affirmative Action - 1st Read• BP 5011 & Procedure - Sexual Harassment of District Staff Prohibited - 1st Read |
|----------------|--------|--|

EXECUTIVE SESSION

- | | | |
|----------------|--------|--|
| 7:15 - 7:30 pm | 15 min | <ul style="list-style-type: none">• To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public.
RCW42.30.110 |
|----------------|--------|--|

ADJOURNMENT

DATE: January 26, 2026

TIME: 6:00 PM

LOCATION: Hybrid Meeting (in-person at District Learning Center and online)

LCSD Belief Statements

- * *Students are at the heart of our work.*
- * *Relationships, belonging, and student voice matter.*
- * *All students deserve an emotionally and physically safe learning environment.*
- * *Family and community engagement is key to school and student success.*
- * *Diversity in ideas, culture, ethnicity, and talent is a school and community asset.*
- * *Intentionally guided pathways lead to student success.*

Audience Participation (Board Policy 1400)
Information on the next page.

Questions or to schedule a presentation,
please contact:

Georgia Mashayekh 509-682-3515
mashayekh@chelanschools.org

The meetings are held in a hybrid model with the school board and guests in the meeting room at the Central Office.

If you want to address the Board with a presentation or make a public comment please plan to attend the meeting in person.

The district uses a video conferencing platform to welcome as many community members as possible to the meetings. As of June 30, 2024 all regular meetings will be audio recorded per [RCW42.30.035](#). If you would like to attend this meeting via phone or computer, please contact Georgia Mashayekh prior to 2:00pm of a scheduled meeting to learn how to connect.

509-682-3515 mashayekh@chelanschools.org

Meeting Conduct, Order of Business, and Quorum (Board Policy 1400)

Public Attendance and Comment

Any member of the public may attend board meetings, including individuals who do not live within district boundaries. The board will not require people to sign in, complete questionnaires, or establish other conditions for attendance.

The board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. In order to permit fair and orderly expression of public comment, with the exception of emergency situations, the board will provide a period at or before every regular meeting at which final action is to take place for public comment. During public comment period, visitors may address the board on any topic within the scope of the board's responsibility. Public comment may occur orally or through written comments submitted before the meeting. Written comments must adhere to the standards of civility discussed below and must be received 24 hours before the board meeting. All written public comments timely submitted will be distributed to each board member.

The board may structure the oral public comment period, including determining the total time allotted for public comment and equally apportioning the minutes for each speaker. The board is not obligated to provide additional public comment time to accommodate everyone in attendance who wishes to speak. Any structure the board imposes will be content neutral.

The board may require those who wish to speak (but not all attendees) to sign in so that the board has a tally of individuals who wish to speak and can call them forward. When called forward, individuals will identify themselves and proceed to make comments within the time limits established by the board.

The board is not obligated to respond to questions or challenges made during the public comment period and the board's silence will not signal agreement or endorsement of the speaker's remarks. The board may control the time, place, and manner of public comment. The chair/president may terminate an individual's statement when the allotted time has passed and may interrupt a speaker to require the same standard of civility that the board imposes on itself. Examples of uncivil comments include comments that:

- Are libelous or slanderous under a legal standard
- Are an unwarranted invasion of privacy;
- Are obscene or indecent pursuant to the Federal Communications Act or any rule or regulation of the Federal Communications Commission;
- Violate school district policy or procedure related to harassment, intimidation, bullying, or discrimination;
- Incite an unlawful act on school premises or violate a lawful school regulation; or
- Create a material and substantial disruption of the orderly operation of the board meeting

The board as a whole has the final decision in determining the appropriateness of all such rulings and can maintain order by removing those who are disruptive. However, the board recognizes the distinction between uncivil discourse, which it will not tolerate, and comments about the board, district, and / or staff that are negative yet still civil in nature. The board will exercise its authority to maintain order in a content neutral manner.

In addition to the public comment period at the beginning of the meeting, the board may identify the agenda items that require or would benefit from opportunity for public comment and provide those opportunities as part of the meeting agenda before taking final action. Individuals or groups who wish to present to the board on an agenda item are encouraged to request and schedule such presentations in advance. Opportunity for public comment—both oral and written—is required before the board adopts or amends a policy that is not expressly or by implication authorized under state or federal law, but which will promote the education of K-12 students, or will promote the effective, efficient, or safe management and operation of the district. Additionally, the board will provide an opportunity for a representative of a firm eligible to bid on materials or services solicited by the board to present about his or her firm.

Lake Chelan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX / Civil Rights Compliance Coordinator: Human Resource Manager, rossj@chelanschools.org, 509-682-3515

Section 504 / Special Education / ADA Coordinator, Director of Student Services & Inclusion, marshlaink@chelanschools.org, 509-682-7744

Lake Chelan School District, PO Box 369, Chelan, WA 98816



LAKE CHELAN

== SCHOOL DISTRICT ==

ACHIEVE. BELIEVE. CONTRIBUTE.

REGULAR BOARD MEETING MINUTES

DATE: January 12, 2026

TIME: 6:00 PM

LOCATION: Hybrid Meeting (in-person at District Learning Center and online)

PRESENT: Brad Wilson, Kim Thorpe, Stephanie Fuller, Barb Polley, Christy Nielsen, Jennifer Puckett, Joslyn Bobadilla, Imani Goings-Marrero, Richard Ulhorn, Lynette Grandy, Tiffany Viall, Dia Galvan, Salvador Gonzalez-Maravilla, Steve Bovingdon, Terry Sanders, Scott Granger Jr., Jamie Pancho, Brian Wood, Vicki Hoffman, Dale Hoffman, Jacqueline McMullen, Gary Myers, Leslie Myers, John R. Olson, Chris Bigelow, Maria Hernandez Poblete, Mariana Cortes Melchor, Brad Chitty, Tony Crosetto, Brian Patterson, Armando Davila, Brooke Sanders, Jody Petersen, Marc Alteio, Gay Willett, and Georgia Mashayekh

AGENDA ITEMS / PUBLIC COMMENTS

- **Call to order**

Kim called the meeting to order at 6:00pm.

- **Public Comments or Request on Non-agenda Items**

There were no public comments.

CONSENT AGENDA

- **Approval of Agenda**
- **Approval of Minutes - [December 8, 2025](#)**
- **Payables for [Dec. 30, 2025](#) & [Jan. 12, 2026](#)**
- **[Payroll for December 2025](#)**
- **[Personnel](#)**

Barb moved and Christy seconded a motion to approve the consent agenda as presented; motion carried.

PRESENTATIONS

- **FCCLA**

FCCLA officers Maria Hernandez Poblete and Mariana Cortes Melchor [shared a presentation](#) with information about demographics, mission, why the club exists, completed events this year, community service involvement, upcoming events, and how being an officer in this club has helped them.

- **Housing Development - Raja Venugopal**

Raja Venugopal, a potential developer, introduced himself to the Board and shared some information from conversations with Brad about the need for housing for school staff and families. Raja shared his personal story and thoughts about wanting to help solve issues of poverty and creating affordable housing in Chelan.

He and his wife would like to continue discussions with the district and community about sustainable development and area needs for recreation, affordable housing, education, and local health care.

- **Migrant Program - Dia Galvan**

Dia [shared a presentation](#) with information about the WA State Migrant Program, the student caseload in Chelan, direct student and family support, benefit resources that students have, supporting early literacy, Dare to Dream academies in 2025, Math and Science Harvest Night, Health and Wellness Night, local business collaborations, family winter trips and absenteeism, program budget details, and the uncertainty for future funding of this program. She also shared information about past graduates of the program.

- **CSI / CDA - Brian Wood**

Holden Village is closed at this time after the village was evacuated in December due to the road between the lake and the village being washed out in many places.

Brian [shared a presentation](#) about CSI Leave to Learns, exhibitions, events, business speakers, and an upcoming Big Picture student conference in Wenatchee.

One of their favorite Leave to Learn opportunities was to [Rocking L Ranch in Buckley, WA](#) to learn the ins and outs of running that type of business.

Chelan Digital Academy has 40 students with 17 being seniors. Brian is working with the state to work on the issue of being able to take more students in from neighboring districts.

UPDATES

- **CMS - Terry Sanders**

- ✓ Terry thanked the Board for all the time and effort they put in to help the district thrive!
- ✓ Staff meeting last Monday reviewing schedules and school rules after two weeks off.
- ✓ Financial Literacy class is a success with students and parents enjoying the learning opportunities.
- ✓ Terry also talked about math support, student culture, increasing student to student connections, attendance focus, Community Engagement Board, winter sports, clubs, Homework Helpathons, activity nights, MLK assembly, and the CMS monthly newsletter

- **CHS - Jamie Pancho / Scott Granger**

- ✓ Jamie thanked the Board for being guardians of the students and staff.
- ✓ Return from winter break was good, many club competitions going on in the next few months, helping students with post-secondary opportunities, athletics, and thanking the CMS staff for their focus on good academic habits.

- **Student Representatives**

- ✓ Imani shared that students are just getting back into routines and preparing for exhibitions.
- ✓ Joslyn shared that CHS students are preparing for the end of the 1st semester. Many students are participating in club activities/events and are actively supporting athletics.

- **Legislative**

Stephanie shared that the legislature started this week, there are links to state education bills on the [WSSDA website](#).

SUPERINTENDENT

- **School Board Appreciation Month**

Brad thanked the Board and Student Reps for their work in supporting the district.

- **Enrollment and Financial Report for December 2025**

Brad [shared the enrollment and financial reports](#) from the end of December.

There will be a change in the Transportation budget in 2026-27 that will allow for more flexibility in using depreciation funds to also purchase new vehicles instead of just buses.

- **Facilities Communications**

Brad [shared a presentation](#) with information about what is known from the November 2025 bond election and what the next steps should be. Dr. Gene Sementi has been working with the district for a long time on facilities. He will be in the district on Thurs. 1/22 to meet with community members to learn more about different perspectives of the district voters.

BOARD POLICIES / ACTION ITEMS

- **[BP 2108](#) - Learning Assistance Program - 1st Read**

This policy will be taken to the next meeting for a second reading.

EXECUTIVE SESSION

- **To discuss the qualifications of an applicant for public employment and/or review the performance of a public employee with no action to be taken. [RCW42.30.110](#)**

Kim moved the board to executive session at 7:17 pm for approximately 15 minutes with no action to be taken.

ADJOURNMENT

Kim Thorpe reconvened the board to regular session and adjourned the meeting at 7:30 pm.

Kim Thorpe, Board Chair

Brad Wilson, Superintendent

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 January 26, 2026, the board, by a _____ vote, approves payments, totaling \$858.48, and voids/cancellations, totaling \$54.60. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, WARRANTS:
Warrant Numbers 478286 through 478286, totaling \$858.48
Voids/Cancellations, totaling \$54.60

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
478286	CUMMINGS NORTHWEST, LLC	01/13/2026	858.48

1	Computer	Check(s) For a Total of	858.48
---	----------	-------------------------	--------

Check Nbr	Vendor Name	Check Date	Check Amount
478222	CUMMINGS NORTHWEST, LLC	01/13/2026	54.60
1	Void	Check(s) For a Total of	54.60

LAKE CHELAN SCHOOL DISTRICT
Check Summary

	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
	1	Computer	Checks For a Total of	858.48
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	858.48
Less	1	Voided	Checks For a Total of	54.60
			Net Amount	803.88

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	803.88	803.88

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 January 26, 2026, the board, by a _____ vote, approves payments, totaling \$176,909.48. The payments are further identified in this document.

Total by Payment Type for Cash Account, WARRANTS:
Warrant Numbers 478287 through 478343, totaling \$176,909.48

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
478287	7 SEAS SCREEN PRINTING	01/30/2026	1,145.58
478288	AMAZON CAPITAL SERVICES	01/30/2026	2,705.10
478289	ASSOCIATION OF WASHINGTON STUD	01/30/2026	820.50
478290	CASCADE QUALITY WATER	01/30/2026	147.15
478291	CASCADE MECHANICAL	01/30/2026	3,419.03
478292	CHELAN AUTO PARTS	01/30/2026	56.05
478293	CHELAN COUNTY PUD	01/30/2026	15,904.35
478294	CHELAN LANES	01/30/2026	1,500.00
478295	CHELAN MARKET	01/30/2026	83.04
478296	CHINOOK MUSIC SERVICE	01/30/2026	429.25
478297	CI INFORMATION MANAGEMENT	01/30/2026	123.19
478298	CINTAS CORPORATION NO. 3	01/30/2026	92.76
478299	CITY OF CHELAN	01/30/2026	14,714.14
478300	CROWN PAPER & SUPPLY	01/30/2026	616.01
478301	FOLLETT CONTENT SOLUTIONS, LLC	01/30/2026	611.12
478302	FOOD SERVICE OF AMERICA	01/30/2026	13,799.54
478303	FRANZ FAMILY BAKERIES	01/30/2026	477.29
478304	HOLBROOK, JULIE A	01/30/2026	1,473.75
478305	IRRICLOUD, LLC	01/30/2026	4,227.60
478306	JW PEPPER	01/30/2026	369.56
478307	KCDA PURCHASING	01/30/2026	511.40
478308	KEYHOLE SECURITY	01/30/2026	22.66
478309	LAKE CHELAN HEALTH	01/30/2026	110.00
478310	LAKE CHELAN BUILDING SUPPLY TA	01/30/2026	14.93
478311	LAKESIDE HEATING AND AC	01/30/2026	456.54
478312	MORIN, JASON	01/30/2026	14.12
478313	NORCO ENTERPRISE INC	01/30/2026	444.88
478314	NORTH CENTRAL ESD	01/30/2026	38,361.13
478315	O'REILLY AUTO PARTS	01/30/2026	322.70
478316	PETRO CARD	01/30/2026	3,512.24
478317	POLLEY, JENNIFER LYNN	01/30/2026	32.34
478318	RAVEN ELECTRIC	01/30/2026	2,717.50
478319	REVOLVING FUND	01/30/2026	353.35

Check Nbr	Vendor Name	Check Date	Check Amount
478320	RICOH USA, INC	01/30/2026	3,993.07
478321	SANDERSON, JASON	01/30/2026	194.95
478322	SKILLS USA WASHINGTON	01/30/2026	100.00
478323	SLAGLE, APRIL	01/30/2026	71.30
478324	SPRINGBROOK FARMS INC	01/30/2026	1,632.94
478325	STAMP FULFILLMENT SERVICES	01/30/2026	5,740.45
478326	STEENHARD, SHEA ELIZABETH	01/30/2026	16.80
478327	VERIZON WIRELESS	01/30/2026	1,982.38
478328	WA ST SCHOOL DIRECTORS ASSN	01/30/2026	8,362.58
478329	WALTER NELSON CO.	01/30/2026	116.41
478330	WASHINGTON OFFICIALS ASSOCIATI	01/30/2026	5,997.25
478331	WASHINGTON FLORAL SERVICE, INC	01/30/2026	87.23
478332	WEINSTEIN BEVERAGE	01/30/2026	2,026.28
478333	WILLIAMS, TAMARA	01/30/2026	200.00
478334	WSIPC	01/30/2026	2,282.14
478335	OAC SERVICES, INC	01/30/2026	9,452.70
478336	ACADEMIC TRAVEL SERVICES	01/30/2026	20,400.00
478337	BERTOMEU, CYNTHIA C	01/30/2026	974.47
478338	IMPREST FUND	01/30/2026	596.73
478339	QUINCY SCHOOL DISTRICT	01/30/2026	350.00
478340	SLAGLE, APRIL	01/30/2026	470.81
478341	URM	01/30/2026	596.45
478342	WAHSET DISTRICT #1	01/30/2026	615.00
478343	WEINSTEIN BEVERAGE	01/30/2026	1,060.74
57	Computer	Check(s) For a Total of	176,909.48

	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
	57	Computer	Checks For a Total of	176,909.48
Total For	57	Manual, Wire Tran, ACH & Computer	Checks	176,909.48
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	176,909.48

F U N D S U M M A R Y

Fund	Description	Balance Sheet	Revenue	Expense	Total
10	General Fund	0.00	0.00	142,392.58	142,392.58
20	Capital Projects	0.00	0.00	9,452.70	9,452.70
40	Associated Stude	0.00	0.00	25,064.20	25,064.20

Payments have been 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. Those payments have been recorded on a listing which has been made available to the board.

As of January 26, 2026, the board, by a _____ vote, does approve for payment those checks (warrants) included in the following list and further described as follows: CHELAN COUNTY TREASURER - WARRANTS
Check Number 478344 through 478372
and for payment those Direct Deposits included in the following list and further described as follows: CHELAN COUNTY TREASURER - WARRANTS
Direct Deposit Number 900036362 through 900036590
in the total amount of \$1,669,743.53.

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

4pacpv04.p

LAKE CHELAN SCHOOL DISTRICT

12:20 PM 01/23/26

05.25.10.00.00-010051

PAY SUMMARY FOR PAY / JANUARY 2026 - AFTER CALCS

PAGE: 1

CHECK DATE: 01/30/2026 PERIOD ENDING DATE: 01/31/2026

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C013	SUPT BASE 1	1	1.0000		14,258.75	176.00
C023	PRIN/PR DIR 1	19	6.0000		70,431.17	911.10
C023A	PRIN/PR DIR 2	1	1.0000		203.67	19.60
C033	VP/AD BASE 1	3	1.0000		11,440.33	152.00
C053	ATHLETIC DIR	2	1.0000		10,474.50	152.00
C103	TEACHER BASE 1	110	80.0000		590,936.07	11257.49
C103A	TEACHER BASE 2	1	1.0000		7,073.37	142.50
C113	COUNSELOR BASE1	7	4.0000		30,941.91	570.00
C133	PSYCHOLOGIST 1	3	1.0000		6,968.08	142.50
C143	SLP BASE 1	1	1.0000		4,781.93	90.00
C173	OT BASE 1	5	2.0000		15,329.08	285.00
C303	PARA BASE 1	66	36.0000		94,333.28	5281.70
C303A	PARA BASE 2	7	7.0000		2,268.30	123.00
C303B	PARA BASE 3	2	1.0000		1,036.18	63.00
C303F	LIBRARY SPEC	1	1.0000		3,280.35	168.00
C303G	MEDIA CNT SPEC	2	1.0000		3,698.13	168.00

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
C303H	CAREER COORD	1	1.0000		2,080.80	104.00
C303I	GEAR UP	3	3.0000		11,079.83	380.00
C323	MIGRANT RECRUIT	3	1.0000		712.43	
C333	MIGRANT ADVOCAT	2	1.0000		2,631.66	147.00
C343	TRANSLATOR	3	1.0000		2,268.13	
C353	SCHOOL NURSE	6	3.0000		11,819.07	283.50
C414	HEAD COOK BASE1	1	1.0000		3,170.35	168.00
C424	ASST COOK BASE1	9	9.0000		18,498.11	929.30
C504	MAINT SUPVR 1	2	1.0000		8,508.86	176.00
C514	CUSTODIAN BASE1	10	10.0000		42,379.30	1586.30
C515	GROUNDS/MAINT	2	2.0000		9,779.46	352.00
C604	TRANS SUPVR 1	1	1.0000		6,617.08	176.00
C614	MECHANIC BASE 1	2	1.0000		6,231.33	176.00
C624	BUS DR BASE 1	13	13.0000		26,384.09	1139.30
C703	SECRETARY BASE1	24	8.0000		28,253.52	1160.29
C703A	SECRETARY BASE2	5	3.0000		7,511.29	336.00
C803	BUS MGR BASE 1	1	1.0000		9,937.92	168.00
C813	HR BASE 1	2	1.0000		9,857.55	168.00
C814	PAYROLL BASE	1	1.0000		3,257.58	110.00
C823	ACCT PAY/RCV 1	1	1.0000		4,666.50	176.00
C833	SUPT SECT BASE1	2	1.0000		5,411.47	176.00
C873	TECHNOLOGY	2	2.0000		12,085.67	352.00
C883	FAMILY ADVOCATE	2	1.0000		5,340.55	169.60
CB33	ED STIPEND	34	31.0000		3,251.99	552.00
CE03	PR EXT DAYS	12	8.0000		3,333.36	63.20
CE03A	PR EXT DAYS	3	2.0000		833.34	16.00
CF03	CERT REQ DAYS	99	89.0000		10,919.06	
CF03A	CERT NEW TEACHE	6	6.0000		273.27	
CF03B	CERT REQ PLD	96	89.0000		10,919.06	
CF03C	CERT REQ SIP	92	86.0000		3,614.84	7.50
CF03E	CERT MOVE DAYS	1	1.0000		145.48	
CF23	DIR. STIPEND 1	7	3.0000		1,191.66	
CF23A	DIR. STIPEND 2	6	2.0000		500.00	
CF24	COLLEGE HS 1	5	5.0000		4,250.00	
CF24A	COLLEGE HS 2	3	3.0000		2,550.00	

LAKE CHELAN SCHOOL DISTRICT

PAY SUMMARY FOR PAY / JANUARY 2026 - AFTER CALCS

12:20 PM 01/23/26

PAGE: 3

CHECK DATE: 01/30/2026 PERIOD ENDING DATE: 01/31/2026

Board Report

PAY	DESCRIPTION	COUNT	FACTOR	HOURS	GROSS	RETIRE HOURS
CF33	CERT EXT DAS 1	9	9.0000		5,010.98	
CF33A	CERT EXT DAS 2	1	1.0000		145.48	
CF83	IEP HOURS	17	9.0000		5,908.04	109.21
CF93	VOC EXT DAS 1	2	2.0000		941.01	
CX23	HS WINTER SPORT	3	3.0000		6,504.00	100.90
CY13	ACTIVITY 1	11	11.0000		3,573.72	47.50
CY13A	ACTIVITY 2	2	2.0000		208.75	
LW031	Leave w/o pay	17	-338.7500		-13,289.26	-338.80
LW032	Leave w/o pay	5	-12.7500		-297.22	-12.80
SCP5	LOSS OF PLAN	30	71.7400		1,808.70	
SCS5	CLASS SIZE	5	72.0000		486.00	
SPS5	POST SEASON	2	2.0000			
STM5	TAXABLE MEALS	12	20.0000		793.00	
STR5	TRANSLATING	1	8.0000		14.00	
STS5	MILEAGE STIPEND	1	1.0000		500.00	
TAD3	ADDITL HOURS	5		67.7500	2,036.03	67.80
TAD4	ADDITL HOURS	15		227.1000	6,744.51	227.20
TCP3	COV DUR PREP	1		1.0000		1.00
TCW3	COMMITTEE WORK	7		11.5000	443.32	11.50
TGU3	GEAR UP	4		6.0000	410.93	6.00
TO.3	OVT HOURS	7		8.5000	246.43	8.51
TO.4	OVT HOURS	5		70.9100	2,200.06	70.90
TO.5	FSLA OVT PRE	10	76.4100		1,152.67	
TOP3	OPTIONAL TIME	1		7.5000	437.55	7.50
TPD3	PROF DEV/MTG	32		35.0000	1,368.52	35.10
TPD3X	PROF DEV/MTG	3		1.5000	60.00	1.50
TR.3	SUBSTITUTE	152		1339.4600	32,767.77	1340.20
TR.4	SUBSTITUTE	14		375.7500	9,289.67	376.10
TR4A	SUBSTITUTE	1		52.7500	1,453.26	52.80
TSP3	SPORTS	3		23.0000	610.00	23.00
TTK3	BLDG TECH	1		58.0000	1,276.00	58.00
REPORT TOTAL		1072	473.6500	2285.7200	1220,523.63	29863.00

DEDUCTION SUMMARY FOR PAY / JANUARY 2026 - AFTER CALCS

CHECK DATE: 01/30/2026 PERIOD ENDING DATE: 01/31/2026

Board Report

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT	BASE GROSS
1FIC	FICA	FICA	1072	73,311.65	1,182,446.79
1FIT	Fed Inc Tax	FEDERAL TAX	1072	83,392.39	1,084,401.88
1FIT%	FIT By Percent	FEDERAL TAX	9	856.93	8,144.30
1FIT+	FIT Add Amount	FEDERAL TAX	160	7,358.00	
1Med	Medicare	MEDICARE	1072	17,145.49	1,182,446.79
1PFML	PAID FM LEAVE	PFML	1072	9,852.10	1,220,523.63
1ReEQ	SERS Plan 0	RETIREMENT	239		
1ReE2	SERS Plan 2	RETIREMENT	156	12,872.59	190,407.89
1ReE3	SERS Plan 3	RETIREMENT	120	8,087.46	141,848.83
1ReP1	PERS Plan 1	RETIREMENT	3	163.47	2,724.50
1ReT0	TRS Plan 0	RETIREMENT	37		
1ReT2	TRS Plan 2	RETIREMENT	155	12,939.71	171,514.47
1ReT3	TRS Plan 3	RETIREMENT	460	49,535.45	637,057.26
1WC	Workers' Comp	WORKERS' COMP	1072	2,491.05	1,220,523.63
1WLTC	WA CARES TAX	LONG-TERM CARE	982	6,471.72	1,115,784.98
A0100	SAVINGS ACCOUNT		15	2,665.00	57,760.16
A0187	457 DCP ROTH %	TSA-AFTER TAX	1	256.81	12,840.50
A0188	457 DEF COMP	TSA-BEFORE TAX	13	4,795.00	62,046.46
A0189	457 DEF COMP %	TSA-BEFORE TAX	1	385.22	12,840.50
A0200	CHECKING ACCOUNT		4	750.00	22,393.66
A0201	CHECKING ACCOUNT		3	1,200.00	16,351.26
A0202	CHECKING ACCOUNT		2	45.00	11,948.59
A0203	CHECKING ACCOUNT		2	25.00	11,948.59
A0204	CHECKING ACCOUNT		2	250.00	11,948.59
A0205	CHECKING ACCOUNT		1	1,000.00	11,744.92
A0206	CHECKING ACCOUNT		2	600.00	11,948.59
A1195	403B-TSA CON	TSA-BEFORE TAX	18	7,476.66	100,160.60
A119B	403B-TSA CON-%	TSA-BEFORE TAX	4	1,789.35	25,312.41
A1200	403B ROTH-TSA C		19	1,100.00	50,261.28
A1201	403B ROTH-%		5	1,611.58	22,376.16
A2112	1.75% UN-PUBLIC		158	2,960.38	169,164.32
A3112	PSE-COPE		8	20.00	4,670.60
A6174	ACCIDENT-AFLAC	OTH BEN TAX	4	127.53	13,840.32
C0110	DUES-LCEA--76-1		91	6,944.00	455,793.87
C0113	WEA-PAC		4	12.25	25,139.33
C0114	NEA FCPE		4	4.00	32,833.16

LAKE CHELAN SCHOOL DISTRICT

DEDUCTION SUMMARY FOR PAY / JANUARY 2026 - AFTER CALCS

12:20 PM 01/23/26

PAGE: 5

CHECK DATE: 01/30/2026 PERIOD ENDING DATE: 01/31/2026

Board Report.

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT	BASE GROSS
C011A	WEA DUES-51-75		1	90.63	4,781.93
C011B	WEA DUES-26-50		1	60.95	5,237.30
C0130	WSSRA		4	14.00	14,830.49
RCFSA	Medical FSA	OTH BEF TAX	1	150.00	1,507.20
HEHSA	HEALTH EQ-HSA	OTH BEF TAX	20	5,440.08	101,011.87
LTD50	Emp Pd LTD 50%		33	359.17	153,749.98
LTD60	Emp Pd LTD 60%		182	1,771.09	532,317.86
M1119	CANCER-AFLAC	OTH BEF TAX	3	94.23	11,237.93
M1165	HOSPITAL-AFLAC		2	54.47	2,509.10
PHCR	Prem Hgh PPOE/C	OTH BEF TAX	3	550.00	15,329.08
PHER	Prem Hgh PPOEMP	OTH BEF TAX	5	628.00	26,518.72
PHFR	Prem Hgh PPOFAM	OTH BEF TAX	8	1,413.00	18,123.92
PHSR	Prem Hgh PPOE/S	OTH BEF TAX	4	1,256.00	8,605.09
PSCR	Prem Std PPOE/C	OTH BEF TAX	14	945.00	24,157.99
PSER	Prem Std PPOEMP	OTH BEF TAX	31	2,476.00	90,456.19
PSFR	Prem Std PPOFAM	OTH BEF TAX	13	1,620.00	37,445.28
PSSR	Prem Std PPOE/S	OTH BEF TAX	7	1,155.00	28,875.76
VACR	UMP Achieve2E/C	OTH BEF TAX	19	3,068.00	88,704.16
VAER	UMP Achieve2EMP	OTH BEF TAX	21	1,755.00	57,452.51
VAFR	UMP Achieve2FAM	OTH BEF TAX	46	9,340.00	169,464.44
VASR	UMP Achieve2E/S	OTH BEF TAX	7	1,375.00	24,687.39
VHSAC	UMP CDHP E/C	OTH BEF TAX	7	305.00	29,864.87
VHSAE	UMP CDHP EMP	OTH BEF TAX	9	126.00	47,279.25
VHSAF	UMP CDHP FAM	OTH BEF TAX	22	1,490.00	106,033.24
VHSAS	UMP CDHP E/S	OTH BEF TAX	4	238.00	12,256.40
VUCR	UMP Achieve1E/C	OTH BEF TAX	6	246.00	14,433.63
VUER	UMP Achieve1EMP	OTH BEF TAX	32	857.00	57,420.62
VUFR	UMP Achieve1FAM	OTH BEF TAX	22	1,294.00	58,610.49
VUSR	UMP Achieve1E/S	OTH BEF TAX	21	1,128.00	59,509.39
			8590	358,795.41	11,103,560.90

Board Report.

CODE	DESCRIPTION	CATEGORY	COUNT	AMOUNT	BASE GROSS
1FIG	FICA	FICA	1072	73,311.65	1,182,446.79
1Med	Medicare	MEDICARE	1072	17,145.49	1,182,446.79
1PFML	PAID PM LEAVE	PFML	1072	3,939.98	1,220,523.63
1ReE0	SERS Plan 0	RETIREMENT	241		
1ReE2	SERS Plan 2	RETIREMENT	156	13,255.87	180,407.89
1ReE3	SERS Plan 3	RETIREMENT	120	9,635.06	141,848.83
1ReP1	PERS Plan 1	RETIREMENT	3	152.02	2,724.50
1ReT0	TRS Plan 0	RETIREMENT	37		
1ReT2	TRS Plan 2	RETIREMENT	155	13,325.26	171,514.47
1ReT3	TRS Plan 3	RETIREMENT	460	49,457.53	637,057.26
1UC	Unemployment 00	UNEMPLOY COMP	1072	3,619.87	1,152,080.87
1WC	Workers' Comp	WORKERS' COMP	1072	11,007.76	1,220,523.63
A403b	403B EMPLOYER		1	1,069.41	14,258.75
SEBB	SEBB BENEFIT		359	253,300.00	1,067,128.12
			6892	449,219.90	8,182,961.53

***** End of report *****

Lake Chelan School District 129
Personnel
1-26-26

District Changes

Hire

Kyle Venooker	CHS Drama Assistant
---------------	---------------------

Resignation / Retirement

Donna Sibbers	Retire 8/31/26 – School Nurse
Robert (Mark) Anderson	Retire 8/31/26 – CHS Teacher
Christy Kerns	Retire 8/31/26 – CHS Paraeducator
William (Bill) Williams	Retire 8/31/26 – Bus Driver
Frants Holm-Nielsen	Retire 8/31/26 – Custodian
Benjamin Nygreen	Resign 8/31/26 – Student Nutrition

Leave of Absence



LAKE CHELAN

== SCHOOL DISTRICT ==

ACHIEVE. BELIEVE. CONTRIBUTE.

Highly Capable Program Handbook 2025-2026

Table of Contents

Mission Statement.....3

Core Beliefs & Guiding Principles.....3

Program Goals.....4

Definition & Characteristics.....5

Highly Capable Program Description.....8

Highly Capable Identification and Board Procedure....11

Highly Capable Process.....13

Process for Appeal.....16

Exit Process.....17

Appendix.....18

Mission Statement

- ❖ To provide experiences that meet the unique cognitive, social, and emotional needs of potentially gifted and identified gifted students
- ❖ To support all students in reaching their learning goals to become successful individuals in the classroom, school, and community

Core Beliefs and Guiding Principles

Students who possess exceptional abilities or potential to perform should be given the opportunity to fulfill that potential by:

- Expansion of academic attainments and intellectual skills;
- Stimulation of intellectual curiosity, independence and responsibility;
- Development of a positive attitude toward self and others; and
- Development of originality and creativity.

The Lake Chelan School District HiCap model ensures this by identifying students who are ready for a higher level of rigor when compared to their grade level peers and by supporting teachers in their efforts to differentiate instruction for these learners.

Program Goals

The Lake Chelan School District offers a continuum of services for highly capable students K-12. (Policy 2190). The framework for such programs will encompass, but not be limited to, the following objectives:

- ❖ Expansion of academic attainments and intellectual skills;
- ❖ Stimulation of intellectual curiosity, independence and responsibility;
- ❖ Development of a positive attitude toward self and others; and
- ❖ Development of originality and creativity.

Definition and Characteristics

Highly Capable Students are defined as “students who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within students’ general intellectual aptitudes, specific academic abilities, and/or creative productivity within a specific domain. These students are present not only in the general populace, but are present within all protected classes.” (WAC 392-170-035)

Students who are highly capable may possess, but are not limited to, these learning characteristics:

- Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- Creative ability to make unusual connections among ideas and concepts;
- Ability to learn quickly in their area(s) of intellectual strength; and
- Capacity for intense concentration or focus.” (WAC 392-170-036)

Characteristics of Highly Capable Children

“High Ability Child vs. Highly Capable Learner”

Observing Highly Capable characteristics is often difficult when we are dealing with obviously bright children. The chart below is helpful in seeing the subtle differences between the bright child and the highly capable learner.

High Ability Child	Highly Capable/Gifted Learner
Knows the answer	Asks the questions
Is interested	Is highly curious
Is attentive	Is mentally and physically involved
Answers the questions	Discusses in detail, elaborates
Top group	Beyond the group
Listens with interest	Shows strong feelings and opinions
Learns with ease	Already knows
6-8 repetitions for mastery	1-2 repetitions for mastery
Understands ideas	Constructs abstractions
Enjoys peers	Prefers adults
Grasps the meaning	Draws inferences
Is receptive	Is intense
Copies accurately	Creates a new design
Enjoys school	Enjoys learning
Absorbs information	Manipulates information
Technician	Inventor
Good memorizer	Good guesser
Is alert	Is keenly observant
Is pleased with own learning	Is highly self-critical

Update January 2026

In addition this information can describe the possible characteristics and traits of Gifted Learners.

The gifted student • Asks many questions and is very curious • Possesses a large amount of information • Has a good memory	And... • Easily gets “off task” and “off topic” • Is impatient when not called on in class
The gifted student • Learns new information quickly • Retains information easily • Masters reading skills earlier • Demonstrates strong abilities in math • Displays unusual academic achievement • Finished class work quickly	And... • Is easily bored • Can become disruptive in class • Shows strong resistance to repetitive activities and memorization • Completes work quickly but sloppily
The gifted student • Is interested in many things • Becomes involved in a variety of activities • Is motivated to try new things • Enjoys a challenge	And... • May resist working on activities apart from areas of interest • Leaves projects unfinished • Takes on too much and becomes overwhelmed
The gifted student • Thinks independently • Expresses unique and original opinions • Is self-motivated	And... • Challenges authority • May not handle criticism well • May not work well in groups
The gifted student • Uses higher level thinking skills (analysis, synthesis, evaluation) • Makes connections other students don't see • Considers unusual approaches to problem solving	And... • Tends to be absent minded regarding practical details • Forgets homework assignments
The gifted student • Has a strong sense of justice • Likes to debate current issues and real life problems	And... • Can be very critical of self and others • Likes to argue a point • Is a perfectionist and expects others to be perfect as well
The gifted student • Has a sophisticated sense of humor • Understands subtle humor • Enjoys plays on words and satire	And... • Sometimes perceived as a “know it all” by peers • Is sometimes “bossy” to peers in group situations

Instructional Programs

“For highly capable students, access to accelerated learning and enhanced instruction is access to a basic education.”

Morgen Owings Elementary Highly Capable Program

One objective of the HiCap program is to provide enrichment opportunities for students to dive deeper into curriculum and use higher level thinking skills to apply concepts to new situations. At Morgen Owings Elementary, students explore the concept of innovation and design. Students are also encouraged to synthesize their learning by creating new models for exploring concepts in math, technology, engineering, and science. By using these higher level thinking skills, advanced learners are able to work up to their potential and nurture their curiosities.

The HiCap Coordinator’s role is to support teachers in helping students to reach their target learning goals by providing pullout enrichment classes for identified students. Students meet with the HiCap Coordinator on a weekly basis to pursue exploration around enrichment projects designed by the HiCap Coordinator to supplement classroom instruction and expand student’s learning.

Elementary HiCap Pullout:

- *Serves students who have tested and qualified as advanced learners through the LCSD advanced learning assessment process*
- *Supplements classroom learning*
- *Is enrichment-based*
- *Is not designed to accelerate curriculum*
- *Is not a graded class*

Chelan Middle School Highly Capable Program

Highly capable services will be provided by classroom teachers. The District Highly Capable Coordinator will collaborate with teachers to ensure students have access to appropriately challenging curriculum so they can continue to learn and grow to their fullest potential. Every effort will be made to cluster highly capable students with intellectually like peers.

Highly capable services will be provided by classroom teachers in the form of differentiated learning opportunities in Social Studies, English Language Arts, and Science classes. In addition, students will have the opportunity to participate in accelerated math classes, electives, and leadership opportunities.

Teacher and/or grade level teams can collaborate with the Highly Capable Coordinator to develop differentiated assignments and/or enrichment opportunities throughout the school year.

The HiCap Coordinator's role is to help students reach their target learning goals by providing pullout enrichment classes for identified students. Each grade band of students meet with the HiCap Coordinator for a unit of study. Students will pursue exploration around enrichment projects designed by the HiCap Coordinator to supplement classroom instruction and expand student learning.

In addition, academic based extracurricular programs that might be offered are: Knowledge Bowl, Geography Bowl, Science Olympiad, and Drone Club.

Chelan High School

Access to appropriately challenging curriculum will be provided through accelerated course offerings available at the high school and/or running start programs. The Highly Capable Coordinator connects with the high school counselor/registrar to ensure appropriate placement. Parents are highly encouraged to be involved in the pathway of courses selected by the child for graduation.

The Highly Capable Program at Chelan High School focuses on student advocacy to participate in options such as:

- *Dual Credit Courses*
- *Advanced Placement Courses (AP)*
- *College in the High School Courses*
- *Honors Classes*
- *Running Start*
- *Online Learning*
- *Clubs*

Course Offerings Include (updates to offerings are made available through the high school website)

Pre-Calculus (University of Washington) 10,11,12

Calculus I (University of Washington) 10,11,12

Calculus II (University of Washington) 11,12

Finite Mathematics (Central Washington University) 10,11,12

World History 103 (Eastern Washington University) 10

Advanced Placement Psychology 10,11,12

Sociology 101 (Central Washington University) 12

English 101 (Eastern Washington University) 11

English 170 (Eastern Washington University) 12

Honors English I 9

Honors English II 10

Accounting I & II (Wenatchee Valley Community College) 10,11,12

Agricultural Mechanics I, II, III (Wenatchee Valley Community College) 10,11,12

Biology 101 (Eastern Washington University) 10,11,12

Environmental Science 201 and 202 (Central Washington University) 10,11,12

Geology 101 (Eastern Washington University) 10, 11,12

Intro to Ag (Wenatchee Valley College) 9

US History 111/112 (Eastern Washington University) 11,12

Leadership 200 (Eastern Washington University) 10,11,12

Update January 2026

Public Speaking 201 (Central Washington University) 11,12

AP Chemistry 10,11,12

AP Computer Science 9,10,11,12

AP Studio Art 10, 11, 12

Other classes available via CHS Online Learning Lab 10,11,12

Highly Capable Identification

LCSD Procedure 2190P

Selection procedures include a referral process each Fall and Spring. Referrals can be from anyone (parent, teacher, community member) and should include academic assessment data. Potential students must have written parent permission prior to cognitive testing. A selection committee composed of teachers, counselor/school psychologist, and administrators will make the final selection of students eligible for the program.

Selection is based on academic assessments, cognitive assessment(s), and teacher/parent ratings on learning, motivation, and creativity. The selection committee reviews data on each student, substituting student numbers for names to protect confidentiality. Parents will receive a letter following the selection committee's decision regarding placement in the program.

The following procedures will be employed to refer, assess, and select students to participate in the program:

PLEASE NOTE: *No more than two (2) assessments will be administered within a four (4) year period. Re-tests must be at least one calendar year from the date of previous testing. Out of district testing must have prior approval of the Highly Capable Program Coordinator. Testing from other sources will be considered as additional information only.*

Referrals

The district will conduct universal screenings at two elementary grade levels to identify students who may qualify for potential highly capable program placement. Referrals

must be available for all grade levels not being universally screened, and may be submitted by teachers, other staff, parents, students, and members of the community.

Screening

Each year, all kindergarten through fifth grade students will be screened using the iReady assessment. Additionally, second grade students will be given the Naglieri Nonverbal Ability Test (NNAT3). Third through fifth grade students will be screened using the SBA assessments. The selection committee will review this data, as well as math and literacy classroom assessment scores, to identify students exceeding grade level standards.

The committee will screen each nominee to identify students who qualify for further testing. Screening criteria may include the following: State assessments, norm referenced assessments, classroom-based assessments, Renzuli, etc.

District practices for identifying the most highly capable students must prioritize equitable identification of low-income students.

Assessment

Students referred for selection as a highly capable student, unless eliminated through screening as provided in WAC 392-170-045, shall be assessed by qualified district personnel. Lake Chelan School District uses multiple criteria for identification of students who are among the most highly capable (WAC 392-170-055). The district will obtain written electronic parental permission prior to conducting assessments.

Identification Process

Step 1: Screening

- The selection committee reviews screening data for each nominee. Screening data is used for the purpose of referring students on to Step 2.
- Screening measures might include:
 - Information form from parent/guardian
 - Teacher checklist of behavioral characteristics of the gifted indicating a need for differentiated instruction
 - iReady reading/math assessment data
 - Level 4 on Smarter Balanced Assessment (ELA, Math)
 - WIDA levels-early exit (If applicable)
 - And as available:
 - Above grade level on RAPID reading comprehension/Lexile
 - Math assessment data
- Students who show high potential for qualifying are referred for further cognitive testing

Step 2: Permission

- Parent/Guardian permission for cognitive testing is obtained prior to assessing students
- Students who are referred for cognitive testing and have parent permission are assessed using the Naglieri Nonverbal Ability Test (NNAT3) and/or the Cognitive Abilities Test (CogAT)

Step 3: Data Gathering

The Highly Capable Program Coordinator compiles a digital portfolio on each of the students who is tested. The portfolio may contain, but is not limited to, these artifacts:

- a. CogAT Score
- b. NNAT3 Score
- c. Nomination & Inventory form completed by student's teacher

Update January 2026

- d. Nomination form completed by parents
- e. Smarter Balanced assessment scores
- f. Classroom assessments and performances
- g. WIDA levels (If applicable)
- f. RAPID reading comprehension/Lexile level (if available)
- g. Math percentile (if available)

Step 4: Selection

A multi-disciplinary selection committee composed of a district administrator, psychologist or other individual who can interpret cognitive and achievement test results and a HiCap Coordinator will review data that has been collected for each of the nominated students.

The multi-disciplinary selection committee will evaluate individual student assessment profile data and make the selection decision based on:

1. A preponderance of evidence from the profile data demonstrating that a student is among the most highly capable
2. Evidence of clear need for highly capable services

A single assessment score or indicator will not prevent a student's selection for the HCP; however, individual pieces of evidence, if strong enough, can indicate that the student would benefit from these services. If properly validated tests are not available, the professional judgment of the qualified district personnel shall determine eligibility of the student based upon evidence of cognitive and/or academic achievement.

Body of Evidence Options	
Quantitative	Qualitative
Achievement • SBA (Smarter Balanced Assessment) • i-Ready Diagnostic Test • Reading Assessment • Math Assessment	Behavior Characteristics • Home Rating Scales • Teacher Rating Scales • Referral Checklist
Aptitude • CogAT • NNAT3	Demonstrated Performance • Performance Tasks • Work Samples • Portfolio

Step 5: Notification

The district will:

- Notify parents of students who have been tested. Parents will receive a full explanation of the procedures for identification, an explanation of the process to exit a student from the program, the information on the district's program and the options that are available to identified students.
- Obtain parental permission to place identified students in the program before any special services and programs are provided to the student.

Process for Appeal

Parents/legal guardians have the right to appeal the Multi-Disciplinary Selection Committee's decision. Individuals appealing the selection committee's decision must submit a completed appeals form or letter requesting review of selection/placement decision. The written request must include reasons for the appeal and, to support reconsideration, provide additional evidence of significantly advanced cognitive or academic levels and/or outstanding intellectual, academic, or creative abilities.

The appeal request and supporting evidence must be submitted to the Special Programs within 10 school days of the Multi-Disciplinary Selection Committee's decision notification.

The district's multidisciplinary selection committee will review the student's file, assessment profile data, and additional evidence provided in the request for appeal. The multi-disciplinary selection committee is composed of: A special teacher (provided that if a special teacher is not available, a classroom teacher shall be appointed); a psychologist or other qualified practitioner with the training to interpret cognitive and achievement test results; a certified coordinator or administrator with the responsibility for the supervision of the district's highly capable program; and additional professionals if any, that the district deems desirable.

The decision of the multidisciplinary selection committee may include:

- Upholding the original decision of the Multidisciplinary Selection Committee;
- Reversing the decision of the Multidisciplinary Selection Committee;

A decision will be made by the Multidisciplinary Selection Committee within 10 school days after receipt of written request for reconsideration. The parent/legal guardian will be notified of the decision in writing. The decision of the Multidisciplinary Selection Committee is final.

Exit Process

Upon the request of a teacher or a highly capable program administrator, the district may initiate the exit process for students who no longer demonstrate a need for highly capable program services. The Multi-Disciplinary Selection Committee will convene a meeting and invite parent/guardian to review the student's profile to determine if the student qualifies for program services based on assessment data and selection criteria.

The multidisciplinary selection committee may request additional evidence of student capabilities and/or willingness to participate in the program. If the committee determines that the student no longer qualifies for highly capable program services, it may be recommended that the student be exited from the program. The parent will be notified in writing of the committee's decision and of the appeal's process.

A parent/legal guardian may request that the student be withdrawn from the program or a student may voluntarily withdraw from the program. A meeting will be convened by the Highly Capable Program Coordinator/Director to discuss the request. If the parent/legal guardian desires to withdraw the student from the program, the student will be exited from the program. The multi-disciplinary selection committee will determine if identification procedures are necessary for students wishing to reenter the program in the future.

Appendix

Highly Capable Referral Form

Highly Capable Referral Letter with Permission to Test

Appeal Form

2025-2026 COPY of DIGITAL HIGHLY CAPABLE PROGRAM K-12
(Digital form available in English and Spanish)

Highly capable students generally possess the following characteristics:

- Capacity to learn with unusual depth of understanding to retain what has been learned, and to transfer learning to new situations;
- Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers;
- Ability to make unusual connections among ideas and concepts;
- Ability to learn very quickly in their area(s) of intellectual strength;
- Capacity for intense concentration and/or focus.

Please return the completed form to your child's school
or email form to Tiffany Viall at viallt@chelanschools.org

Student	Birthdate	Grade	School	Teacher
Name of person nominating student:				
Relationship to student:				
What prompted you to initiate this referral?				
Has this child ever been identified or enrolled in a gifted/highly capable education program in another school or district? If so, please describe when and where.				

To what extent are the following characteristics typical of the student being nominated?	Almost Never	Seldom	Some-times	Often	Almost Always
1. Constantly asks questions					
2. Offers unusual responses					
3. Likes to try new things					
4. Learns easily and quickly					

Update January 2026

5. Creates original ideas and products					
6. Has many interests, hobbies, and collections					
7. Is bored with routines tasks					
8. Uses advanced vocabulary					
9. Enjoys complex tasks					
10. Displays a keen sense of humor					
11. Intense; gets totally into tasks or thoughts					
12. Relates easily to adults and older peers					
13. Sense of fairness					
14. Works well independently					
15. Usually persistent in his/her interest of topic					
16. Makes connections with what is already known.					
17. Remembers information in vast quantities easily					
18. Tries to apply new information					
19. Makes generalizations and draws conclusions that summarize complex information easily.					
20. Can orient self and figures in space easily					
21. Pursues interests to satisfy own curiosity					
22. Wants to know why and how					
23. Is alert, observant beyond years					
24. Easily understands how others feel					
25. Follows own ideas rather than others'					
26. Uses own set of values to dictate behavior					
27. Upset with sad, negative, hurtful events related through some form of communication (book, movie, news, etc.)					
28. Learned to speak and read considerably earlier than same age peers.					
29. Highly motivated and skilled in specific subject area or domain					

30. Very good in some things, but not others					
31. Approaches ideas from a number of perspectives					
32. Produces a large number of ideas easily					

What qualities or characteristics do you observe in this student that you believe are exceptional?

COPY OF DIGITAL PERMISSION TO TEST
(Digital form available in English and Spanish)

Dear Parent(s):

Your child has been identified as potentially eligible to receive Highly Capable services as part of his/her basic educational program. Additional assessments are required to determine eligibility.

By completing this form, you are giving Lake Chelan School District permission to test your child to determine if he/she meets eligibility.

Board Policy 2190 and Procedures 2190P: Highly Capable Programs can be accessed by pasting the following link into your browser (<https://app.eduportal.com/share/b6c1d0a32d39cf37-121614011222>). These documents contain information on the selection process, appeals, process, and exit procedures.

If you have questions about this form, please contact Lake Chelan Special Programs- Tiffany Viall (viallt@chelanschools.org), or Highly Capable Program Coordinator - Kari McLaren (mclarenk@chelanschools.org) 303 East Johnson Avenue, Chelan WA. 98816.

Sincerely,

Tiffany Viall
Director of Teaching and Learning

Lake Chelan School District
COPY of DIGITAL Highly Capable Appeal Form
(Digital form available in English and Spanish)

Directions:

- Any student tested for the Highly Capable Program who didn't qualify may pursue an appeal.
- An appeal may be initiated by any interested person on a student's behalf.
- Necessary Components of an appeal must include:
 - o Student Information
 - o Student Background
 - o Additional evidence of student achievement (e.g. test scores, report cards,) and evidence of extraordinary circumstances may accompany the appeal packet.

Deadline: Submit to Highly Capable Service 10 days after receiving notification.

Information

Student Name: _____

Current School: _____ Current Grade: _____

Appeal Initiated by: _____

Relationship to student: _____

Describe your reason for appeal:

What additional evidence do you wish for the committee to review that provides evidence of significantly advanced cognitive, academic, or creating abilities?

Describe how the regular curriculum has been modified to meet your child's special needs:

Update January 2026

Additional Comments: _____

Note: Please attach and send copies of any supporting documentation which may be helpful to the selection committee in determining eligibility to the attention of Tiffany Viall, PO Box 369, Chelan, WA 98816 or via email to viallt@chelanschools.org

Parent Permission to appeal:

Parent Name: _____

Parent Signature: _____ Date: _____

Blackhorn Drama Guild

Our CHS Thespian Collaboration



Officers

President - Madelyn Wallace
 Vice President - Holden Pollard
 Treasurer - Josue Garcia Luz
 Secretary - Ximena Mercado
 ASB Representative - Adriana Franco

Students in the Club

We have a total of 58 club members this year!

For our current play, *The Mysterious Murder at Manchester, Manor*, we have 19 actors and 16 stage and tech crew.

2025 Cast & Crew of
The Great Gatsby

Holden Pollard Vice President

I have been participating in Drama Club for the last four years. In those four years, drama club has helped me grow in many ways. It has allowed me to meet and make friends with individuals I would not have otherwise known. It has allowed me to work on my public speaking and speech skills, and it has given me a way to express myself through many unique characters.

Madelyn Wallace President

This is my 4th year in Drama, and throughout the years, I've learned my strengths and weaknesses. I've always been afraid of public speaking, and drama has been my way to come out of my shell, to do things I never would have done before. Drama has taught me confidence because I learned how to push through my fears and trust myself. If I had the chance to do it again, I wouldn't think twice.

Our Mission

We seek to encourage confidence and build relationships. Theater has a role for everyone, from the quiet crew members diligently completing tasks behind the scenes to the onstage cast who learn to project their voices and use their actions and intonations to develop their characters. Through our performances, we entertain, educate, and sometimes even enlighten our members and our audiences on social issues. We strive to create a place of acceptance and belonging.



Recent Events

- o Opportunities to teach/mentor the CMS Drama Club!
- o Field trips to see other schools' shows and tour their theaters
- o FFA Harvest Festival booth



Upcoming Events

Our 2026 production is a comedy called
The Mysterious Murder at Manchester Manor
by Richard Gremel.

Performances:

February 27 at 7:00pm & February 28 at 2:00pm

- **April 16, 2026:** Visit the Numerica PAC to see *Alice*, a theatrical dance production based on *Alice in Wonderland*
- **May 14, 2026:** Apple Awards at the Numerica PAC



(2025) Field trip to the Wenatchee Numerica PAC to experience professional theater!



(2025) Performing at the Apple Awards with 5 other schools' award nominees!

Thank you for your time today!



CHS

COLLEGE & CAREER UPDATES

PRESENTED BY: AMY ANDREWS



YEAR 2

The Focus

- Student reach (not just seniors but all grades)
- Improving already existing programs
- FAFSA enrollment increase
- Smoothing out process from college acceptance to attendance
- Supporting students going into trades



EXPANDED OPPORTUNITIES

Wenatchee Valley College came and spoke to our freshman class about their programs and career opportunities.
We hosted 3 "On the Spot Admissions" events here at CHS, all with record attendance.



FAFSA NUMBERS

Last year at this time, we had 33 seniors with processed FAFSA's.
This year, we have 67!
*attributes to increases include hosting Financial Aid nights with experts (and food!)



INCREASE STUDENT REACH

Strengthening relationship with Junior Class- many already planning ahead
Contact and building relationships with 20+ students from Freshman and Sophomore Classes
Working meetings with CSI students



AN EXPANDED COLLEGE AND CAREER TAB

MULTIPLE WAYS TO SEARCH

- Calendar
- By list
- Individual
- By Category

INFORMATION ON TECH AND TRADE SCHOOL

- Focus on ALL, not just scholarships
- Clearing up misconceptions on terms



WEEKLY FAFSA UPDATES

- Social Media
- Senior Celebration Wall
- Hosted event for FAFSA ID creation last spring
- Hosted 1st FAFSA completion night this fall - 60 in attendance!



SENIOR ADVENTURE KICKOFF

- Hosted last spring on "Decision Day" complete with a red carpet
- Students and parents commiserated it was nice to have a day just geared toward fun and celebration



LOOKING AHEAD

1

2ND ANNUAL SENIOR KICKOFF

Longer red carpet, better visual displays



2

COLLEGE AND CAREER FAIR

Presentations as well as "arena style" job fair type time for students to explore and chat opportunities

3

TRADE SCHOOL ONE PAGER

Creating document that makes it easy for those interested in trades to understand their options and next steps



4

STREAMLINED PROCESS: ACCEPTANCE TO ATTENDANCE

We lose students between the time they get accepted and when they actually go to college. Partnering with WVC to try out some strategies that could be used overall in the future

THANK YOU



LAKE CHELAN SCHOOL DISTRICT FIVE YEAR HISTORY OF TOTAL FTE *

2021-22 THROUGH 2025-26 BUDGETED FTE 1185

	September	October	November	December	January	February	March	April	May	June	Average
2021-22	1,215.77	1,232.15	1,233.81	1,255.21	1,254.82	1,254.71	1,255.29	1,255.34	1,260.00	1,256.06	1,247.32
2022-23	1,242.54	1,250.37	1,252.20	1,251.16	1,250.28	1,249.09	1,248.51	1,247.83	1,247.83	1,246.86	1,248.67
2023-24	1,245.25	1,248.50	1,249.56	1,248.56	1,248.96	1,249.19	1,250.15	1,250.47	1,251.20	1,252.34	1,249.42
2024-25	1,218.44	1,223.28	1,231.28	1,225.52	1,226.05	1,223.65	1,216.65	1,226.02	1,224.02	1,226.04	1,224.10
2025-26	1,198.54	1,193.91	1,188.48	1,191.88	1,190.50						1,192.66

Five Year Actual FTE K-12 & ALE Enrollment Trend

■ 2021-22 ■ 2022-23 ■ 2023-24 ■ 2024-25 ■ 2025-26

1,300.00

1,250.00

1,200.00

1,150.00

1,100.00

1,050.00

1,000.00

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
2021-22	September	1,215.77	1,232.15	1,233.81	1,255.21	1,254.82	1,254.71	1,255.29	1,255.34	1,260.00	1,247.32
2022-23	1,242.54	1,250.37	1,252.20	1,251.16	1,250.28	1,249.09	1,248.51	1,247.83	1,247.83	1,246.86	1,248.67
2023-24	1,245.25	1,248.50	1,249.56	1,248.56	1,248.96	1,249.19	1,250.15	1,250.47	1,251.20	1,252.34	1,249.42
2024-25	1,218.44	1,223.28	1,231.28	1,225.52	1,226.05	1,223.65	1,216.65	1,226.02	1,224.02	1,226.04	1,224.10
2025-26	1,198.54	1,193.91	1,188.48	1,191.88	1,190.50						1,192.66

Report 1251

STATE OF WASHINGTON
SUPERINTENDENT OF PUBLIC INSTRUCTION

RUN January 09, 2026 @ 12:01

SUMMARY OF FULL-TIME EQUIVALENT ENROLLMENT AS REPORTED ON FORM F223 FOR SCHOOL YEAR ENDING 2026

Lake Chelan School District - (04129)

Chelan County No. 04

E.S.D 171

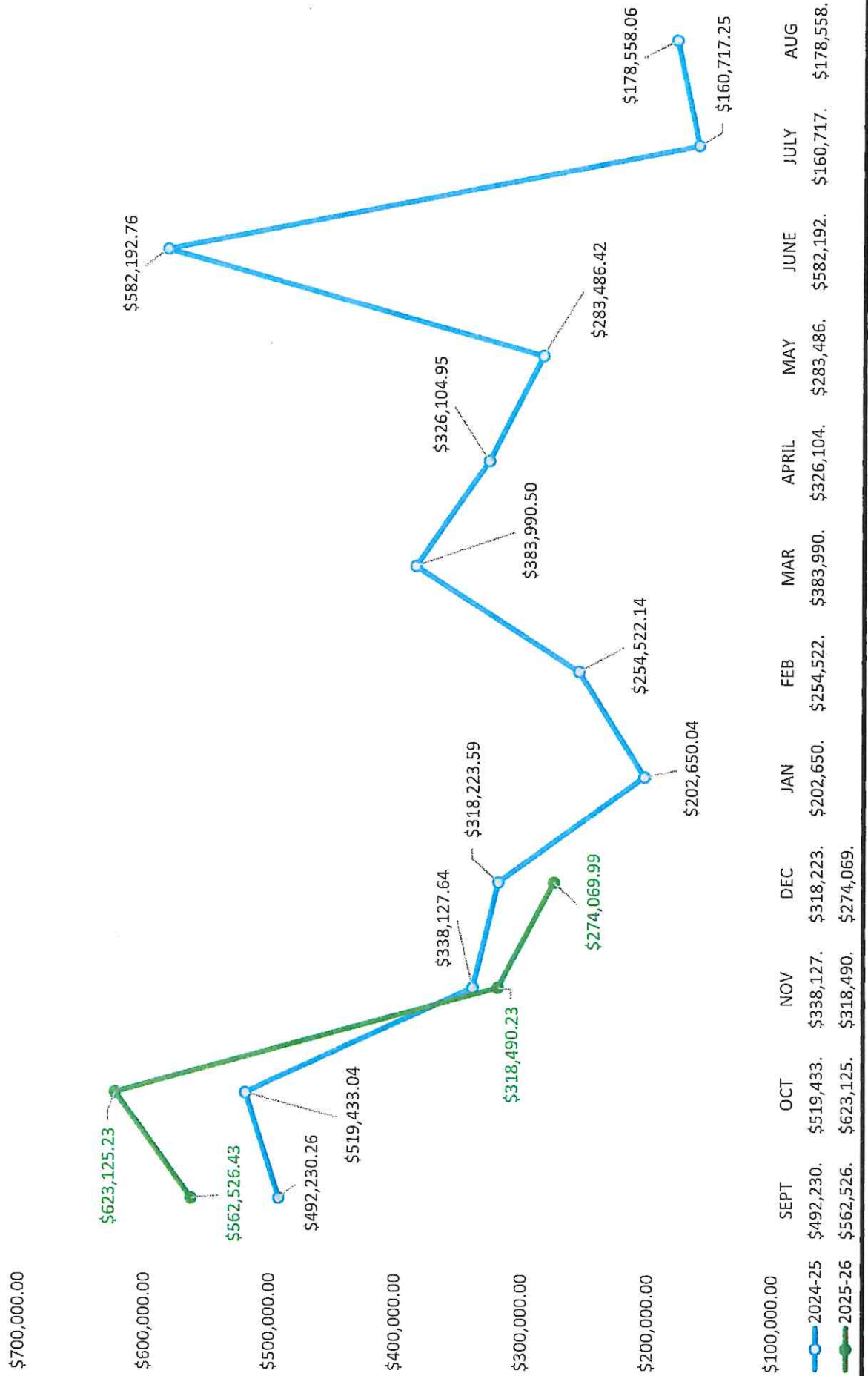
Total K-12 Basic Education Enrollment - including ALE

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	AVERAGE
KINDERGARTEN	59.02	56.02	55.02	57.02	57.02						56.82
FIRST	72.00	73.00	73.02	72.02	72.02						72.41
SECOND	73.00	73.00	73.00	75.00	76.00						74.00
THIRD	79.98	78.98	77.00	77.00	76.00						77.79
FOURTH	83.02	82.02	82.04	82.04	82.04						82.23
FIFTH	77.00	74.00	75.09	74.09	75.09						75.05
SIXTH	89.00	89.00	89.00	89.40	89.40						89.16
SEVENTH	99.48	100.48	101.48	102.48	101.48						101.08
EIGHTH	81.00	82.00	84.89	82.89	83.89						82.93
NINTH	106.67	106.85	105.85	104.85	104.85						105.81
TENTH	128.42	130.00	128.00	128.00	127.00						128.28
PLEVENTH	117.99	116.79	112.32	114.32	113.72						115.03
TWELFTH	120.96	120.77	121.77	122.77	121.99						121.65
*** TOTALS	1,197.54	1,192.91	1,188.48	1,191.88	1,190.50						1,192.26

LAKE CHELAN GENERAL FUND-10

ACCOUNTS PAYABLE COMPARISON

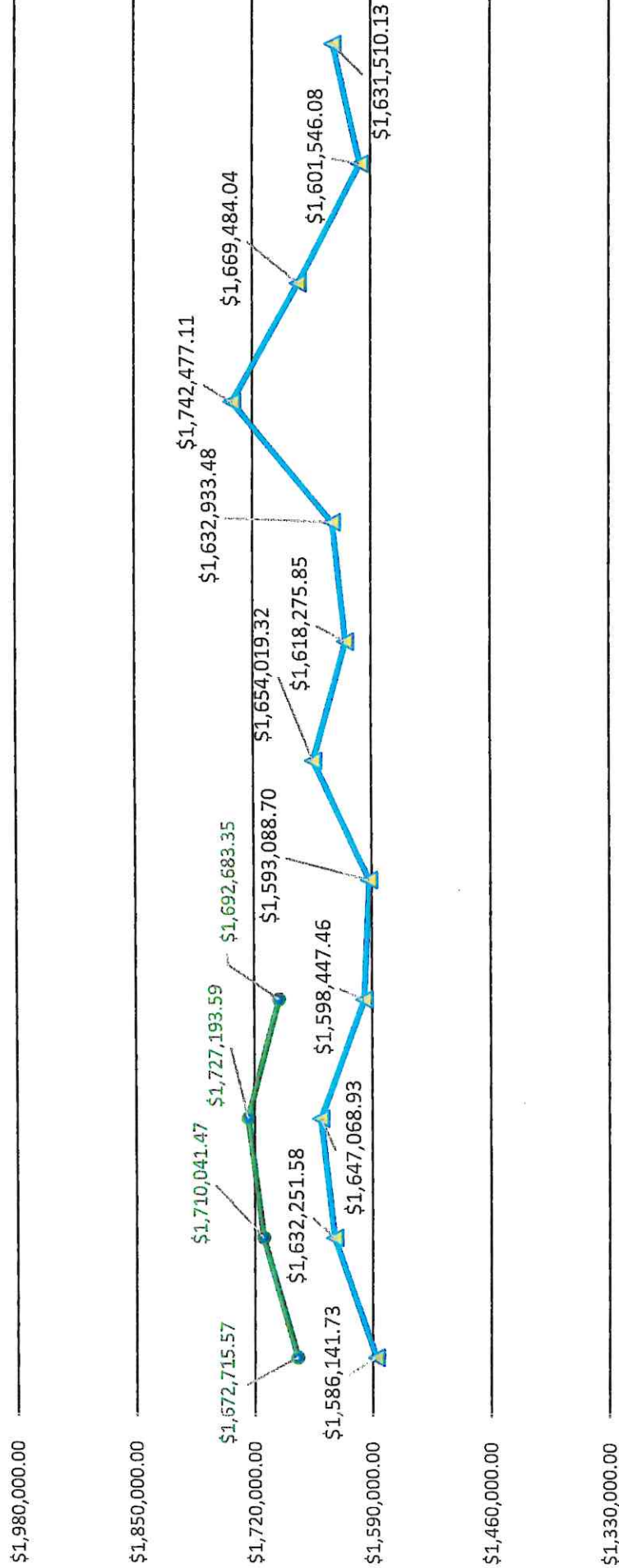
YEARS: 2024-25 and 2025-26



LAKE CHELAN GENERAL FUND-10

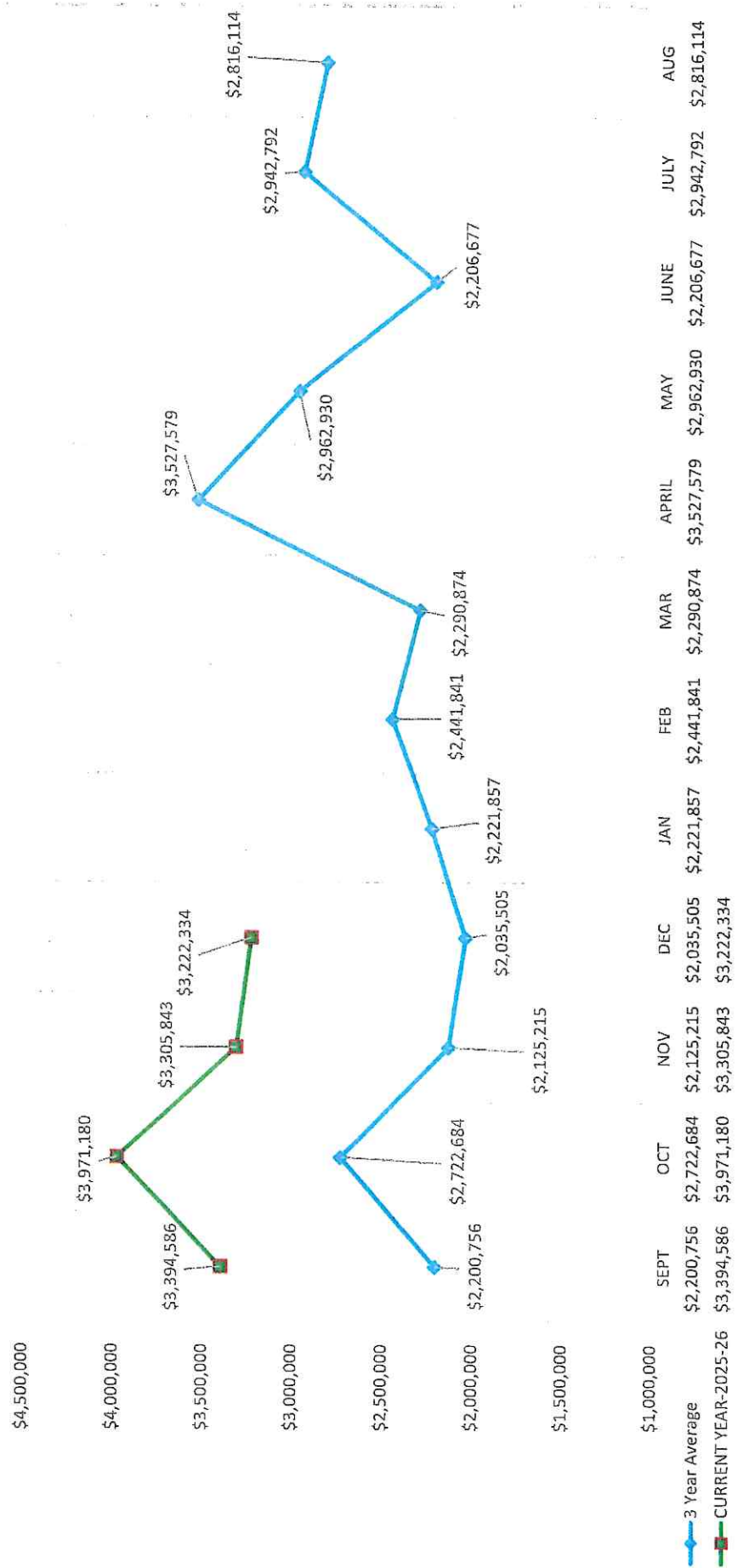
PAYROLL COMPARISON

YEARS: 2024-25 and 2025-26



LAKE CHELAN SCHOOL DISTRICT

GENERAL FUND 3-YEAR AVERAGE COMPARISON TO CURRENT 2024-2025 SCHOOL YEAR



Budget Year Elapsed 33% 12/31/2025	Dec-25	FY 2024-2025			FY 2025-2026			FY 2024-25 to FY 2025-26	
		Actual thru Dec-24	Original Budget	Actual thru Dec-25	Budget Remaining	% of Budget	Comparison		

LAKE CHELAN GENERAL FUND BUDGET STATUS

Revenues

1000 Local Taxes	1,600,329	4,031,415	1,715,385	2,316,030	42.6%	115,056
2000 Local Nontax	158,534	1,233,537	106,198	1,127,339	8.6%	(52,336)
3000 State, General Purpose	3,913,774	13,120,075	4,066,715	9,053,360	31.0%	152,941
4000 State, Special Purpose	1,308,982	4,341,392	1,384,360	2,957,032	31.9%	75,377
5000 Federal, General Purpose	0	0	0	0	0.0%	0
6000 Federal, Special Purpose	479,359	1,896,967	468,849	1,428,118	24.7%	(10,510)
7000 Revenues from Other School Districts	107,645	267,000	62,335	204,665	23.3%	(45,310)
8000 Revenues from Other Agencies	6,938	10,000	0	10,000	0.0%	(6,938)
9000 Other Financing Sources	0	0	3,162	(3,162)	0.0%	3,162
Total Revenues	7,575,560	24,900,386	7,807,004	17,093,382	31.4%	231,444

Expenditures

00 Regular Instruction	3,921,998	12,204,964	3,931,522	8,273,442	32.2%	9,524
10 Federal Stimulus	386	0	0	0	0.0%	(386)
20 Special Ed Instruction	750,878	2,392,693	926,110	1,466,583	38.7%	175,233
30 Vocational Instruction	417,185	1,503,552	447,977	1,055,575	29.8%	30,792
50/60 Compensatory Instruction	654,924	2,139,204	662,086	1,477,118	31.0%	7,162
70 Other Instructional Program	11,449	1,061,387	88,255	973,132	8.3%	76,806
80 Community Support	94,321	279,734	106,853	172,881	38.2%	12,531
90 Support Services	2,158,676	5,706,116	2,406,968	3,299,148	42.2%	248,293
Total Expenditures	8,009,817	25,287,650	8,569,771	16,717,879	33.9%	569,954

Operating Transfers:
Out to CPF DSF & TVF
Prior Year Adjustment

REVENUES OVER (UNDER) TOTAL EXPENDITURES

Fund Balance at September 1,	(434,257)	(387,264)	(762,767)	
Current Total Fund Balance	3,051,713	3,300,000	4,017,233	
Less Committed/Restricted Funds	\$2,617,457	\$2,912,736	\$3,254,467	
Available Fund Balance	\$ 2,051,607	\$ 2,071,522	\$ 1,182,945	13.56% Fund Balance

LAKE CHELAN GENERAL FUND continued...

Ending Fund Balance Accounts
GL 810 Reserved For Other Items
GL 821 Reserved For Carryover
GL 828 Reserved For Food Service Carryover
GL 830 Reserved For Debt Service
GL 840 Reserved For Inventory
GL 870 Committed -Other Items
GL 872 Committed to Min Fund Bal Policy
GL 875 Unrsrvd, Disgrntd-Contingencies
GL 888 Assigned to Other Purposes
GL 890 UnRsrvd Undsgntd Fnd Bal
GL 891 Unassigned Min Fnd Bal Policy
TOTAL Ending Fund Balance

85,498	305,350	151,274
0		0
4,013	30,000	13,769
565,850	673,386	1,182,945
1,962,096	1,904,000	1,906,478
\$2,617,457	\$2,912,736	\$3,254,467

LAKE CHELAN CAPITAL PROJECTS FUND BUDGET STATUS

Revenues

1000 Local Taxes	101,309	320,841	136,444	184,197	42.6%	35,135
2000 Local Nontax	27,657	2,076,545	155,624	1,920,921	7.5%	127,967
3000 State, General Purpose	0	0	0	0	0.0%	0
4000 Federal, General Purpose	26,667	0	0	0	0.0%	(26,667)
8000 Other Agencies & Associates	0	0	0	0	0.0%	0
9000 Other Financing Sources	0	0	0	0	0.0%	0
Total Revenues	155,634	2,397,186	292,068	2,105,118	12.2%	135,434

Expenditures

10 Sites	20,630		66,431	(66,431)	0.0%	45,801
20 Buildings	9,012	2,151,488	136,990	2,014,498	6.4%	127,978
30 Equipment	57,793	658,236	64,846	593,390	9.9%	7,052
40 Energy	0	0	0	0	0.0%	0
50 Bond Issuance	0	0	0	0	0.0%	0
90 DEBT	0	0	0	0	0.0%	0
Total Expenditures	87,436	2,809,724	268,267	2,541,457	9.5%	310,213
Operating Transfers to GF	0	0	0	0		
Other Financing Uses:	0	0	0	0		

EXCESS (DEFICIT) OF TOTAL
REVENUES OVER (UNDER)
TOTAL EXPENDITURES

Fund Balance September 1,

Current Fund Balance

Technology Levy	\$	375,219.08
Grants	\$	(17,444.74)
Capital Projects	\$	145,265.66
Fund Balance	\$	503,040.00

LAKE CHELAN DEBT SERVICE FUND BUDGET STATUS

Revenues

1000 Local Taxes	0	0	0	0	0.0%	0
2000 Local Nontax	116	240	101	139	42.2%	(15)
3000 State, General Purpose	0	0	0	0	0.0%	0
4000 Federal, General Purpose	0	0	0	0	0.0%	0
5000 Federal, Special Purpose	0	0	0	0	0.0%	0
9000 Other Financing Sources	0	0	0	0	0.0%	0
Total Revenues	116	240	101	139	42.2%	(15)

Expenditures

Matured Bond Expenditures	0	0	0	0	0.0%	0
Interest on Bonds	0	0	0	0	0.0%	0
Interfund Loan Interest	0	0	0	0	0.0%	0
Bond Transfer Fees	0	0	0	0	0.0%	0
Arbitrage Rebate	0	0	0	0	0.0%	0
Total Expenditures	0	0	0	0	0.0%	0
Other Financing Uses:	U	U	U	U	#DIV/0!	(15)

EXCESS (DEFICIT) OF TOTAL
REVENUES OVER (UNDER)
TOTAL EXPENDITURES

Fund Balance September 1,

Current Fund Balance

116	240	101
7,089	7,300	7,417
\$7,205	\$7,540	\$7,519

LAKE CHELAN ASSOCIATED STUDENT BODY FUND BUDGET STATUS

Revenues																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expenditures																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
--------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXCESS (DEFICIT) OF TOTAL
REVENUES OVER (UNDER)
TOTAL EXPENDITURES

Fund Balance September 1,	279,563	322,621	306,589
Current Fund Balance	\$292,620	\$351,757	\$363,354

LAKE CHELAN TRANSPORTATION VEHICLE FUND BUDGET STATUS

1000 Local Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
------------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

[illegible]

Operating Transfers:
In From General Fund

EXCESS (DEFICIT) OF TOTAL
REVENUES OVER (UNDER)
TOTAL EXPENDITURES

Fund Balance September 1,	404,624	211,000	419,130
Current Fund Balance	\$410,280	\$0	\$290,607



LAKE CHELAN

== SCHOOL DISTRICT ==

ACHIEVE. BELIEVE. CONTRIBUTE.



LAKE CHELAN
— SCHOOL DISTRICT —

ACHIEVE - BELIEVE - CONTRIBUTE

VISION



All students and staff achieving, believing in their potential and contributing compassionately to their community



MISSION

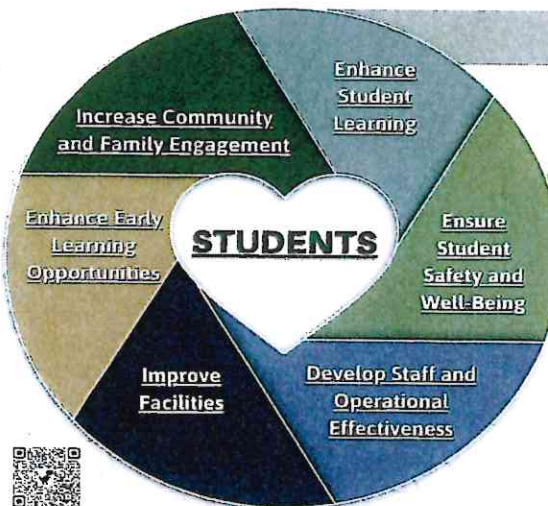
Ensure academic, social, and emotional success for every student, accomplished through engaging and meaningful teaching and learning, dedicated staff, and community engagement

BELIEF STATEMENTS

- Students are at the heart of our work.
- Relationships, belonging, and student voice matter.
- All students deserve an emotionally and physically safe learning environment.
- Family and community engagement is key to school and student success.
- Diversity in ideas, culture, ethnicity, and talent is a school and community asset.
- Intentionally guided pathways lead to student success.

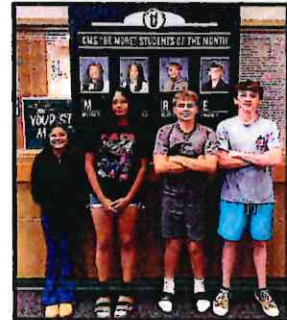


2023-26 Strategic Plan



How to stay in touch

- www.chelanschools.org
- Facebook and Instagram @chelanschools
- Wednesday morning KOZI Community Connections
- Lake Chelan Mirror weekly newspaper
- All Things Lake Chelan and Lake Chelan Now
- Monthly Digital Newsletter - signup on website
- Community-wide mailers
- Call 509-682-3515 or email wilsonb@chelanschools.org



Learning Assistance Program

The district will implement a learning assistance program designed to enhance educational opportunities for students enrolled in kindergarten through twelfth grade who are not meeting academic standards by providing supplemental instruction and services to those students. "Students who are not meeting academic standards" means students with the greatest academic deficits in basic skills as identified by statewide, school, or district assessments or other performance measurement tools.

Washington Integrated Student Supports Protocol

The district will budget and expend learning assistance program funds using the framework of the Washington integrated student supports protocol, established under RCW 28A.300.139.

The district may use up to 15% of its learning assistance program allocation to deliver academic, nonacademic, and social-emotional supports and services to students through partnerships with community-based or other out-of-school organizations in accordance with RCW 28A.300.139.

If the district enters into an agreement with a community partner in accordance with RCW 28A.300.139, the agreement must do the following:

- A. Specify that learning assistance program funds may be used only to provide direct supports and services to students;
- B. Clearly identify the academic, nonacademic, or social-emotional supports and services that will be made available to students by the community partner and how those supports and services align to the needs of the students as identified in the student-level needs assessment required by RCW 28A.300.139; and
- C. Identify the in-school supports that will be reinforced by the supports and services provided by the community partner to promote student progress towards meeting academic standards.

Coordination with Other Programs

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special

needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

Annual Report to OSPI

The district will submit an annual report on September 30th to the Office of Superintendent of Public Instruction detailing the following:

- A. The amount of academic growth gained by students participating in the learning assistance program;
- B. The number of students who gain at least one year of academic growth;
- C. The specific practices, activities, and programs used by each school building that received learning assistance funds;

**Lake Chelan School District
Board Policy 2108
Instruction**

- D. The percentage of learning assistance program funding used to engage community partners, the number of students receiving direct supports and services from those community partners, and the types of supports and services that are being provided; and
- E. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Cross References: 6100 - Revenues From Local, State and Federal Sources
 4130 - Title I, Part A Parent and Family Engagement
 2161 - Special Education and Related Services for Eligible Students
 2104 - Federal and/or State Funded Special Instructional Programs

Legal References: Chapter 28A.165 RCW Learning assistance program
 WAC 392-162 Special service program - Learning assistance
 SHB 1208, Chapter 111, Laws of 2021 Learning Assistance Program -
 Various Provisions

Management Resources: 2021 - June Issue
 2018 - February Policy Issue
 Policy News, June 2005 Learning Assistance Policy Updated

Adoption Date: 02.06.01
Classification: Critical
Prior Revised Dates: 09.25.12; 05.22.18

Nondiscrimination and Affirmative Action-Discrimination-Free Workplace

Definition

"Protected status" is short for the phrase "age, sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability."

Commented [A1]: The title was changed to help members navigate WSSDA's policies. Because the student equivalent to this policy has a similar name, members commonly get confused between the two policies. Accordingly, the title was changed to help avoid confusion and make it easier for members to search for this policy.

Nondiscrimination

The Lake Chelan School District is committed to an educational and working environment free from discrimination and harassment ~~as described in this policy based on a person's protected status~~. This policy ~~and accompanying procedure prohibits discrimination and harassment of any staff member, volunteers, and contractors who work on behalf of the district.~~

The district will not deny any person the benefit of, or subject any person to discrimination in employment, recruitment, promotion, advancement, consideration, or selection in connection with employment based on their protected status.

The district will make all employment decisions in a non-discriminatory manner and will not limit, segregate, or classify any person in a way that could adversely affect their employment opportunities or status based on their protected status.

The district will not enter into any contractual or other relationship that directly or indirectly results in the discrimination of any person in connection with employment based on their protected status.

The district will not grant preferential treatment to applications for employment based on an applicant's enrollment at any education institution or entity that only predominantly admits students based on sex, race, color, or national origin if the giving of such preferences has the effect of discriminating based on sex, race, color, or national origin.

Equal Employment Opportunity

The district will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. ~~Such equal employment opportunity will be provided without discrimination with respect to a legally protected characteristic, which include the following: race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, disability, or the use of a trained guide dog or service animal by a person with a disability.~~

To promote equal employment opportunities, the district will develop a program or plan in accordance with WAC 392-190-0592.

Commented [A2]: This sentence was added to replace the section regarding affirmative action programs or plans. Instead of importing the language from WAC 392-190-0592 into this policy, as was previously done, WSSDA has included a sentence that reminds districts their obligation under this regulation.

Examples of discriminatory harassment include, but are not limited to:

- ~~Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);~~
- ~~Disparaging remarks to or about a person's legally protected characteristic (e.g., negative or offensive remarks or jokes about a person's religion or religious garments);~~
- ~~Displaying negative or offensive posters or pictures about a legally protected characteristic;~~
- ~~Physical conduct toward a person due to that person's legally protected characteristic;~~

- ~~All communications, including those conveyed electronically, such as by e-mail, telephone or voicemail, text messaging, or social media or other internet use, that directly or indirectly implicates a legally protected characteristic; or~~
- ~~Any other unwelcome conduct that implicated a legally protected characteristic.~~

~~In most instances, discriminatory harassment does not include supervisory or evaluative practices.~~

~~The board will designate a staff member to serve as the compliance officer.~~

Examples of Employment Discrimination

Employment discrimination may include the following:

1. Unfair treatment based on an employee's protected status, including unfair or separate treatment in pay scale, assignment of duties, opportunities for advancement, conditions of employment, hiring practices, leaves of absence, hours of employment, and assignment of instructional and non-instructional duties.
2. Harassment based on an employee's protected status by supervisors, co-workers, or others in the workplace that is so severe or persistent that it creates a hostile environment.
3. Denial of a reasonable workplace accommodation that an employee needs because of religious beliefs or a disability.
4. Retaliation because an employee complained about employment discrimination or assisted with an employment discrimination investigation or lawsuit.
5. Making employment or placement decisions based on stereotypes or assumptions about one's protected status.
6. Discriminating against individuals married to or otherwise associated with people of a certain group.
7. Prohibiting an employee from using the restroom consistent with his or her gender identity.

These are examples of employment discrimination and are not an exhaustive list.

Discriminatory Harassment

Discriminatory harassment is unwelcome conduct that is:

1. Directed toward a person based on a protected characteristic;
2. Sufficiently severe or pervasive;
3. Unreasonably interferes with a person's work environment or ability to perform job duties; and
4. The cause of an intimidating, hostile, or offensive environment.

Discriminatory Harassment

The district prohibits discriminatory harassment in the workplace. Discriminatory harassment is unwelcome or offensive conduct directed toward a person based on their protected status that is sufficiently severe or pervasive to create an environment that a reasonable person would consider intimidating, hostile, or offensive. Petty slights, annoyances, or isolated incidents, unless extremely serious, will not rise to the level of discriminatory harassment.

Harassing conduct may include, but is not limited to, offensive jokes, slurs, epithets, name-calling, physical assaults, threats, intimidation, ridicule, mockery, insults, put-downs, offensive objects or pictures, and interference with work performance.

When the district becomes aware of potential discriminatory harassment, it will promptly investigate the conduct and, as appropriate, take reasonable steps to prevent and promptly correct the harassing conduct.

Employment of Persons with Disabilities

~~In order~~ To fulfill its commitment of nondiscrimination to those with disabilities, the following conditions will prevail:

1. ~~No qualified person with disabilities will, solely by reason of a disability, be subjected to discrimination and the district will not~~ The district will not discriminate against a qualified individual based on their disability, nor will the district limit, segregate, or classify any applicants for employment or any staff member in any way that adversely affects their opportunities or status because of their disability. This prohibition applies to all aspects of employment, from recruitment to promotions, and includes fringe benefits and other elements of compensation.
2. The district will ~~make reasonable accommodation to~~ reasonably accommodate the known physical or mental limitations of an otherwise qualified disabled applicant or staff member unless it is clear that an accommodation would impose an undue hardship. ~~on the operation of the district program. Such reasonable accommodations may include:~~
 - a) ~~Making facilities used by staff readily accessible and usable by persons with disabilities; and~~
 - b) ~~Job restructuring, part-time or modified work schedules, acquisition or modification of equipment or devices, the provision of readers or interpreters and other similar actions. In determining whether or not accommodation would impose an undue hardship on the district, factors to be considered include the nature and cost of the accommodation;~~

Reasonable accommodations may include making facilities used by staff readily accessible and usable by persons with disabilities; job restructuring; part-time or modified work schedules; acquisition or modification of equipment or devices; the provision of readers or interpreters; and other similar actions.

An undue hardship means an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the district. In determining whether an accommodation would impose an undue hardship on the district, the district may consider, among other things, the cost of the accommodation, the district's size, the district's financial resources, and the nature and structure of its operations.
3. The district will not use any employment tests or criteria that screen out persons with disabilities unless the tests or criteria ~~is are~~ clearly and specifically job-related, and the district will not use such tests or criteria if alternative tests or criteria that do not screen out persons with disabilities are available.
4. While the district may not make pre-employment inquiries as to whether an applicant has a disability or as to the nature and severity of any such disability, it may inquire into an applicant's ability to perform job-related functions; ~~and~~
5. ~~Any staff member who believes that there has been a violation of this policy or the law prohibiting discrimination because of a disability may initiate a grievance through the procedures for staff complaints.~~

Nondiscrimination for Military Service

The district will not discriminate against any person who is a member of, applies to be a member of, or performs, has performed, applies to perform, or has an obligation to perform service in a uniformed service, on the basis of their participation in a uniformed service. This includes initial employment, retention in employment, promotion, or any benefit of employment. The district will also not discriminate against any person who has participated in the enforcement of these rights under state or federal law.

Affirmative Action Program

~~The district will develop an affirmative action employment plan or program that includes appropriate provisions designed to eliminate discrimination based on protected status.~~

~~Regarding sex discrimination, the district's affirmative action employment plan or program must include the requirements to maintain credential requirements for all personnel without regard to sex; make no~~

Commented [A3]: Rather than including an entire separate section, a sentence referencing the requirement to develop a program or plan in accordance with WAC 392-190-0592 was included in the equal employment opportunities section above.

~~differentiation in pay scale based on sex; make no differentiation in the assignment of school duties based on sex except where an assignment would involve duty areas or situations such as, but not limited to, a shower room, where persons might be disrobed; provide the same opportunities for advancement for males and females; and make no differentiation in conditions of employment based on sex, including, but not limited to, hiring practices, leaves of absence, hours of employment, and assignment of or payment for instructional or noninstructional duties.~~

Complaint Procedure

The district will adopt a complaint procedure in accordance with chapter 392-190 WAC.

Annually, the district will publish a notice of the complaint procedure in a way that is reasonably calculated to inform all employees of it. The district will provide the notice in a language each employee can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for those with limited English proficiency.

The district will not adopt any policy, procedure, or practice that would limit a person's right to file a complaint under the complaint procedure.

Compliance Officer

The superintendent will designate an employee who is responsible for monitoring and coordinating the district's compliance with chapter 392-190 WAC and the guidelines the Office of the Superintendent of Public Instruction has adopted under WAC 392-190-005.

The compliance officer is responsible for ensuring that all complaints filed under the complaint procedure are promptly investigated and resolved.

Retaliation Prohibited

The district will not intimidate, threaten, coerce, or discriminate against any individual who seeks to secure their rights under this policy or chapter 392-190 WAC or because the individual has filed a complaint under the complaint procedure. Further, the district will not tolerate someone else retaliating against another because they sought to secure their rights under this policy or chapter 392-190 WAC or because they have filed a complaint under the complaint procedure.

Any person who retaliates will be subject to appropriate discipline.

Cross References: 2030 - Service Animals in Schools
 5011 - Sexual Harassment of District Staff Prohibited
 5270 - Resolution of Staff Complaints
 5407 - Military Leave

Legal References: RCW 28A.400.310 Law against discrimination applicable to districts' employment practices
 RCW 28A.640.020 Regulations, guidelines to eliminate discrimination— Scope—Sexual harassment policies
 RCW 28A.642 Discrimination prohibition
 RCW 49.60 Discrimination—Human rights commission
 RCW 49.60.030 Freedom from discrimination—Declaration of civil rights
 RCW 49.60.180 Unfair practices of employers
 RCW 49.60.400 Discrimination, preferential treatment prohibited
 RCW 73.16 Employment and Reemployment
 WAC 392-190 Equal Education Opportunity—Unlawful Discrimination Prohibited

~~WAC 392-190-0592 Public school employment~~ ~~392-190-0592 Affirmative action program~~

42 USC 2000e1 2000e10 Title VII of the Civil Rights Act of 1964
20 USC 1681 - 1688 Title IX Educational Amendments of 1972
42 USC 12101 12213 Americans with Disabilities Act
8 USC 1324 (IRCA) Immigration Reform and Control Act of 1986
38 USC 4301-4333 Uniformed Services Employment and Reemployment Rights Act
29 USC 794 Vocational Rehabilitation Act of 1973
34 CFR 104 Nondiscrimination on the basis of handicap in Programs or activities receiving federal financial assistance
38 USC 4212 Vietnam Era Veterans Readjustment Assistance Act of 1974 (VEVRAA)

Commented [A4]: This reference was removed because it is already addressed in chapter 392-190 WAC, which referenced immediately above.

~~WAC 392-190-0591 Public school employment and contract practices~~ ~~392-190-0591 Nondiscrimination~~

Commented [A5]: This reference was removed because it is already addressed in chapter 392-190 WAC, which also referenced above.

Management Resources:

2023 – July Policy Issue
2018 - May Policy Issue
2017 - April Issue
2014 - December Issue
2013 - June Issue
2011 - June Issue
2011 - February Issue
Policy News, August 2007 Washington's Law Against Discrimination
Policy News, June 2001 State Updates Military Leave Rights

Last Revised: July 16-December, 2025

Classification: **Important**

Prior Revised Dates: 12.00; 06.01; 08.07; 02.11; 06.11; 06.13; 12.14; 04.17; 05/01/2018; 07/24/2023; 12/22/2024; 07/16/2025

Procedure - ~~Nondiscrimination and Affirmative Action~~ Discrimination-Free Workplace

This complaint procedure is adopted in accordance with chapter 392-190 WAC.

Complainant

An employee may file a complaint against the district alleging that it has violated anti-discrimination laws. The person filing the complaint is referred to as the "complainant."

Formal Complaint

A formal complaint must be in writing and describe the specific acts, conditions, or circumstances alleged to violate anti-discrimination laws.

A complaint must be filed within one year of the occurrence giving rise to the complaint. The deadline will not be imposed if the complainant was prevented from filing a complaint because (1) the district specifically misrepresented that it had resolved the problem forming the basis of the complaint or (2) the district withheld information it was required to provide under chapter 392-190 WAC.

A complaint may be filed by mail, fax, email, or hand delivery to any district or school administrator or to the compliance officer.

Informal Complaint

A complainant may bring an informal (i.e., oral) complaint to the district. If that occurs, the compliance officer or their designee will schedule a meeting to discuss the informal complaint and how to resolve the complainant's concerns. Using this informal process does not limit the complainant's right to file a formal complaint. Further, as part of this informal process, the district will notify the complainant in writing about their right to file a formal complaint. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

Receiving a Formal Complaint

Any district or school administrator who receives a formal complaint will promptly notify the compliance officer. Once the compliance officer receives a complaint, they will do the following:

1. Provide the complainant with a copy of Policy 5010 and this procedure in a language they can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.
2. Ensure that the district conducts a prompt and thorough investigation into the allegations in the complaint.

In lieu of investigating, the district and the complainant may agree to resolve the complaint. If the complaint is resolved, no further action is necessary.

Written Response to a Formal Complaint

After completing the investigation, the compliance officer or their designee will give the superintendent a full written report of the complaint and the investigation results.

The superintendent or their designee will issue a written response to the complainant within thirty calendar days after the district receives the formal complaint. The thirty-day timeline can be extended if agreed to by the complainant or if exceptional circumstances related to the complaint require an extension. If an extension is needed, the district will notify the complainant in writing of the reasons for

the extension and the anticipated response date. The notice will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The written response must include a summary of the results of the investigation; a finding as to whether the district failed to comply with anti-discrimination laws; notice to the complainant of their right to appeal, including where and to whom the appeal must be filed; and, if the district failed to comply with anti-discrimination laws, the corrective measure deemed necessary to correct the noncompliance. Any corrective measures must be instituted as expeditiously as possible but no later than thirty calendar days after the written response is issued unless otherwise agreed to by the complainant. The written response will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

The district will send a copy of the written response to the Office of the Superintendent of Public Instruction (OSPI) when it sends the response to the complainant.

Appeal to the Board

If a complainant disagrees with the superintendent's written response, they may appeal to the board. The appeal must be in writing and filed with the superintendent within ten calendar days of receiving the written response.

The board must issue a written appeal decision within thirty calendar days of receiving the appeal unless the complainant agrees otherwise. The board may schedule a meeting to hear from the complainant and district representatives before issuing its decision. If it doesn't schedule a meeting, the board will consider the investigation report, the written response, and any documentation the complainant submits before making its decision.

The appeal decision must include notice of the complainant's right to file a complaint with OSPI under WAC 392-190-075. The district will send a copy of the appeal decision to OSPI.

The appeal decision will be in a language the complainant can understand, which may require language assistance in accordance with Title VI of the Civil Rights Act of 1964 for complainants with limited English proficiency.

Complaint to OSPI

If a complainant disagrees with the board's decision, or if the district fails to comply with this procedure, the complainant may file a complaint with OSPI.

A complaint must be received by OSPI on or before the twentieth calendar day following the date upon which the complainant received the board's decision unless OSPI grants an extension for good cause.

Complaints may be submitted by mail, fax, email, or hand delivery.

A complaint must be in writing and include the following: (1) a description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; (2) the name and contact information, including address, of the complainant; (3) the name and address of the district subject to the complaint; (4) a copy of the district's written response and appeal decision, if any; and (5) a proposed resolution of the complaint or relief requested.

Upon receipt of a complaint, OSPI may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the board.

Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with chapter 392-190 WAC or OSPI's guidelines and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and any documentation the district must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Administrative Hearing

The complainant or the district may appeal OSPI's written decision by filing a written notice of appeal with OSPI within thirty calendar days of receiving the decision. OSPI will conduct a formal administrative hearing in accordance with the Administrative Procedures Act, chapter 34.05 RCW.

Mediation

The district may offer mediation at any time during the complaint procedure. The purpose of mediation is to offer the complainant and the district an opportunity to resolve disputes and reach an acceptable agreement concerning the complaint using an impartial mediator. The parties may agree to extend the complaint procedure deadlines to pursue mediation.

Mediation is voluntary, requires the agreement of both parties, and may be terminated by either party at any time.

The mediator must be impartial, may not be an employee of the district, and must not have a personal or professional conflict of interest. A person is not disqualified as a mediator solely because the district pays them to serve as a mediator.

If the parties resolve a dispute through mediation, they may execute a legally binding agreement that describes the resolution, states that all discussions that occurred during mediation will remain confidential and may not be used as evidence in any subsequent complaint or civil proceeding, and is signed by the complainant and the district's representative.

Recordkeeping

The compliance officer's office will maintain documentation for each complaint received (e.g., the complaint, notices, the investigation report, the written response, the appeal decision, documentation of corrective measures, etc.) for six years.

Nondiscrimination

~~To ensure fairness and consistency, the following grievance procedure is to be used in the district's relationship with its staff members, volunteers, or contractors who work on behalf of the district. It specifically governs employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No such person's status with the district will be adversely affected in any way because the staff member utilized these procedures. As used in this procedure, "grievance" will mean a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws. A "complaint" will mean a charge alleging specific acts, conditions or circumstances which are in violation of the anti-discrimination laws. A "respondent" will~~

mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint to this and the following steps will be taken:

Affirmative Action Plan

In order to secure an equitable solution to a justifiable complaint the district will:

1. Make efforts to modify the composition of the future work force in order to work toward a full utilization of aged persons, persons with disabilities, racial and ethnic minorities, women, and Vietnam veterans in the various job categories.
2. Ensure that all applicants and staff are considered on the basis of bona fide job-related qualifications. The purpose of the affirmative action plan is to actively include persons of under-utilized classes in the employment process, not to exclude others from it. The district will continue to emphasize in all recruitment contacts that nondiscrimination is a basic element in the district's personnel procedures.
3. Be responsible for reviewing all employment procedures and programs to assure that there is no indication of discriminatory practices. The district will continue to use aged persons, persons with disabilities, racial and ethnic minorities, women and Vietnam veterans in the recruitment and employment process. Job descriptions for classified staff will be sent to the Washington Employment Service and other organizations which are recruiting sources for groups that may be under-utilized in the district's work force. Recruitment from colleges and universities will include institutions with high percentages of students of various ethnic minorities.
4. Contract and purchase all goods and services from persons, agencies, vendors, contractors, and organizations who comply with the appropriate laws and executive orders regarding discrimination.
5. Take appropriate action to attract and retain aged persons, persons with disabilities, racial and ethnic minorities, women and Vietnam Veterans at all levels and in all segments of the district's work force. Criteria for selecting staff will be reviewed regularly to assure that such statements relate directly to the requirements for specific positions. However, pursuant to state law there will be no preferential employment practices based on race or gender.
6. Upgrade present staff by providing management development training to assure that individuals of under-utilized groups are prepared for positions of new and increased responsibility.

Implementation of the affirmative action plan will be the responsibility of the superintendent. Administrators will assist in the attainment of the established goals and purposes of this affirmative action plan.

Dissemination

The district will disseminate information concerning employment and developments under the affirmative action plan on a planned basis to assist in achieving the goals set forth in this plan. Affirmative action information will be disseminated by:

1. Printing and distributing such information to staff, school libraries, and offices;
2. Publicizing such information in district newsletters;

3. ~~Conducting meetings with administrative staff to explain the intent and advantages of the policy and plan;~~
4. ~~Conducting faculty meetings and meetings with classified staff;~~
5. ~~Informing appropriate and interested recruiting and hiring sources; and~~
6. ~~Informing all representative staff groups in the district.~~

Male/Female Balance and Staff Goals

The profile of the district's current utilization of women is set forth in _____. By the commencement of the _____ school year, the district will strive to achieve a rate of employment in regard to sex at least equivalent to the goals set forth in _____. The district will see that measurable efforts are made in the utilization of women for higher levels of responsibility in both certificated and classified positions. The district will make good faith effort to recruit, interview, and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, school, and level of operation. Preferential or adverse employment practices, including demotions or termination will not be used to meet stated goals or time lines.

1. Administrators

Goal: To place females in administrative positions.

Objectives: To place females in administrative positions as they become available which falls within a range of _____% men and/or women, without using preferential employment practices.

To identify qualified potential candidates from outside the district for consideration for future openings.

2. Principals and Assistant Principals

Goal: To place females in principal positions.

Objective: To place females in principal and assistant principal positions as they occur and trained women are available, without using preferential employment practices.

3. Teachers, Elementary or grades K-8

Goal: To provide each student with the opportunity to experience both male and female homeroom teachers during the primary as well as the intermediate grades.

Objective: To achieve a staff which falls within a range of _____% men and/or women in the primary as well as the intermediate grades at each school, without using preferential employment practices.

4. Teachers, Secondary or grades 9-12

Goal: To provide students with the opportunity to work with male and female staff in both curricular and extracurricular activities.

Objective: To maintain a staff which falls within a range of _____% men and/or women for classroom teachers and activity supervisors, without using preferential employment practices.

5. Support Staff — Certificated and Classified

Objective: To achieve a staff which falls within a range of _____% men and/or women, without using preferential employment practices.

Racial and Ethnic Minority Balance and Staff Goals

The profiles of the district's current student ethnic minority population and the district's current ethnic minorities (American Indian/ Native American, Asian, Black, and Hispanic) are set forth in _____. By the commencement of the _____ school year the district will strive to achieve a rate of employment for ethnic minorities in both certificated and classified areas as indicated in this

plan, without using preferential employment practices. These goals are a utilization level for certificated staff, at least equal to the percentage of ethnic minority student enrollment within the district; for classified staff a utilization level of at least _____%, a figure based upon relevant availability figures in the _____ statistical area. Final and interim goals are set out in _____. The district will see that measurable efforts are made in the utilization of ethnic minorities for higher levels of responsibility in both certificated and classified positions, without using preferential employment practices. The district will make good faith effort to recruit, interview, and employ individuals consistent with the district commitment to nondiscrimination and affirmative action for all positions and in every department, every school and at every level of operation. Preferential or adverse employment practices, including demotions or termination will not be used to meet stated goals or time lines.

1. Administrators

Goal: To place ethnic minorities in administrative positions, without using preferential employment practices.

Objectives: To place ethnic minorities in administrative positions as they become available to progress toward the percentage of ethnic minorities in the current ethnic minority student enrollment.

To identify qualified potential candidates from outside the district for consideration for future openings.

2. Principals and Assistant Principals

Goal: To place ethnic minorities in principal positions.

Objective: To place ethnic minorities in principal and assistant principal positions as they occur and trained applicants are available, without using preferential employment practices.

3. Teachers: Elementary or grades K-8

Goal: To provide each student with the opportunity to experience ethnic minority homeroom teachers during the primary as well as the intermediate grades, without using preferential employment practices.

Objective: To achieve a staff of primary and intermediate teachers in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment.

4. Teachers: Secondary or grades 9-12

Goal: To provide students with the opportunity to work with ethnic minority staff in both curricular and extracurricular activities.

Objective: To maintain a staff of classroom teachers and activity supervisors in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment, without using preferential employment practices.

5. Support Staff - Certificated and Classified

Objective: To achieve a staff of certificated and classified support staff in which the percentage of ethnic minorities is comparable to that of the current ethnic minority student enrollment, without using preferential employment practices.

Internal Audit and Monitoring System

The superintendent's office, in compliance with WAC 162-12, Pre-employment Inquiry Guide, will record applicant flow, new hires, promotions, transfer requests, transfers, administrative internships, and terminations by age, race, sex, and other protected status. An analysis will be made of the internal and external work force availability of racial and ethnic minorities and women.

The district will evaluate the effectiveness of the nondiscrimination and affirmative action program and report its status to the board semiannually. Such reports may include recommendations for changes in the affirmative action program goals. The overall responsibility for monitoring and auditing this policy is assigned to the district office. The duties include:

1. Analysis of the categories of employment in relation to affirmative action goals;
2. Analysis of work force data and applicant flow;
3. Maintaining records relative to affirmative action information;
4. Preparation of semiannual reports of progress toward the goals and recommended changes required to maintain the vitality of the program;
5. Identifying in a written report to the superintendent any employment practice or policy that is discriminatory or that does not meet the requirements of the affirmative action program; and
6. Keeping the superintendent advised of the progress in implementing the goals and procedures of this affirmative action program.

Grievance Procedure

To ensure fairness and consistency, the following review procedures are to be used in the district's relationship with its staff members, volunteers, or contractors who work on behalf of the district. These review procedures specifically govern employment problems covered by state and federal equal employment opportunity laws and/or this affirmative action program. No such person's status with the district will be adversely affected in any way because the person utilized these procedures.

1. **Grievance** means a complaint which has been filed by a staff member, volunteer, or contractor relating to alleged violations of any state or federal anti-discrimination laws.
2. **Complaint** means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand delivery to any district, school or to the district compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.
3. **Respondent** means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. The district is prohibited by law from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with their right to file a grievance under this procedure and from retaliating against an individual for filing such a grievance.

1. Informal Process for Resolution

When a staff member, volunteer, or contractor has an employment problem concerning equal employment opportunity, he/she will discuss the problem with the immediate supervisor, personnel director or superintendent within 60 days of the circumstances which gave rise to the problem. The staff member, volunteer, or contractor may also ask the compliance officer to participate in the informal review procedure. It is intended that the informal discussion will resolve the issue. If the staff member, volunteer, or contractor feels he/she cannot approach the supervisor because of the supervisor's involvement in the alleged discrimination, the person may directly contact the compliance officer before pursuing formal procedures. If the discussion with the officer or immediate supervisor does not resolve the issue the person may proceed to

the formal review procedures. During the course of the informal process, the district will notify complainant of their right to file a formal complaint.

2. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer will provide the superintendent with a full written report of the complaint and the results of the investigation.

The superintendent or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.

The decision of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) whether the district has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures the district deems necessary to correct it; and 4) notice of the complainant's right to appeal to the school board and the necessary filing information. The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary will be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two – Appeal to Board of Directors

If a complainant disagrees with the superintendent's or designee's written decision, the complainant may file a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response. The board will schedule a hearing to commence by the twentieth (20) calendar day following the filing of the written notice of appeal unless otherwise agreed to by the complainant and the superintendent or for good cause. Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant's right to appeal to the Office of Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the Office of Superintendent of Public Instruction.

Level Three – Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Office of

Superintendent of Public Instruction.

- ~~1. A complaint must be received by the Office of Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Office of Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.~~
- ~~2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.~~
- ~~3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board. Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.~~

~~All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.~~

~~A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.~~

Level Four—Administrative Hearing

~~A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.~~

3. Mediation

~~At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the discrimination complaint process deadlines in order to pursue mediation.~~

~~The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used~~

~~to deny or delay a complainant's right to utilize the complaint procedures.~~

~~Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education-related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.~~

~~If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant, and a district representative who has authority to bind the district.~~

~~4. Preservation of Records~~

~~The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, will be retained in the office of the district compliance officer for a period of 6 years.~~

Resources

District Contact
Lake Chelan School District
Director of Human Resources
309 E Johnson Ave. / PO Box 369
Chelan, WA 98816
509.682.3515

State Contacts
Superintendent of Public Instruction
Equity and Civil Rights Office
P.O. Box 47200
Olympia, WA 98504-7200
360.725.6162

Washington State Human Rights Commission
711 South Capitol Way, Suite 402
P.O. Box 42490
Olympia, WA 98504-2490
360.753.6770

Office for Civil Rights
U.S. Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206.607.1600

Last Revised: ~~July 24, 2023~~ ~~December 11, 2024~~ December 2025
Prior Revised Dates: 12.00; 06.11; 12.14; 01.15; 05.14/2018; 07.23



Title: **Sexual Harassment of District Staff Prohibited**

Code: 5011

Section: 5000 - Personnel

This district is committed to a positive and productive working environment free from discrimination, including sexual harassment. This commitment extends to all employees and other persons involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation, or at a class training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur student to adult, adult to adult or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of district employees by other students, employees or third parties involved in school district activities.

The term "sexual harassment" is defined by the regulations implementing the federal law Title IX of the Education Amendments Act of 1972 at 34 C.F.R. § 106.30.

Under federal and state law, the term "sexual harassment" may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communications that interferes with an individual's employment performance or creates an intimidation, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied obtaining work opportunity or other benefit;
- sexual demands where submission or rejection is a factor in a work or other school-related decision affecting an individual.

A "hostile environment" for an employee is created where the unwanted conduct is sufficiently severe or pervasive to create a work environment that a reasonable person would consider intimidation, hostile, or abusive.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, the district will promptly investigate to determine what occurred and will take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end sexual harassment, eliminate the hostile environment, prevent its occurrence and, as appropriate, remedy its effects. The district will take prompt, equitable and remedial action within its authority every time a report, complaint and grievance alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation to the extent that such investigation does not interfere with an on-going criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending staff or third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt timelines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives report, informal complaint, or written complaint about sexual harassment is responsible for informing the district's Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

This policy applies to sexual harassment (including sexual violence) targeted at district employees carried out by a student, employee, or a third party involved in school district activities.

A formal complaint filed by an employee or filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

Reports of sex discrimination and sexual harassment will be referred to the district's Title IX Coordinator. Reports of discrimination based on sexual orientation, gender expression, gender identity, ethnicity, race, creed, color, national origin, religion, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, or the use of a trained guide dog or service animal, honorably discharged veteran or military status, or age, or complaints alleging violations of the Boy Scouts of America Act will be referred to the district's Civil Rights Compliance Coordinator.

Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide information and education to district staff, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, parents, volunteers, and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee, and reproduce in each staff, volunteer, and parent handbook. Such notices will identify the District's Title IX coordinator and provide contact information, including the coordinator's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, volunteers, and parents in the review process.

Last Revised: [April 16, 2025](#) [December 2025](#)

Classification: **Critical**

Prior Revised Dates: 10.11; 12.14; 07/01/2015; 06/28/2021; 06/29/2022; 07/31/2024; 01/27/2025; [April 16, 2025](#)

Legal References:

- [20 U.S.C. - 1681-1688](#)
- [WAC 392-190-058 Sexual harassment](#)
- [RCW 28A.640.020 Regulations, guidelines to eliminate discrimination - cope - Sexual harassment policies](#)
- [34 C.F.R. 106](#)

Management Resources:

- [2025 - April Issue](#)
- [2025 - January Newsletter](#)
- [2022 - June June](#)
- [2021 - June Issue](#)
- [2015 - July Policy Alert](#)
- [2014 - December Issue](#)
- [2010 - October Issue](#)

Cross References:

- [3205 - Sexual Harassment of Students Prohibited](#)
- [3207 - Prohibition of Harassment, Intimidation, and Bullying of Students](#)
- [3210 - Nondiscrimination](#)
- [3211 - Gender-Inclusive Schools](#)
- [3421 - Child Abuse and Neglect](#)
- [5010 - Nondiscrimination and Affirmative Action](#)
- [5012 - Parental, Family, or Marital Status, and Pregnancy or Related Conditions of Staff](#)

I. Procedure - Sexual Harassment of District Staff Prohibited

The procedure is intended to set forth the requirements of Policy 5011, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at district employees carried out by other students, other employees, or third parties involved in school district activities. The district has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

A formal complaint filed by or on behalf of a student complainant against an employee respondent will be investigated under the definitions, requirements, and procedures of Policy 3205 and Procedure 3205P.

I. Notice of Sexual Harassment Policy

A. Posting of Notices

Information about the district's sexual harassment policy will be easily understandable and conspicuously posted throughout each school building, provided to each employee and reproduced in each staff, volunteer and parent handbook. In addition to the posting and reproduction of this procedure and Policy 5011, the district will provide annual notice to employees that complaints pursuant to this procedure may be filed at Lake Chelan School District Admin. Office, 309 E. Johnson Ave / PO Box 369, Chelan, WA 98816

Staff Responsibilities

~~In the event of an alleged sexual assault, the school principal will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that the district can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement. The principal will notify the targeted district staff person of their right to file a criminal complaint and a sexual harassment complaint simultaneously.~~

II. Confidentiality

- The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.
- If a complainant requests that their name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Title IX/Civil Rights Compliance Coordinator for evaluation. The Title IX/Civil Rights Compliance Coordinator should inform the complainant that the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff, and other third parties engaging in district activities, including the person who reported the sexual harassment.

- If the complainant's request that their name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator can be honored, the Title IX/Civil Rights Compliance Coordinator should notify the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator. However, the district will use other appropriate means available to address the sexual harassment.

~~— If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the district not investigate or seek action against the alleged perpetrator, the request will be forwarded to the [insert title of appropriate district employee(s)] for evaluation. The [insert title of appropriate district employee(s)] should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.~~

~~— If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that the district not investigate or seek action against the alleged perpetrator, the district will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in district activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the district's ability to respond fully to an individual allegation of sexual harassment, the district will use other appropriate means available to address the sexual harassment.~~

III. Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the district will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The district will investigate all allegations of retaliation and take actions against those found to have retaliated.

IV. Formal Title IX Sexual Harassment Complaint Process

In response to formal complaints of sexual harassment, the district will take prompt and appropriate action to investigate and take prompt and effective steps reasonably calculated to end harassment, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Anyone may initiate a formal complaint of sexual harassment.

A. Filing of Complaint

All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.

Complaints must be filed within one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.

Complaints may be submitted by mail, fax, email, or hand-delivery to the district Title IX Coordinator. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

B. Discipline and Emergency Removals for Alleged Sexual Harassment under Title IX

A respondent who is accused of sexual harassment under Title IX and this process is presumed not responsible for the alleged conduct until after a determination regarding responsibility is made at the conclusion of the grievance/investigation process.

Until a determination of responsibility for sexual harassment is made, the district may not impose any disciplinary sanctions or other punitive actions against the respondent. (Supportive measures are not disciplinary sanctions and must be non-punitive.)

In rare instances, a district may remove a student from school on an emergency basis consistent with **Policy and Procedure 3241 – Student Discipline** modify as accurate for your district and the associated student discipline regulations for emergency expulsion.

Additionally, a non-student employee respondent may be placed on administrative leave during the pendency of a grievance process.

C. Formal Complaints by Staff will be Processed under the Procedures of 3205P

The district will consider a formal complaint concerning the sexual harassment of an employee under the process, definitions, and standards outlined for formal complaints **in Section VI. of Procedure 3205P or relevant district policy**. If the formal complaint proceeds with an investigation under that procedure, the parties will have the appeal rights designated in that procedure.

If a formal complaint was filed, employees will also be permitted to use the Title IX Informal Resolution Process under that procedure.

If the Title IX Coordinator must dismiss a complaint under that procedure, the Title IX Coordinator will provide the complainant with written notice that the complaint has been dismissed. The notice should also inform the complainant whether the complaint has been:

- Referred for consideration under the district's policy prohibiting discrimination against staff, including sex-based discrimination **Policy 5010 – modify as accurate for your district**, and its procedures for investigating a complaint under that policy.
- Referred for other action or consideration under another District policy and procedure.
- Dismissed with no further action anticipated because the information provided does not suggest a potential violation of District policy or state or federal law.

The complainant must be provided notice of the right to appeal any dismissal decision(s) to the **superintendent or designee**. Additionally, dismissal of a prior complaint shall not be a basis for refusing to consider any new formal complaints filed by the same complainant or their legal representative.

I. Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination. 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

II. Investigation Recordkeeping

The district will maintain, for a period of **X** years, records of all sexual harassment investigations.

The district will maintain, for a period of **seven years**, records of each Title IX sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant; and any appeal from the result of a determination regarding responsibility.

The district will maintain, for a period of **seven years**, records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX.

Informal Complaint Process

~~Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to **insert Title IX Coordinator's name and contact information**. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.~~

~~During the course of the informal complaint process, the district will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the district will take interim measures to protect the complainant before the final outcome of the district's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).~~

~~Informal remedies may include:~~

- ~~• An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;~~
- ~~• A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;~~
- ~~• A general public statement from an administrator in a building reviewing the district sexual harassment policy without identifying the complainant.~~
- ~~• Developing a safety plan;~~
- ~~• Separating staff person; or~~
- ~~• Providing staff and/or student training.~~

~~Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because the district believes the complaint needs to be more thoroughly investigated. The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow up inquiries will follow a timeline agreed to by the district and complainant.~~

Formal Complaint Process

Level One—Complaint to District

~~Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the district will take interim measures to~~

protect the complainant before the final outcome of the district's investigation. The following process will be followed:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The superintendent or Title IX Coordinator may also conclude that the district needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by the district that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that the district was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand delivery to the Title IX Coordinator, insert name/title at insert office address, telephone number and e-mail address. Any district employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

Investigation and Response

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The school district and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

Superintendent Response

- The superintendent will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the district will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time the district responds to the complainant, the district must send a copy of the response to the office of the superintendent of public instruction.
- The response of the superintendent or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures the district deems necessary, including assurance that the district will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant's right to appeal to the school board and the necessary filing information; and 5) any corrective measures the district will take, remedies for the complainant (e.g., sources of counseling, advocacy and other support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused

~~party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by the district.~~

- ~~• Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's mailing of a written response, unless the accused is appealing the imposition of discipline and the district is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the appropriate collective bargaining agreement process or anti-discrimination policy.~~
- ~~• The district will inform the complainant how to report any subsequent problems. Additionally, the district will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the district and complainant.~~

~~Level Two – Appeal to Board of Directors~~

~~Notice of Appeal and Hearing~~

- ~~• If a complainant disagrees with the superintendent's or designee's written decision, the complainant may appeal the decision to the district board of directors, by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.~~
- ~~• The board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.~~
- ~~• Both parties will be allowed to present such witnesses and testimony as the board deems relevant and material.~~

~~Decision~~

- ~~• Unless otherwise agreed to by the complainant, the board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.~~
- ~~• The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.~~
- ~~• The decision will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. The district will send a copy of the appeal decision to the office of the superintendent of public instruction.~~

~~Level Three – Complaint to the Superintendent of Public Instruction~~

~~Filing of Complaint~~

- ~~• If a complainant disagrees with the decision of the board of directors, or if the district fails to comply with this procedure, the complainant may file a complaint with the Superintendent of Public Instruction.~~
- ~~• A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors' decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.~~
- ~~• A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of the district subject to the complaint; 4) A copy of the district's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.~~

~~Investigation, Determination and Corrective Action~~

- ~~• Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also~~

investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.

- Following the investigation, OSPI will make an independent determination as to whether the district has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and the district that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation the district must provide to demonstrate that corrective action has been completed.
- All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring the district to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, the district voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four – Administrative Hearing

A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office's written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Other Complaint Options

Office for Civil Rights (OCR), U.S. Department of Education

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission (WSHRC)

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Mediation

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and the district may agree to extend the complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and the district an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant's right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of the district or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process

~~hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind the district.~~

III. Training and Orientation

A fixed component of all district orientation sessions for staff, students and regular volunteers will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers will get the portions of this component of orientation relevant to their rights and responsibilities.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:

- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

IV. Policy and Procedure Review

Annually, the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The Title IX/~~Civil Rights~~ Compliance Coordinator will be included in the committee. Based on the review of the committee, the superintendent will prepare a report to the board including, if necessary, any recommended policy changes. The superintendent will consider adopting changes to this procedure if recommended by the committee.

Management Resources: [2025 – April Policy and Legal News](#)
2015 - July Policy Alert
2014 - March Issue

Adoption Date:

Classification: **Essential**

Revised Dates: **08.06; 10.11; 03.14; 01.15; 06/01/2015; 06.21; 03.25**

Contract No.	Company Name	Document Name	Project	Dollar Value	Date Signed	Department	Point of Contact
CON-26-320	MG Consulting Services, dba MuniRM	Professional Services Agreement	Records Management	\$12,000.00	01/02/26	Administration	Peri Gallucci
CON-24-125	Chelan County	CPIF Chelan County Funding Agreement Amendment No. 1	Washington Street Booster Pump Station	\$0.00	01/15/26	Public Works	Travis Denham
CON-26-323	Jackson Engstrom	Separation Agreement	Employment	\$16,604.43	01/15/26	Public Works	Jake Youngren
CON-26-324	RH2 Engineering	Task Authorization No. 15	Downtown Traffic Analysis	\$19,811.00	01/15/26	Public Works	Travis Denham
CON-26-325	National Golf Foundation	Professional Services Agreement	Lake Chelan Golf Study	\$28,500.00	01/22/26	Parks and Recreation	Audrey Cooper
CON-26-326	Ardurra Group	Amendment No. 2	SR150 Sewer Mainline Improvements Project, Right of Way Survey	\$26,612.00	01/23/26	Public Works	Travis Denham
CON-26-327	WSDOT	Project Review - Reimbursable Agreement	SR150 Sewer Mainline Replacement Project	\$5,000.00	01/26/26	Public Works	Travis Denham
	Kimberly Horne	Professional Services Agreement	Prepare an Independent Fee Estimate for the Runway 2/20 Pavement Rehabilitation Project, Phase 1 Design for the Lake Chelan Municipal Airport (\$10)	\$7,500.00	01/29/26	Administration	Peri Gallucci
CON-25-247	Cascade Central Construction LLC	Amendment No. 1	Amendment No. 2 to the Contractor Agreement for the Lakeside Park Renovations Project	\$12,335.15	02/04/26	Parks and Recreation	Audrey Cooper